AGENDA
Board of Education Regular Meeting
Monday, August 12, 2013 at 6:00 PM
Maxine and George Morris Alternative/Mustang Education Center 400 North Clear Springs Road, Mustang, OK 73064, 12400 SW 15th St., Yukon, Oklahoma 73099

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District Number I-069 of Canadian County, Oklahoma will hold a Board of Education Regular Meeting on Monday, August 12, 2013 at 6:00 PM. The place and street of the meeting will be Maxine and George Morris Alternative/Mustang Education Center 400 North Clear Springs Road, Mustang, OK 73064, 12400 SW 15th St., Yukon, Oklahoma 73099.
The Board of Education may discuss, make motions, and vote upon all matters appearing on this agenda. Such votes may be to approve, reject, table, reaffirm, rescind, or take no action on any agenda matter.

A. Invocation and Flag Salute

B. Roll Call (may be silent)

C. Superintendent's Report

1. Board Correspondence
2. Above & Beyond
3. Start of School
4. Capital Improvement Committee Update
5. Construction Update
6. District Traffic Plan
7. 2013 Spring Testing Update

D. Board Reports

E. Standing and Financial Resolutions

1. Chief Financial Officer Report - Deanna Mowrey

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

F. Public Participation

G. Consent Agenda

1. Board of Education Minutes:

a. Regular Board Meeting - July 8, 2013

2. Activity Accounts:

a. Transfer of $666.23 from Mustang Valley Spanish Club #900 to Canyon Ridge Spanish Club #974.

b. Transfer of $1,821.51 from MEC (used as staff) #921 to MEC Staff #938, and closing of #921.

3. Out-of-District Overnight Travel:

a. Mustang HS FFA to attend Tulsa State Fair October 1-4, 2013 in Tulsa, OK. Mr. Harris and Mr. Griffin will be sponsors for the ten (10) students.

b. MHS Pom Team to attend the Alamo Bowl in San Antonio, TX from December 27-31st. Trip will be paid for by individual members and their booster organization.

c. MHS Softball team to travel to Broken Arrow for tournament on August 16-17th, 2013.

4. Use of Facilities:

a. Optimist Club of Mustang requesting the use of Creek and Valley Elementary's gymnasiums for practice for the 2013-2014 basketball league. They will need the gyms every Mon., Tues., Thur. and Fri. from August 15th-March 7th 2014 6:00pm -9:00 pm.

b. Optimist Club of Mustang requesting the use of Horizon Intermediate and MNMS main gyms for games for 2013-2014 basketball league. They will need the gyms Fri. nights starting mid November from 5:00 - 9:00 pm, Sat. from 7:30am-9:00pm and Sundays from noon - 5:00 pm.

c. Optimist Club of Mustang is requesting the use of Centennial and Trails Elementary's gymnasiums for practice for 2013-14 basketball league. They will need the gyms every Monday, Tuesday, Thursday and Friday nights from

November 4th until March 7th from 6:00 pm until 9:00 pm.

5. Renewal of Contract with Canadian County Youth and Family Services for the SY 2013-2014.

6. Renewal of Contract with Melody Thomason as Physical Therapist for SY 2013-2014.

7. Renewal of Contract with Greta Forcina as a Speech Language Pathologist for the SY 2013-2014.

8. Renewal of Contract with Susan Westmoreland of Westmoreland Therapy for speech language therapy for SY 2013-2014.

9. Renewal of Contract with Stephanie Pyle as Occupational Therapist for the SY 2013-2014.

10. Renewal of Contract with ALCA for storing student testing data in one data base for SY 2013-2014.

11. Renewal of Contract with Edgenuity for 40 licenses for on-line course work for the SY 2013-2014.

12. Renewal of Contract with Southern Nazerene University for Clinical Rotation for Nursing Students with no cost to District for SY 2013-2014.

13. Renewal of Contract with Canadian County Education Center for SY 2013-2014.

14. Renewal of Contract with parent to provide transportation to and from Putnam City Public Schools on a daily basis for deaf services for SY 2013-2014.

15. Renewal of Contract with Maximum Health Care to provide nursing services for a student with severe medical disabilities for SY 2013-2014. This is paid from federal funds.

16. Renewal of Contract with Putnam City Public Schools for SY 2013-2014. This contract provides transfer of students who require IEP services not available in our district, such as services for students who are deaf. All funds are paid from Federal Programs.

17. Renewal of Contract with Rosetta Stone for the ELL (English Language Learners) program for the SY 2013-2014. This is an online language acquisition program. Estimated cost for this service is $12,500 depending on number of participants. All costs will be paid with Federal Funds.

18. Renewal of Contract with City of Mustang for two (2) experienced Mustang police officers for the SY 2013-2014.

19. Renewal of Contract with Canadian County Sheriff's Department for SY 2013-2014 to provide one (1) full time, on duty law enforcement officer covering MNMS, Trails Elementary, Creek Elementary, Valley Elementary and Canyon Ridge Intermediate School each day school is in session.

20. Approval of the Treasurer Certificate Forms to be filed with Cleveland, Canadian and Oklahoma County Clerk.

21. Approval of revised K-2nd grade report card to a standards based report card for SY 2013-2014.

22. Approval of District Activity Fund Handbook for SY 2013-2014.

23. Approval of District Student Handbook for SY 2013-2014.

24. Approval for new HS Activity Account: French National Honor Society.

25. Approval of new clubs for Canyon Ridge Intermediate School for SY 2013-2014 consisting of Academic Team, Photography Club, Golf Club, Science Club, Student Council, Fellowship of Christian Athletes, Cultural Club, Intramural Club, Archery, Honor Choir and Find-A-Hobby Club.

26. Approval of new clubs for Mustang Horizon Intermediate School for SY 2013-2014: 6th Grade Scholastic Club, Science Club, Student Leadership Club, 5th & 6th Honor Choir, Intramural Club and Archery Club.

27. Approval of Committee members for the District Gifted and Talented Advisory Committee for the SY 2013-2014:

28. Approval of the Change Order #7 from Timberlake Construction for Horizon Intermediate School. This will be a decrease to the contingency of $35,826.80.

29. Approval of Change Order #10 from Timberlake Construction for Sara Rd. Elementary. This will be a total decrease to the Construction Contingency by $13,170.80.

30. Approval of awarding Sam's Club the copy paper bid for the District copy paper for the SY 2013-2014.

31. Approval of revisions to the following Policies and Procedures:

    a. Family Educational Rights and Privacy Act (FERPA), Policy #2045

b. Acceptable Use and Safety Policy (IAUSP) #2130

c. Enrollment of Students, Policy #5035

H. Business

1. The Board will consider and may take action to approve the contract with Northeastern Speech Therapy, Pllc to provide speech language pathologists for the SY 2013-2014.

2. The Board will consider and may take action to approve the Resolution Adopting the Canadian County Multi-Jurisdictional Multi-Hazard Mitigation Plan.

3. The Board will consider and may take action to approve a contract with Sign Language Resource Services, Inc. (SLRS) to provide sign language interpreting as needed for employees or patrons of the Mustang School District.

4. The Board will consider and may take action to approve the addition to Policy and Procedures:

   a. Personal Technology Device (PTD) Use Policy, Policy #2140.

5. The Board will consider and may take action to approve the Certificate of Substantial Completion for Canyon Ridge Intermediate School.

I. New Business:

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

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

   a. Schedule "A"

   b. Schedule "B"

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

3. Oklahoma Statutes Title 25,§ 307(B) (3): Discussing the purchase or appraisal of real property.

K. Acknowledge Return to Open Session

L. Statement of Executive Session by Board Clerk

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

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

O. Vote to approve or not approve the Agreement between MEA and Mustang Board of Education for Teacher Contract for SY 2013-2014.

P. Adjournment.

MUSTANG PUBLIC SCHOOLS
Cash Balances

Report Options: As Of Date: 7/31/2013

Cash By Account and Fund

AC 0101	BANK OF OKLAHOMA, N.A.			
2012	11	General Fund		$3,168.31
2013	11	General Fund		$7,403,388.50
2014	11	General Fund		($440,385.17)
2013	21	Building Fund		$1,005,576.65
2014	21	Building Fund		$5,815.93
2012	22	Child Nutrition Programs Fund		$418.30
2013	22	Child Nutrition Programs Fund		$761,179.07
2014	22	Child Nutrition Programs Fund		($15,873.39)
2013	31	Bond Fund #31		$580,371.75
2014	31	Bond Fund #31		($236,703.27)
2013	32	Bond Fund #32		$53,211.19
2014	32	Bond Fund #32		$0.90
2013	33	Bond Fund #33		$182,544.87
2014	33	Bond Fund #33		$3.04
2013	34	Bond Fund #34		$218,897.12
2014	34	Bond Fund #34		$3.65
2013	35	Bond Fund #35		$606,384.31
2014	35	Bond Fund #35		$10.11
2013	36	Bond Fund #36		$1,084,282.26
2014	36	Bond Fund #36		$1,435.79
2013	37	Bond Fund #37		$8,210,156.81
2014	37	Bond Fund #37		$136.90
2013	38	Bond Fund #38		$11,584.95
2014	38	Bond Fund #38		$0.19
2013	41	Sinking Fund		$5,470,730.47
2014	41	Sinking Fund		$26,663.52
			Total AC 0101	$24,933,002.76
AI 0103	YUKON NATIONAL			
2013	41	Sinking Fund		$245,000.00
			Total AI 0103	$245,000.00
AI 0110	BANK OF COMMERCE			
2013	41	Sinking Fund		$240,000.00
			Total AI 0110	$240,000.00
AI 0111	CORNERSTONE BANK			
2013	11	General Fund		$240,000.00
			Total AI 0111	$240,000.00
AI 0112	FIRST NATL BANK OF CHICKASHA			
2013	11	General Fund		$245,000.00
			Total AI 0112	$245,000.00
AI 0113	SOONER STATE BANK			
2013	21	Building Fund		$245,000.00
			Total AI 0113	$245,000.00
				$26,148,002.76

Cash By Fund

2012	11	General Fund	$3,168.31
2013	11	General Fund	$7,888,388.50

Report Options: As Of Date: 7/31/2013

Cash By Account and Fund

2014	11	General Fund	($440,385.17)
2013	21	Building Fund	$1,250,576.65
2014	21	Building Fund	$5,815.93
2012	22	Child Nutrition Programs Fund	$418.30
2013	22	Child Nutrition Programs Fund	$761,179.07
2014	22	Child Nutrition Programs Fund	($15,873.39)
2013	31	Bond Fund #31	$580,371.75
2014	31	Bond Fund #31	($236,703.27)
2013	32	Bond Fund #32	$53,211.19
2014	32	Bond Fund #32	$0.90
2013	33	Bond Fund #33	$182,544.87
2014	33	Bond Fund #33	$3.04
2013	34	Bond Fund #34	$218,897.12
2014	34	Bond Fund #34	$3.65
2013	35	Bond Fund #35	$606,384.31
2014	35	Bond Fund #35	$10.11
2013	36	Bond Fund #36	$1,084,282.26
2014	36	Bond Fund #36	$1,435.79
2013	37	Bond Fund #37	$8,210,156.81
2014	37	Bond Fund #37	$136.90
2013	38	Bond Fund #38	$11,584.95
2014	38	Bond Fund #38	$0.19
2013	41	Sinking Fund	$5,955,730.47
2014	41	Sinking Fund	$26,663.52
			$26,148,002.76

MUSTANG PUBLIC SCHOOLS
Balance Sheet

Report Options: As Of Date: 7/31/2013; Include sub-totals by Fund: Yes

Assets		
Cash & Investments		
11 2012 General Fund		$3,168.31
11 2013 General Fund		$7,403,388.50
11 2014 General Fund		($440,385.17)
	Fund 11 Total	$6,966,171.64
21 2013 Building Fund		$1,005,576.65
21 2014 Building Fund		$5,815.93
	Fund 21 Total	$1,011,392.58
22 2012 Child Nutrition Programs Fund		$418.30
22 2013 Child Nutrition Programs Fund		$761,179.07
22 2014 Child Nutrition Programs Fund		($15,873.39)
	Fund 22 Total	$745,723.98
31 2013 Bond Fund #31		$580,371.75
31 2014 Bond Fund #31		($236,703.27)
	Fund 31 Total	$343,668.48
32 2013 Bond Fund #32		$53,211.19
32 2014 Bond Fund #32		$0.90
	Fund 32 Total	$53,212.09
33 2013 Bond Fund #33		$182,544.87
33 2014 Bond Fund #33		$3.04
	Fund 33 Total	$182,547.91
34 2013 Bond Fund #34		$218,897.12
34 2014 Bond Fund #34		$3.65
	Fund 34 Total	$218,900.77
35 2013 Bond Fund #35		$606,384.31
35 2014 Bond Fund #35		$10.11
	Fund 35 Total	$606,394.42
36 2013 Bond Fund #36		$1,084,282.26
36 2014 Bond Fund #36		$1,435.79
	Fund 36 Total	$1,085,718.05
37 2013 Bond Fund #37		$8,210,156.81
37 2014 Bond Fund #37		$136.90
	Fund 37 Total	$8,210,293.71
38 2013 Bond Fund #38		$11,584.95
38 2014 Bond Fund #38		$0.19
	Fund 38 Total	$11,585.14
41 2013 Sinking Fund		$5,470,730.47
41 2014 Sinking Fund		$26,663.52
	Fund 41 Total	$5,497,393.99
	Cash & Investments Total	$24,933,002.76
Investments		

Report Options: As Of Date: 7/31/2013; Include sub-totals by Fund: Yes

Assets		
Investments		
11 2013 General Fund		$485,000.00
	Fund 11 Total	$485,000.00
21 2013 Building Fund		$245,000.00
	Fund 21 Total	$245,000.00
41 2013 Sinking Fund		$485,000.00
	Fund 41 Total	$485,000.00
	Investments Total	$1,215,000.00
Revenue Receivable		
11 2013 General Fund		($57,978,815.77)
11 2014 General Fund		($667,413.54)
	Fund 11 Total	($58,646,229.31)
21 2013 Building Fund		($3,234,199.39)
21 2014 Building Fund		($5,815.93)
	Fund 21 Total	($3,240,015.32)
22 2013 Child Nutrition Programs Fund		($4,401,033.66)
22 2014 Child Nutrition Programs Fund		($188.75)
	Fund 22 Total	($4,401,222.41)
24 2013 OKC MAPS TRUST		($537,472.96)
	Fund 24 Total	($537,472.96)
31 2013 Bond Fund #31		($881,575.85)
31 2014 Bond Fund #31		($5.73)
	Fund 31 Total	($881,581.58)
32 2013 Bond Fund #32		($108,964.02)
32 2014 Bond Fund #32		($0.90)
	Fund 32 Total	($108,964.92)
33 2013 Bond Fund #33		($328,321.32)
33 2014 Bond Fund #33		($3.04)
	Fund 33 Total	($328,324.36)
34 2013 Bond Fund #34		($278,532.74)
34 2014 Bond Fund #34		($3.65)
	Fund 34 Total	($278,536.39)
35 2013 Bond Fund #35		($1,221,685.39)
35 2014 Bond Fund #35		($10.11)
	Fund 35 Total	($1,221,695.50)
36 2013 Bond Fund #36		($11,159,933.70)
36 2014 Bond Fund #36		($1,921.43)
	Fund 36 Total	($11,161,855.13)

Report Options: As Of Date: 7/31/2013; Include sub-totals by Fund: Yes

Assets		
Revenue Receivable		
37 2013 Bond Fund #37		($8,210,156.81)
37 2014 Bond Fund #37		($136.90)
	Fund 37 Total	($8,210,293.71)
38 2013 Bond Fund #38		($281,058.63)
38 2014 Bond Fund #38		($0.19)
	Fund 38 Total	($281,058.82)
41 2013 Sinking Fund		($13,284,390.47)
41 2014 Sinking Fund		($26,663.52)
	Fund 41 Total	($13,311,053.99)
	Revenue Receivable Total	($102,608,304.40)
	Assets Total	($76,460,301.64)
Liabilities Reserves and Fund Balance		
Fund Balance/Appropriations		
11 2013 General Fund		($53,336,365.58)
11 2014 General Fund		($1,216,825.24)
	Fund 11 Total	($54,553,190.82)
21 2013 Building Fund		($1,983,622.74)
	Fund 21 Total	($1,983,622.74)
22 2013 Child Nutrition Programs Fund		($3,767,985.22)
22 2014 Child Nutrition Programs Fund		($18,518.30)
	Fund 22 Total	($3,786,503.52)
24 2013 OKC MAPS TRUST		($537,472.96)
	Fund 24 Total	($537,472.96)
31 2013 Bond Fund #31		($301,204.10)
31 2014 Bond Fund #31		($236,709.00)
	Fund 31 Total	($537,913.10)
32 2013 Bond Fund #32		($55,752.83)
	Fund 32 Total	($55,752.83)
33 2013 Bond Fund #33		($145,776.45)
	Fund 33 Total	($145,776.45)
34 2013 Bond Fund #34		($59,635.62)
	Fund 34 Total	($59,635.62)
35 2013 Bond Fund #35		($615,301.08)
	Fund 35 Total	($615,301.08)
36 2013 Bond Fund #36		($10,075,651.44)
36 2014 Bond Fund #36		($485.64)
	Fund 36 Total	($10,076,137.08)
38 2013 Bond Fund #38		($269,473.68)
	Fund 38 Total	($269,473.68)

Report Options: As Of Date: 7/31/2013; Include sub-totals by Fund: Yes

Liabilities Reserves and Fund Balance		
Fund Balance/Appropriations		
41 2013 Sinking Fund		($7,328,660.00)
	Fund 41 Total	($7,328,660.00)
	Fund Balance/Appropriations Total	($79,949,439.88)
Warrants Outstanding		
11 2012 General Fund		$3,168.31
11 2013 General Fund		$3,245,938.31
11 2014 General Fund		$109,026.53
	Fund 11 Total	$3,358,133.15
22 2012 Child Nutrition Programs Fund		$418.30
22 2013 Child Nutrition Programs Fund		$128,130.63
22 2014 Child Nutrition Programs Fund		$2,456.16
	Fund 22 Total	$131,005.09
	Warrants Outstanding Total	$3,489,138.24
	Liabilities Reserves and Fund Balance Total	($76,460,301.64)

BOK ACCT.	GENERAL 1114	BUILDING 2114	CNS 2214	BOND 3114	BOND 3214	BOND 3314	BOND 3414	BOND 3514	BOND 3614	BOND 3714	BOND 3814	SINKING 4114	TOTAL	MAPS 2414
12 Cash	3,168.31	0.00	418.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,586.61	0.00
Warrants O/S	3,168.31	0.00	418.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,586.61	0.00
09 FUND BALANCE	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
13 Cash	7,403,388.50	1,005,576.65	761,179.07	580,371.75	53,211.19	182,544.87	218,897.12	606,384.31	1,084,282.26	8,210,156.81	11,584.95	5,470,730.47	25,588,307.95	0.00
Warrants O/S	3,245,938.31	0.00	128,130.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,374,068.94	0.00
10 SUB-TOTAL	**4,157,450.19**	**1,005,576.65**	**633,048.44**	**580,371.75**	**53,211.19**	**182,544.87**	**218,897.12**	**606,384.31**	**1,084,282.26**	**8,210,156.81**	**11,584.95**	**5,470,730.47**	**22,214,239.01**	**0.00**
14 Cash	-440,385.17	5,815.93	-15,873.39	-236,703.27	0.90	3.04	3.65	10.11	1,435.79	136.90	0.19	26,663.52	-658,891.80	0.00
Warrants O/S	109,026.53	0.00	2,456.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111,482.69	0.00
11 SUB-TOTAL	**-549,411.70**	**5,815.93**	**-18,329.55**	**-236,703.27**	**0.90**	**3.04**	**3.65**	**10.11**	**1,435.79**	**136.90**	**0.19**	**26,663.52**	**-770,374.49**	**0.00**
BOOK BALANCE	**3,608,038.49**	**1,011,392.58**	**614,718.89**	**343,668.48**	**53,212.09**	**182,547.91**	**218,900.77**	**606,394.42**	**1,085,718.05**	**8,210,293.71**	**11,585.14**	**5,497,393.99**	**21,443,864.52**	**0.00**
BOK BALANCE	**** THIS IS THE CASH BALANCE REFLECTED ON THE BOK REPORT DATED 07/31/2013**												**25,879,078.10**	**0.00**
Revenue														
Co Appt. 6th	89,452.29	6,139.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,078.30	123,670.52	0.00
Gross Product 11th	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000.00	0.00
Motor Vehicle 11th	189,887.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189,887.87	0.00
Rural Electric 11th	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00
SUB-TOTAL	**3,975,378.65**	**1,017,532.51**	**614,718.89**	**343,668.48**	**53,212.09**	**182,547.91**	**218,900.77**	**606,394.42**	**1,085,718.05**	**8,210,293.71**	**11,585.14**	**5,525,472.29**	**21,845,422.91**	**0.00**
13' Payables	229,222.83	77,574.44	3,767.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	310,564.82	0.00
14' Payables	665,974.61	101,396.09	13,245.05	0.00	0.00	12,618.00	7,974.06	99,132.50	78,717.76	96,508.39	0.00	0.00	1,386,131.28	0.00
Payroll Regular	1,254,061.69	0.00	11,869.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,265,931.06	0.00
Sub/Special	203,762.94	0.00	11,639.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	215,402.14	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00
	1,622,356.58	**838,561.98**	**574,197.72**	**343,668.48**	**53,212.09**	**169,929.91**	**210,926.71**	**507,261.92**	**1,007,000.29**	**8,113,785.32**	**11,585.14**	**5,525,472.29**	**18,667,393.61**	**0.00**
State Land 15th	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00
	1,672,356.58	**838,561.98**	**574,197.72**	**343,668.48**	**53,212.09**	**169,929.91**	**210,926.71**	**507,261.92**	**1,007,000.29**	**8,113,785.32**	**11,585.14**	**5,525,472.29**	**18,717,393.61**	**0.00**
Revenue														
Exp. State Aid	1,833,824.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,833,824.00	0.00
Cert/Sup FBA	362,168.96	0.00	16,316.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	378,485.25	0.00
SDE ARRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	**3,868,349.54**	**838,561.98**	**590,514.01**	**343,668.48**	**53,212.09**	**169,929.91**	**210,926.71**	**507,261.92**	**1,007,000.29**	**8,113,785.32**	**11,585.14**	**5,525,472.29**	**20,929,702.86**	**0.00**
Payables 2013-2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NO SECOND RUN	**3,868,349.54**	**838,561.98**	**590,514.01**	**343,668.48**	**53,212.09**	**169,929.91**	**210,926.71**	**507,261.92**	**1,007,000.29**	**8,113,785.32**	**11,585.14**	**5,525,472.29**	**20,929,702.86**	**0.00**
													0.00	
BOND PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NO BOND PYMT	**3,868,349.54**	**838,561.98**	**590,514.01**	**343,668.48**	**53,212.09**	**169,929.91**	**210,926.71**	**507,261.92**	**1,007,000.29**	**8,113,785.32**	**11,585.14**	**5,525,472.29**	**20,929,702.86**	**0.00**

INVESTMENTS:	GENERAL 1113	BUILDING 2113	CNS 2213	BOND 3113	BOND 3213	BOND 3313	BOND 3413	BOND 3513	BOND 3612	BOND 3612	BOND 3813	SINKING 4113	TOTAL	MAPS 2413
YUKON NATL BANK 8/6/13 .55%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245,000.00	245,000.00	0.00
FNB CHICKASHA 8/12/13 .35%	245,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245,000.00	0.00
BANK OF COMMERCE 8/15/13 .50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240,000.00	240,000.00	0.00
SOONER STATE 10/25/13 .50%	0.00	245,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245,000.00	0.00
CORNERSTONE 1/30/14 .60%	240,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240,000.00	0.00
As of 8/6/2013	**485,000.00**	**245,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**485,000.00**	**1,215,000.00**	**0.00**
Reconciled to Bank											**TOTAL CASH BALANCE**		**26,148,002.76**	

Mustang Public Schools
Monthly Interest Report
July 2013

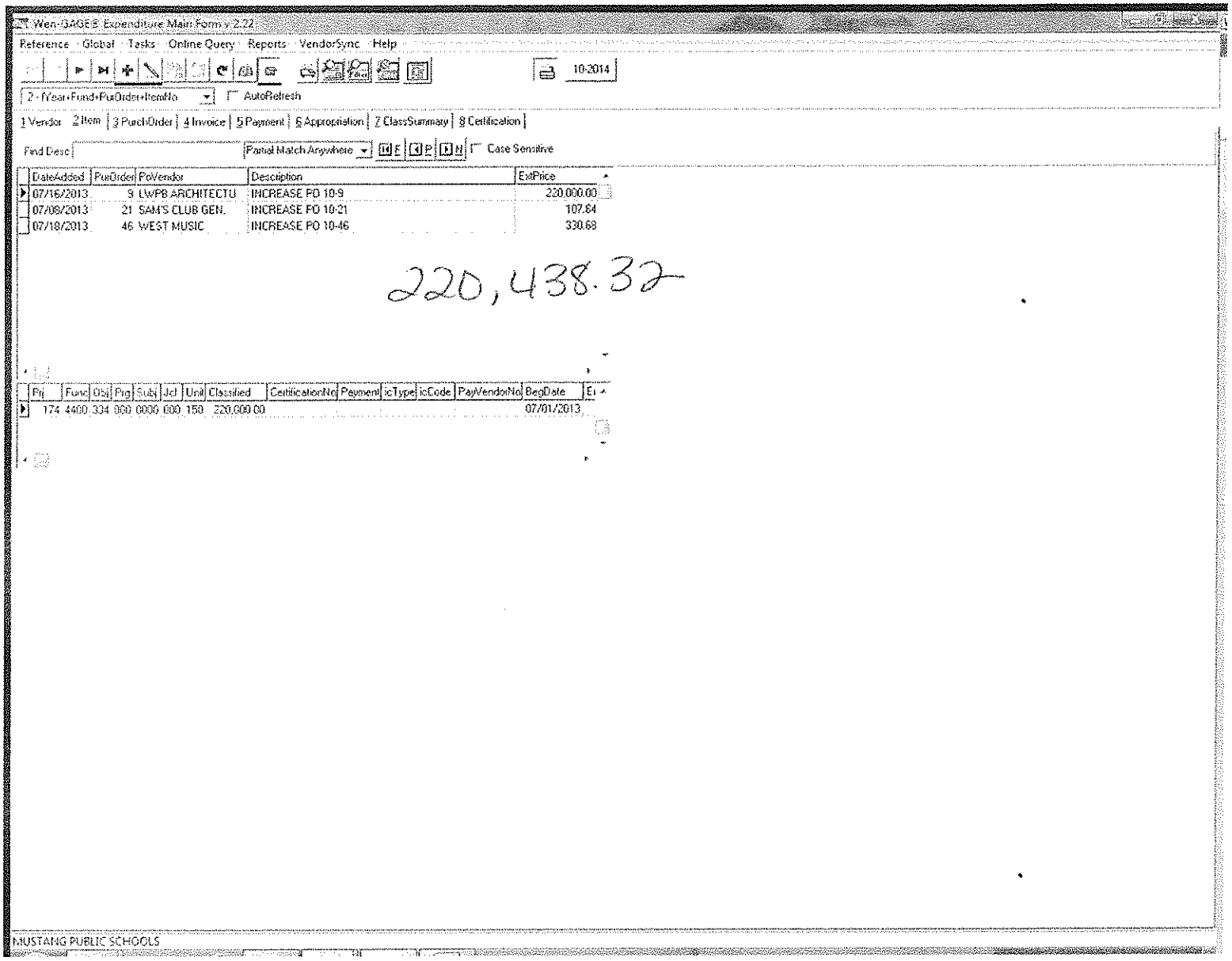
MONTHLY INTEREST TOTALS - FISCAL YEAR 2013-2014	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS	THRU Jul-12
GEN FUND	120.87												**120.87**	$1,685.11
BLDG - 21	16.86												**16.86**	$187.58
CNS - 22	12.44												**12.44**	$111.90
MAPS - 24	0.00												**0.00**	$104.90
SINKING-41	91.66												**91.66**	$699.19
Activity-60	66.48												**66.48**	167.47
BONDS														
#31	5.73												**5.73**	148.78
#32	0.90												**0.90**	$18.82
#33	3.04												**3.04**	$56.68
#34	3.65												**3.65**	$48.09
#35	10.11												**10.11**	$207.53
#36	1,921.43												**1,921.43**	$1,974.93
#37	136.90												**136.90**	$0.00
#38	0.19												**0.19**	$0.00
TOTAL	**2,390.26**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**$2,390.26**	**$5,410.98**

YTD TOTAL

The monthly rate for BOK for July 13' was .2850%
The BOK Ending Balance was $25,879,078.10

Mustang Public Schools
Monthly Interest Report
July 2013

FISCAL YEAR 2014		**PAYROLL**
LEASE REVENUE BOND (10)	60-76	
GENERAL FUND (11)	152-518	50295-50376
BUILDING FUND (21)	12-21	
FOOD SERVICE (22)	130-137	50002-50006
LEASE REVENUE BOND (23)		
OKC MAPS TRUST (24)		
BOND FUND (31)		
BOND FUND (32)	2	
BOND FUND (33)		
BOND FUND (34)	7-8	
BOND FUND (35)	10	
BOND FUND (36)	22-30	
BOND FUND (37)	4-23	
BOND FUND (38)		
BOND FUND (39)		


Wen-SAGE® Expenditure Main Form v 2.22

Reference Global Tasks Online Query Reports VendorSync Help

10-2014

2 - FYear+Fund+PurOrder+ItemNo AutoRefresh

1 Vendor 2 Item 3 PurchOrder 4 Invoice 5 Payment 6 Appropriation 7 ClassSummary 8 Certification

Find Desc Partial Match Anywhere N E P N Case Sensitive

DateAdded	PurOrder	PoVendor	Description	ExtPrice
07/16/2013	9	LWPB ARCHITECTU	INCREASE PO 10-9	220,000.00
07/09/2013	21	SAM'S CLUB GEN.	INCREASE PO 10-21	107.84
07/18/2013	46	WEST MUSIC	INCREASE PO 10-46	330.68

220,438.32

Fn	Func	Obj	Prg	Sub	Jcl	Unit	Classified	CertificationNo	Payment	icType	icCode	PayVendorNo	BegDate	Et
174	4400	334	000	0000	000	150	220,000.00						07/01/2013	

MUSTANG PUBLIC SCHOOLS

P.O. No.	Date	To Whom Issued	P.O. Description	Amount
12	07/01/2013	C-NET SECURITY AND CABLE	ROLLOVER 2013-10-17	1.00
18	07/01/2013	BSN SPORTS, INC.	ROLLOVER 2013-10-28	-270.00
21	07/01/2013	SAM'S CLUB	ROLLOVER 2013-10-37	-107.64
			Total Change Orders	-376.64

+ 220,438.32

220,061.68

LSE REVENUE ISS 2012 2013-2014
Detail Encumbrance Listing
As of 08/05/2013

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
60 07/12/2013	**GRAINGER**	171 SHELVING	
(87) BOLTLESS SHELVING, 48X24X72.5, ITEM 1VG44		171-2620-654-000-0000-000-145	14,398.50
		Total Purchase Order	14,398.50
61 07/12/2013	**MULLIN PLUMBING WEST DIVISION, INC.**	172 INSTALL SINKS @ MH	
INSTALL SINKS AT HORIZON		172-2620-457-000-0000-000-140	423.50
		Total Purchase Order	423.50
62 07/15/2013	**DAKTRONICS**	171 SCOREBOARDS 4 C.R. GYM	
(2) TUFF SPORT BASKETBALL SCOREBOARDS, ALL SPORT 1600 CONTROLLER, (2) RADIO TRANSMITTERS, (2) RADIO RECEIVERS, FREIGHT, FIVE YEAR WARRANTY		171-2620-654-000-0000-000-145	5,874.00
		Total Purchase Order	5,874.00
63 07/15/2013	**JOHN JODLOWSKI**	171 IRRIGATION INSTALLATION	
INSTALL AUTOMATIC IRRIGATION SYSTEM AS PER MATERIAL LIST, PROVIDE ONE EAR WARRANTY ON PARTS/LABOR, COMPLETE INSTALLATION WITHIN 20 WORKING DAYS OF START DATE		171-2630-459-000-0000-000-145	21,000.00
		Total Purchase Order	21,000.00
64 07/15/2013	**LOWES CREDIT SERVICES**	171 APPLIANCES FOR C.R.	
(6) FRIGIDAIRE, 18.2 CU FT REFRIGERATORS, BLACK		171-2620-651-000-0000-000-145	2,479.08
(6) GE 1.4 CU FT 1100 WATT COUNTERTOP MICROWAVES, BLACK		171-2620-651-000-0000-000-145	697.50
(1) FRIGIDAIRE, 4.4 CU FT COMPACT LOCKABLE REFRIGERATOR, SILVE MIST		171-2620-651-000-0000-000-145	185.07
		Total Purchase Order	3,361.65
65 07/15/2013	**LOWES CREDIT SERVICES**	171 BLINDS 4 ADMIN AREA AT C.R	
BLINDS FOR ADMIN AREA AT CANYON RIDGE		171-2620-654-000-0000-000-145	608.00
		171-2620-654-000-0000-000-145	32.00
		Total Purchase Order	640.00
66 07/15/2013	**OLDHAM ACRES LANDSCAPING, INC.**	171 LANDSCAPE FOR CANYON	
FRONT DOOR BEDS - 2		171-2630-459-000-0000-000-145	4,801.00
DRIP IRRIGATION - 4 BEDS		171-2630-459-000-0000-000-145	850.00
TREES - PARKING LOT		171-2630-459-000-0000-000-145	2,300.00
SIDEWALK BEDS - 2		171-2630-459-000-0000-000-145	6,943.50
		Total Purchase Order	14,894.50
67 07/15/2013	**THOMPSON EDUCATIONAL FURNISHINGS**	171 MEDIA FURNITURE 4 CANYON	
(4) CHILL OUT CONCAVE DARK GARY $ RED, #158520		171-2620-654-000-0000-000-145	6,988.00
(2) CHILL OUT CORNER, RED & DARK GRAY #158505		171-2620-654-000-0000-000-145	3,446.00
(2) CHILL OUT OTTOMAN, RED, #158510		171-2620-654-000-0000-000-145	3,348.00
(2) CHILL OUT SQUARE, DARK GRAY, #158500		171-2620-654-000-0000-000-145	2,856.00
(2) CHILL OUT STOOL, RED & DARK GRAY #158515		171-2620-654-000-0000-000-145	2,118.00
HANDLING		171-2620-654-000-0000-000-145	250.00
		Total Purchase Order	19,006.00
68 07/15/2013	**UNITED REFRIGERATION, INC.**	171 ICE MACHINE 4 NURSE OFFICE	
(1) RF0244A, FLAKER ICE MACHINE FOR NURSE'S OFFICE		171-2620-651-000-0000-000-145	2,691.45
(1) 932401, EVERPURE FILTER FOR ICE MACHINE		171-2620-618-000-0000-000-145	187.00
(1) RF0244A ICE MACHINE FOR NURSE OFFICE AT HORIZON		172-2620-651-000-0000-000-140	2,691.45
(1) 932401 EVERPURE FILTER FOR ICE MACHINE		172-2620-618-000-0000-000-140	187.00
		Total Purchase Order	5,756.90
69 07/16/2013	**DALLAS MIDWEST**	172 WHITE BDS/TAK BDS 4 ART/BA	
(2) B20837, 4X12 WHITE BOARDS, ALUMINUM FRAME		172-2620-654-000-0000-000-140	858.00

LSE REVENUE ISS 2012 2013-2014
Detail Encumbrance Listing
As of 08/05/2013

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
69	07/16/2013	**DALLAS MIDWEST**	172 WHITE BDS/TAK BDS 4 ART/BA	
(2) B20954 4X4 CHAMPAGNE VINYL TAK BOARDS			172-2620-654-000-0000-000-140	178.00
SHIPPING/HANDLING			172-2620-654-000-0000-000-140	267.90
			Total Purchase Order	1,303.90
70	07/16/2013	**TIMBERLAKE CONSTRUCTION**	174 CONSTRUCTION FEES 4 NEW EL	
CONSTRUCTION FEES FOR NEW ELEMENTARY AT COUNTY LINE ROAD			174-4600-459-000-0000-000-150	13,357,361.32
			Total Purchase Order	13,357,361.32
71	07/16/2013	**UNITED REFRIGERATION, INC.**	171 ICE MACHINE 4 C.R. KITCHEN	
(1) IY0606W, 600 SERIES ICE MACHINE WITH CUBER 1/2"			171-2620-731-000-0000-000-145	2,868.75
(1) B970 ICE STORAGE BIN			171-2620-731-000-0000-000-145	1,203.75
(1) K00370 BIN ADAPTER 30"			171-2620-731-000-0000-000-145	197.37
(1) 932402 EVERPURE ICE FILTER			171-2620-731-000-0000-000-145	324.00
FREIGHT			171-2620-731-000-0000-000-145	86.00
			Total Purchase Order	4,679.87
72	07/22/2013	**GRAINGER**	171 KEY BOXES	
(2) KEY CONTROL CABINETS, 120KEYS ITEM 2NET5			171-2620-654-000-0000-000-145	323.20
			Total Purchase Order	323.20
73	07/22/2013	**TIMBERLAKE CONSTRUCTION**	172 STORM DAMAGE REPAIR	
STORM DAMAGE REPAIR TO ROOF AND ROOF HOOD			172-2620-458-000-0000-000-140	1,082.00
			Total Purchase Order	1,082.00
74	07/22/2013	**TWOTREES TECHNOLOGIES**	172 BONDTECHNOLOGY	
LENOVO THINK PAD X131e3372			172-1000-653-100-0000-000-140	55,125.00
HORZION				
LENOVO WARRANTY			172-1000-653-100-0000-000-140	9,975.00
HORIZON				
			Total Purchase Order	65,100.00
75	07/22/2013	**TWOTREES TECHNOLOGIES**	171 BOND TECHNOLOGY	
LENOVO THINKPAD X131e 3372			171-1000-653-100-0000-000-145	70,875.00
WSCA PRICING				
LENOVO WARRANTY			171-1000-653-100-0000-000-145	12,825.00
WSCA PRICING				
			Total Purchase Order	83,700.00
76	07/25/2013	**CENTRAL OKLAHOMA TURF**	172 SOD FOR HORIZON	
~ 20,000 SQ. FT. OF SOD FOR HORIZON			172-2630-713-000-0000-000-140	5,000.00
			Total Purchase Order	5,000.00
			Total Fund	13,603,905.34

P.O. No.	Date	To Whom Issued	P.O. Description	Amount
72	07/01/2013	XPEDX	052 ADMIN PRINT SHOP	-1.07
104	07/01/2013	BAY TECH/LABEL	056TECHNOLOGY	-3.43
111	07/01/2013	INTERSTATE BATTERIES	056TECHNOLOGY	-5.00
129	07/01/2013	SONDRA M BIVENS	541 120 NAESP CONF PER DIEM	-32.52
130	07/01/2013	KATHY M BLACKWELL	541 145 NAESP CONF PER DIEM	-32.52
131	07/01/2013	SHAWNA K CARTER	541 115 NAESP CONF PER DIEM	-32.52
132	07/01/2013	BRITTANY DIANE EDWARDS	541 105 NAESP CONF PER DIEM	-32.52
133	07/01/2013	JANDRA KAY HONEMAN	541 120 NAESP CONF PER DIEM	-32.52
134	07/01/2013	MELISSA DAWN MALLOY	541 135 NAESP CONF PER DIEM	-32.52
135	07/01/2013	HOLLY CHRISTINE MCKINNEY	541 140 NAESP CONF PER DIEM	-32.65
136	07/01/2013	JILLIAN A MITCHELL	541 110 NAESP CONF PER DIEM	-32.52
137	07/01/2013	JENNIFER LIN JACOB PEBWORTH	541 135 NAESP CONF PER DIEM	-32.52
138	07/01/2013	TAMARA RAE ROGERS	541 120 NAESP CONF PER DIEM	-32.52
139	07/01/2013	LAQUITA D SEMMLER	541 105 NAESP CONF PER DIEM	-32.52
140	07/01/2013	KAYLA LEAYN WATKINS	541 105 NAESP CONF PER DIEM	-32.52
141	07/01/2013	ALISHA NOEL SUFFIELD	541 125 NAESP CONF PER DIEM	-32.52
142	07/01/2013	CHRISTOPHER AARON TOBLER	541 140 NAESP CONF PER DIEM	-32.52
143	07/01/2013	MOLLY DEE WILSON	541 135 NAESP CONF PER DIEM	-32.52
144	07/01/2013	JENNIFER L YOUNG	541 110 NAESP CONF PER DIEM	-32.52
145	07/01/2013	LINDA GAYLE ATCHLEY	541 064 NAESP CONF PER DIEM	-32.52
146	07/01/2013	ANGELA DENISE MILLS	541 064 NAESP CONF PER DIEM	-32.52
147	07/03/2013	SCHOLASTIC INC	511 510 SCHOLASTIC READERS	-83.50
			Total Change Orders	-678.49

General Fund 2013-2014
Detail Encumbrance Listing
As of 08/05/2013

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
152 07/08/2013	**BARNES & NOBLE**	541 050 PD BOOKS	
9780310250975 The Way of the Shepherd - Author KevinLeman Quote #497		541-2573-641-000-0000-000-051	573.00
		Total Purchase Order	573.00
153 07/08/2013	**PENNIE ALEXANDER**	541 115 NAESP CONF PER DIEM	
PER DIEM NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, ETC.		541-2213-582-000-0000-000-115	251.48
		Total Purchase Order	251.48
154 07/08/2013	**ANDERSON SAFETY**	053 SAFETY BELTS F/CUST	
057 PURCHASE SAFETY BELTS FOR NEW CUSTODIANS		000-2620-618-000-0000-000-057 000-2620-618-000-0000-000-057	127.50 372.50
		Total Purchase Order	500.00
155 07/08/2013	**COMTEC ELECTRONIC SYSTEMS, INC**	053 SECURITY ALARM REPAIRS	
053 SECURITY ALARM AND REPAIRS FOR DISTRICT WIDE		000-2620-438-000-0000-000-053 000-2620-438-000-0000-000-053	552.00 9,448.00
		Total Purchase Order	10,000.00
156 07/08/2013	**HUNTER MECHANICAL & CONTROLS**	055 REPAIR LE COOLING TWR	
055 REPAIR THE COOLING TOWER AT LE		000-2620-433-000-0000-000-055	915.15
		Total Purchase Order	915.15
157 07/08/2013	**OAAC**	541 SUMMER COACHES CONFERENCE	
SUMMER COACHES CONFERENCE JULY 23 & 24, 2013 COUNTRY INN & SUITES, OKC, OK REGISTRATION ONLY		541-2213-860-000-0000-000-145	90.00
		Total Purchase Order	90.00
158 07/08/2013	**TERMINIX**	050 RENEWAL CONTRACT F/TE	
050 RENEWAL CONTRACT FOR TRAILS ELEMENTARY		000-2620-424-000-0000-000-050	675.00
		Total Purchase Order	675.00
159 07/08/2013	**ELIZABETH M BARBER**	541 115 NAESP CONF PER DIEM	
PER DIEM NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, ETC.		541-2213-582-000-0000-000-115	251.48
		Total Purchase Order	251.48
160 07/08/2013	**LAUREEN ERIN BARNES**	541 125 NAESP CONF PER DIEM	
PER DIEM NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, ETC.		541-2213-582-000-0000-000-125	251.48
		Total Purchase Order	251.48
161 07/08/2013	**SUSAN ELIZABETH DOMBEK**	541 125 NAESP CONF PER DIEM	
PER DIEM NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, TAXI, ETC.		541-2573-582-000-0000-000-125	251.48
		Total Purchase Order	251.48
162 07/08/2013	**LORI ANNETTE GOMEZ**	541 110 NAESP CONF PER DIEM	
PER DIEM FOR BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, TAXI, ETC.		541-2213-582-000-0000-000-110	251.48
		Total Purchase Order	251.48
163 07/08/2013	**CHERYL A HARRISON**	541 135 NAESP CONF PER DIEM	
PER DIEM NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, ETC.		541-2213-582-000-0000-000-135	251.48
		Total Purchase Order	251.48

General Fund 2013-2014
Detail Encumbrance Listing
As of 08/05/2013

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
164	07/08/2013	**KEVIN P KOCH**	541 145 NAESP CONF PER DIEM	
PER DIEM NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, ETC.			541-2213-582-000-0000-000-145	251.48
			Total Purchase Order	251.48
165	07/08/2013	**PATRICIA W MILBURN**	541 145 NAESP CONF PER DIEM	
PER DIEM NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, ETC.			541-2213-582-000-0000-000-145	251.48
			Total Purchase Order	251.48
166	07/08/2013	**KATHRYN L NEUENSCHWANDER**	541 110 NAESP CONF PER DIEM	
PER DIEM FOR NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, ETC.			541-2213-582-000-0000-000-110	251.48
			Total Purchase Order	251.48
167	07/08/2013	**THERESA JOY OSBORNE**	541 140 NAESP CONF PER DIEM	
PER DIEM NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, ETC.			541-2213-582-000-0000-000-140	251.48
			Total Purchase Order	251.48
168	07/08/2013	**REBECCA LEE WIESEMANN**	541 120 NAESP CONF PER DIEM	
PER DIEM NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, ETC.			541-2213-582-000-0000-000-120	251.48
			Total Purchase Order	251.48
169	07/08/2013	**MEGGAN LIANNE WILSON**	541 125 NAESP CONF PER DIEM	
PER DIEM FOR NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, TAXI, ETC.			541-2573-582-000-0000-000-125	236.60
			Total Purchase Order	236.60
170	07/08/2013	**COURTNEY NICOLE WOODWARD**	541 120 NAESP CONF PER DIEM	
PER DIEM NAESP BALTIMORE CONF 7/10-7/13/13 MEALS, PARKING, TOLL, ETC.			541-2213-582-000-0000-000-120	251.48
			Total Purchase Order	251.48
171	07/08/2013	**JL HEIN SERVICE INC**	056TECHNOLOGY	
OPEN FOR ALL SMART BOARDS, PROJECTORS, CABLING AND MOUNTING SUPPLIES			000-2560-653-000-0000-000-056	500.00
			Total Purchase Order	500.00
172	07/08/2013	**BETHANY NICOLE BUSH**	183 SPEECH JULY ESY	
CONTRACT SPEECH JULY 2013 ESY			183-2152-320-239-0000-000-050	650.00
			183-2152-320-239-0000-000-050	1,100.00
			Total Purchase Order	1,750.00
173	07/08/2013	**DALE ROGERS TRAINING CENTER, INC.**	183 JULY ESY REGRISTRATION	
JULY ESY @ CAMP TUMBLE WEED FOR JOSEPH ROSS AND MASHALA SHORT			183-1000-810-239-2765-000-705	1,160.00
			Total Purchase Order	1,160.00
174	07/08/2013	**FOREVER YOUNG REHAB**	183 OT SERVICES ESY JULY 2013	
CONTRACT OCCUPATIONAL THERAPY JULY 2013 ESY			183-2135-323-239-0000-000-059	900.00
INCREASE PO 174			183-2135-323-239-0000-000-050	47.50
			183-2135-323-239-0000-000-050	1,771.25
			183-2135-323-239-0000-000-050	181.25
			Total Purchase Order	2,900.00
175	07/08/2013	**RCC FOUNDATION**	183 JULY REGRISTRATION	
JULY REGISTRATION FOR SAMUEL GARDNER, ARCHARY, 11:00 AM			183-1000-810-239-2765-000-505	30.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
175	07/08/2013	**RCC FOUNDATION**	183 JULY REGRISTRATION	
			Total Purchase Order	30.00
176	07/08/2013	**TREENA ROSS-AKERS**	183 JULY ESY PARENT MILEAGE	
PARENT MILEAGE FOR JOSEPH ROSS ESY JULY			183-2720-513-239-0000-000-059	250.00
			Total Purchase Order	250.00
177	07/08/2013	**MELODY THOMASON PT, PC.**	183 ESY JULY 2013 PT	
ESY JULY 2013 PT SERVICES BY MELODY THOMASON			183-2135-323-239-0000-000-059	1,100.00
			183-2135-323-239-0000-000-059	400.00
INCREASE PO 177 FOR PT SERVICES RENDERED IN JUNE 2013			183-2135-323-239-0000-000-050	250.00
			Total Purchase Order	1,750.00
178	07/08/2013	**JOHN VARUGHESE**	183 PARENT MILEAGE FOR JESSICA	
ESY JULY 2013 PARENT MILEAGE FOR JESSICA VARUGHESE			183-2720-513-239-0000-000-059	393.24
			Total Purchase Order	393.24
179	07/08/2013	**APRIL NEICHOLE KECK**	183 VISION FOR JULY ESY 2013	
ESY JULY 2013 VISION SERVICES BY NIKKI KECK			183-1000-322-239-0000-000-059	2,000.00
			Total Purchase Order	2,000.00
180	07/08/2013	**WAL-MART- 6032202040025802**	183 JULY ESY 2013	
JULY ESY 2013 SUPPLIES FOR STUDENTS			183-1000-681-239-2765-000-135	398.79
			183-1000-681-239-2765-000-135	61.65
			Total Purchase Order	460.44
181	07/08/2013	**TAMMY WESTFAHL**	183 PARENT MILEAGE JULY ESY	
PARENT MILEAGE FOR JULY ESY 2013 FOR TAMMY WESTFAHL			183-2720-513-239-0000-000-059	100.00
			Total Purchase Order	100.00
182	07/08/2013	**BSN SPORTS, INC.**	063 807 BOYS BB UNIFORMS	
CODE # 553393 NIKE TEAM IGNITION JERSEY AND SHORT- HOME			063-1000-657-807-0000-000-705	1,536.00
CODE# 553393 NIKE TEAM IGNITION JERSEY AND SHORT ALTERNATE/HOME			063-1000-657-807-0000-000-705	1,536.00
CODE# 553393 NIKE TEAM IGNITION JERSEY AND SHORT AWAY			063-1000-657-807-0000-000-705	1,536.00
CODE# 5543404 NIKE TEAM LEAGUE WARMUP JACKET AND PANTS WITH LOGOS			063-1000-657-807-0000-000-705	1,840.00
SHIPPING			063-1000-657-807-0000-000-705	225.00
			Total Purchase Order	6,673.00
183	07/08/2013	**BSN SPORTS, INC.**	063 804 VOLLEYBALL UNIFORMS	
CODE# 476445			063-1000-657-804-0000-000-705	1,520.00
NIKE PERFORMANCE GAME SHORT			063-1000-657-804-0000-000-705	760.00
CODE# 476445			063-1000-657-804-0000-000-705	228.00
SHIPPING			063-1000-657-804-0000-000-705	85.00
			Total Purchase Order	2,593.00
184	07/08/2013	**BSN SPORTS, INC.**	063 806 GIRLS BB	
CODE # 1079709			063-1000-657-806-0000-000-705	68.00
CODE# 1022858			063-1000-657-806-0000-000-705	156.25
CODE# 1298840			063-1000-657-806-0000-000-705	739.99
CODE # BCP-1			063-1000-657-806-0000-000-705	24.80
CODE# 125359			063-1000-657-806-0000-000-705	210.00
CODE# 125375			063-1000-657-806-0000-000-705	200.00
CODE# 535684			063-1000-657-806-0000-000-705	36.00

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
184 07/08/2013	**BSN SPORTS, INC.**	063 806 GIRLS BB	
GILDAN TSHIRTS WITH 2 COLOR PRINT BLACK		063-1000-657-806-0000-000-705	325.00
GLIDAN TSHIRT WITH 2 COLOR PRINT GREY		063-1000-657-806-0000-000-705	325.00
CODE# 361048		063-1000-657-806-0000-000-705	245.00
NIKE RECKONING POLO WHITE WITH BLACK MORSEY BLACK WITH RED MORSEY BASKETBALL UNDER SIZE MED		063-1000-657-806-0000-000-705	39.00
CODE# 535637		063-1000-657-806-0000-000-705	49.00
CODE# FTAP26		063-1000-657-806-0000-000-705	32.00
CODE# 20029474		063-1000-657-806-0000-000-705	8.50
NIKE COACHES SHOES		063-1000-657-806-0000-000-705	340.00
SHIPPING		063-1000-657-806-0000-000-705	150.00
		Total Purchase Order	2,991.54
185 07/08/2013	**BSN SPORTS, INC.**	063 804 VOLLEYBALL UNIFORMS	
NIKE DQT SHORT SLEEVE JERSEY CUSTOM MORSEY LOGO LEFT CHEST-RED MORSEY CENTER CHEST NUMBER BACK NUMBER ONLY HOME S-3 1-3 M-7 4-10 L-7 11-17 XL-3 18-20		063-1000-657-804-0000-000-705	1,240.00
NIKE PERFORMANCE GAME SHORT BLACK S-3 M-7 L-10 XL-5		063-1000-657-804-0000-000-705	475.00
NIKE DQT SHORT SLEEVE JERSEY CUSTOM BLACK MORSEY AWAY S-3 1-3 M-7 4-10 L-7 11-17 XL3 18-20		063-1000-657-804-0000-000-705	1,240.00
NIKE LEGEND LONG SLEEVE LEGEND BLACK MORSEY LOGO- OPPOSITE SWOOSH 2 INCH 2 COLOR NUMBER S-3 1-3 M-7 4-10 L-7 11-17 XL-3 18-20		063-1000-657-804-0000-000-705	560.00
NIKE BACKPACKS MORSEY WITH NUMBERS 1-20		063-1000-657-804-0000-000-705	720.00
NIKE WOMEN'S AVENGER PANT BLACK SAME SIZES AS JERSEYS S M TALL L TALL XL TALL		063-1000-657-804-0000-000-705	740.00
NIKE WOMEN'S AVENGER JACKET WITH LOGO WITH VOLLEYBALL IN SCRIPT S-3 M-7		063-1000-657-804-0000-000-705	250.00

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
185 07/08/2013	**BSN SPORTS, INC.**	063 804 VOLLEYBALL UNIFORMS	
L-7 XL-3			
SHIPPING		063-1000-657-804-0000-000-705	225.00
		Total Purchase Order	6,180.00
186 07/08/2013	**BSN SPORTS, INC.**	063 804 VOLLEYBALL EQUIPMENT	
VOLLEYBALLS BLACK/RED/WHITE		063-1000-681-804-0000-000-705	990.00
SHIPPING		063-1000-681-804-0000-000-705	55.00
		Total Purchase Order	1,045.00
187 07/08/2013	**ECKROAT SEED CO**	064 802 FIELD MAINTENANCE	
TRUCKLOAD OF SAND PALLET OF TURFACE TOPDRESSER TO SPREAD THE SAND		064-2630-710-802-0000-000-705	1,500.00
		Total Purchase Order	1,500.00
188 07/08/2013	**GRAINGER**	063 806 GIRLS BB EQUIP0MENT	
ITEM # 2HEG3 SECURITY CART		063-1000-654-806-0000-000-705	1,189.00
ITEM # 2NKR6 WIRE SHELF, STEEL		063-1000-654-806-0000-000-705	0.90
		063-1000-654-806-0000-000-705	119.00
		Total Purchase Order	1,308.90
189 07/08/2013	**GTM SPORTSWEAR**	063 818 POM UNIFORMS	
FILL IN UNIFORM SIZE SMALL SHELL RACERBACK SHELL		063-1000-657-818-0000-000-705	51.00
SIZE SMALL SKIRT SOLID SKIRT		063-1000-657-818-0000-000-705	11.00
SHIPPING		063-1000-657-818-0000-000-705	5.00
		Total Purchase Order	67.00
190 07/08/2013	**GTM SPORTSWEAR**	063 818 POM UNIFORMS	
ITEM # UN107		063-1000-657-818-0000-000-705	775.00
ITEM # UN157		063-1000-657-818-0000-000-705	700.00
TEMPLATE E0502 TWILL SAYING "MUSTANGS" IN RED, BLACK, WHITE		063-1000-657-818-0000-000-705	425.00
TEMPLATE E0502 CUSTOM EMBROIDERED LOGO		063-1000-657-818-0000-000-705	125.00
		Total Purchase Order	2,025.00
191 07/11/2013	**CENTRAL POWER EQUIPMENT INC**	053 GROUNDS EQUIPMENT	
THREE CASES OF OIL		000-2640-618-000-0000-000-053	209.97
5 WEEDEATER HEADS		000-2640-618-000-0000-000-053	199.95
5 WEEDEATER CAPS		000-2640-618-000-0000-000-053	55.40
		Total Purchase Order	465.32
192 07/11/2013	**BSN SPORTS, INC.**	063 803 FT COACHES UNIFORMS	
UA SPINE SHOE BLACK/RED		063-1000-657-803-0000-000-705	806.00
UA SPINE SHOE WHITE/ BLACK		063-1000-657-803-0000-000-705	806.00
NIKE GOLF PANTS GREY		063-1000-657-803-0000-000-705	624.00
UA CLASSIC SIDELINE POLO BLACK/RED BLACK LOGO SMALLER LOGO		063-1000-657-803-0000-000-705	598.00
UA CLASSIC SIDELINE POLO BLACK/ WHITE		063-1000-657-803-0000-000-705	598.00

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
192 07/11/2013	**BSN SPORTS, INC.**	063 803 FT COACHES UNIFORMS	
UA CAGE JACKET WITH LOGO BLACK/GREY		063-1000-657-803-0000-000-705	598.00
UA COACHES SHORT GRAPHITE BLACK		063-1000-657-803-0000-000-705	650.00
UA TEAM SCOUT II PULLOVER BLACK		063-1000-657-803-0000-000-705	572.00
UA SIGNATURE SIDELINE BLACK/ RED TACKLE TWILL MUSTANG WITH MORSEY- BLACK LOGO		063-1000-657-803-0000-000-705	845.00
UA VISOR BLACK BLACK MORSEY		063-1000-657-803-0000-000-705	408.00
UA UNSTRUCTURED HAT GREY MORSEY BLACK 3D BRONCOS ON BACK		063-1000-657-803-0000-000-705	432.00
UA WOMEN'S POLO MORSEY LOGO-BLACK SMALLER RED POLO FOOTBALL UNDER LOGO		063-1000-657-803-0000-000-705	312.00
		Total Purchase Order	7,249.00
193 07/15/2013	**OFFICE DEPOT**	Office Supplies - Curr. Dept.	
Red 2 pocket portfolio - red ITEM 589113		000-2212-619-100-0000-000-064	76.80
FILE TAB DIVIDERS #369952		000-2212-619-100-0000-000-064	37.20
FILE FOLDERS LETTER #116253		000-2212-619-100-0000-000-064	29.06
HANGING FILE FOLDERS #959429		000-2212-619-100-0000-000-064	47.08
		Total Purchase Order	190.14
194 07/15/2013	**AECD INC.**	572 MATH SEMINAR	
MATH SEMINAR REGISTRATION NOV 7-8 OKLAHOMA CITY ATTENDING: LINDA KOLAR LINDA LITTLE TAMMI HAAS ANITA CONWAY + 1 TEACHER TO BE DETERMINED		572-2213-860-410-0000-000-050	1,250.00
		Total Purchase Order	1,250.00
195 07/15/2013	**OFFICE DEPOT**	050 051 OFFICE SUPPLY	
#436939 AT-A-GLANCE ACADEMIC APPOINTMENT BOOK		000-2572-619-000-0000-000-067	103.96
#165076 OFFICE DEPOT CLIPBOARD		000-2572-619-000-0000-000-067	10.58
		Total Purchase Order	114.54
196 07/15/2013	**BAY TECH/LABEL**	056 TECHNOLOGY	
DYMO LABELS		000-2580-619-000-0000-000-056	25.75
SHIPPING		000-2580-619-000-0000-000-056	6.86
		Total Purchase Order	32.61
197 07/15/2013	**BIG WEB APPS**	056 TECHNOLOGY	
RENEWEL OF TECHNOLOGY AND MAINTENCE WOR ORDER PROGRAM		000-2580-432-000-0000-000-056	2,932.40
		Total Purchase Order	2,932.40
198 07/15/2013	**C-NET SECURITY AND CABLE**	056 TECHNOLOGY	
SUPPLIES		000-2580-653-000-0000-000-056	1,500.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
198	07/15/2013	**C-NET SECURITY AND CABLE**	056 TECHNOLOGY	
			Total Purchase Order	1,500.00
199	07/15/2013	**COMPUTER TECH SYSTEM**	056TECHNOLOGY	
PRINTER REPAIR SERVICES			000-2580-430-000-0000-000-056	500.00
			Total Purchase Order	500.00
200	07/15/2013	**EAGLE SOFTWARE INC.**	056TECHNOLOGY	
MAINTENACE FOR DELL POWER VAULT 124T #G7WVOQ1 SERVICE PERIODS 1/18/14 - 1/17/15			000-2580-432-000-0000-000-056	1,200.88
			Total Purchase Order	1,200.88
201	07/15/2013	**ID SPECIALTIES, INC**	056TECHNOLOGY	
ZEBRA RIBBON FOR JANA CLASON - FOR PERSONNEL BADGES ZEBRA 800033-840 COLOR RIBBON			000-2580-619-000-0000-000-056	160.00
			Total Purchase Order	160.00
202	07/15/2013	**KIMONO LLC**	056 TECHNOLOGY	
FOLLETT SIF AGENT UPGRADE ASSURANCE			000-2230-530-000-0000-000-056	1,380.00
			Total Purchase Order	1,380.00
203	07/15/2013	**JACOB TYLER MANGUS**	056TECHNOLOGY	
MILEAGE REIMBURSEMENT			000-2580-580-000-0000-000-056	500.00
			Total Purchase Order	500.00
204	07/15/2013	**OTA**	056 TECHNOLOGY	
2013 OTA/EM CONFERENCE OCTOBER 1-2, 2013 COX CONVENTION CENTER 2 ANTENDEE'S FROM EACH SITE GEROMY SCHRICK TAMARA GORE			000-2573-860-000-0000-000-056	2,300.00
			Total Purchase Order	2,300.00
205	07/15/2013	**NCS PEARSON**	056 TECHNOLOGY	
PREMIUM SUPPORT SERVICES			000-2230-530-000-0000-000-056	6,000.00
			Total Purchase Order	6,000.00
206	07/15/2013	**HAYLEY ELIZABETH RADER**	056TECHNOLOGY	
MILEAGE REIMBURSEMENT			000-2580-580-000-0000-000-056	500.00
			Total Purchase Order	500.00
207	07/15/2013	**RELIANCE COMMUNICATIONS, LLC**	056TECHNOLOGY	
ANNUAL LICENSE SOFTWARE MAINTENCE ND SUPPORT RENEWAL			000-2580-530-000-0000-000-056	9,995.00
			Total Purchase Order	9,995.00
208	07/15/2013	**JP MORGAN CHASE**	056 TECHNOLOGY	
DAMEWARE MINI REMOTE SERVICES			000-2580-530-000-0000-000-056	595.00
			Total Purchase Order	595.00
209	07/15/2013	**JP MORGAN CHASE**	056 TECHNOLOGY	
NETWORK PREFORMANCE MONITOR SL250 ANNUAL MAINTENCE			000-2580-530-000-0000-000-056	1,175.00
			Total Purchase Order	1,175.00
210	07/15/2013	**OFFICE DEPOT**	OFFICE SUPPLIES	
MANILA FILE FOLDERS LEGAL #315630			000-2511-619-000-0000-000-051	22.78

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210 07/15/2013	**OFFICE DEPOT**	OFFICE SUPPLIES	
SMEAD COLOR FILE FOLDERS LEGAL ASSORTED COLORS #144259		000-2511-619-000-0000-000-051	92.38
		000-2511-619-000-0000-000-051	5.12
OFFICE BRAND SINGLE PLY PAPER ROLLS 2 1/4X130' PACK OF 12 #108862		000-2511-619-000-0000-000-051	6.84
MEDIUM BINDER CLIPS 1 1/4" 5/8" CAPACITY BOX OF 24 #561339		000-2511-619-000-0000-000-051	3.41
OFFICE DEPOT BRAND SMALL BINDER CLIPS 3/4" WIDE 3/8' CAPACITY PACK OF 36 #560394		000-2511-619-000-0000-000-051	3.13
OFFICE DEPOT BRAND STAPLES 1/4" STANDARD BOX OF 5000 #766967		000-2511-619-000-0000-000-051	2.37
OFFICE DEPOT BRAND WHITE INKJET/LASER ADDRESS LABELS 1"X2 5/8" PACK OF 750 #612221		000-2511-619-000-0000-000-051	10.29
PAPER MATE LIQUID PAPER DRYLINE CORRECTION TAPE PACK OF 5 #593605		000-2511-619-000-0000-000-051	11.39
ACADEMIC YEAR WALL CALENDAR		000-2511-619-000-0000-000-051	21.99
		000-2511-619-000-0000-000-051	21.99
FY 2014 PLANNER		000-2511-619-000-0000-000-051	34.99
		Total Purchase Order	236.68
211 07/15/2013	**FRONTLINE TECHNOLOGIES**	050-SUBSTITUTE/LEAVE	
ESTIMATED SERVICES FOR THE 2013-2014 SCHOOL YEAR FOR EMPLOYEES/SUBSTITUTES		000-2572-810-000-0000-000-050	12,650.00
		000-2572-810-000-0000-000-050	2,350.00
		Total Purchase Order	15,000.00
212 07/15/2013	**CANADIAN COUNTY HEALTH DEPART.**	HEP B VACCINES FOR EMPLOYEES	
ESTIMATED FUNDS FOR 3 SERIES VACCINES FOR CATEGORY 1 EMPLOYEES FOR HEP B SHOTS FOR THE 13-14 SCHOOL YEAR		000-2572-810-000-0000-000-050	340.00
		000-2572-810-000-0000-000-050	1,660.00
		Total Purchase Order	2,000.00
213 07/15/2013	**BSN SPORTS, INC.**	063 803 FOOTBALL EQUIPMENT	
WEIGHT BELTS MED-20 SMALL-5		063-1000-683-803-0000-000-705	924.75
SHIPPING		063-1000-683-803-0000-000-705	55.00
		Total Purchase Order	979.75
214 07/15/2013	**TAKEDOWN ATTACKS, INC**	063 805 WRESTLING EQUIPMENT	
ADAM TAKEDOWN MACHINE		063-1000-656-805-0000-000-705	2,300.00
ECO FREESTYLE THROWING DUMMIES SMALL		063-1000-681-805-0000-000-705	345.00
ECO FREESTYLE THROWING DUMMIES MEDIUM		063-1000-681-805-0000-000-705	365.00
SHIPPING		063-1000-681-805-0000-000-705	250.00
		Total Purchase Order	3,260.00
215 07/15/2013	**WILLIAM KEVIN BACK**	412 505 REIMBURSEMENT	
EARLY REGISTRATION FOR SUMMER CONFERENCE AT OKC-AUGUST 1		412-2212-810-317-8800-000-505	50.00
PARKING REIMBURSEMENT		412-2212-810-317-8800-000-505	10.00
MILEAGE FOR TWO DAYS 88.16 AT .565 PER MILE		412-2212-580-317-8800-000-505	49.81
		Total Purchase Order	109.81
216 07/15/2013	**ARCHWAY MARKETING SERVICES**	333 110 VALLEY - TEXTBOOKS	
3RD GRADE HANDWRITING - ZANER BLOSER HANDWRITING 03 0736712135		333-1000-643-100-1050-000-110	1,630.64
1% HANDLING FEE ON ORDER		333-1000-643-100-1050-000-110	16.50
		Total Purchase Order	1,647.14
217 07/15/2013	**ARCHWAY MARKETING SERVICES**	333 120TRAILS ELEM - TEXTBOOKS	

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217 07/15/2013	**ARCHWAY MARKETING SERVICES**	333 120TRAILS ELEM - TEXTBOOKS	
	TRAILS ELEM. - 3RD GRADE HANDWRITING - ZANER BLOSER HANDWRITING 03 9780736768399	333-1000-643-100-1050-000-120	1,942.38
	4TH GRADE SOCIAL STUDIES STATES & REGIONS OK PE BUNDLE SS+OKLA BOOK 0153571659	333-1000-643-100-1050-000-120	2,694.51
	HANDLING FEE 1% $50.00	333-1000-643-100-1050-000-120	50.00
		Total Purchase Order	4,686.89
218 07/15/2013	**ARCHWAY MARKETING SERVICES**	333 125 CREEK - TEXTBOOKS	
	3RD GRADE ZANER BLOSER HANDWRITING 03 0736712135	333-1000-643-100-1050-000-125	1,438.80
	HANDLING FEE OF 1% $20.00	333-1000-643-100-1050-000-125	20.00
		Total Purchase Order	1,458.80
219 07/15/2013	**ARCHWAY MARKETING SERVICES**	333 135 CENTENNIAL - TEXTBOOKS	
	CENTENNIAL - 3RD GRADE ZANER BLOSER HANDWRITING 03 ISBN 0736712135	333-1000-643-100-1050-000-135	1,139.05
	HANDLING FEE 1%	333-1000-643-100-1050-000-135	10.00
		Total Purchase Order	1,149.05
220 07/15/2013	**ARCHWAY MARKETING SERVICES**	333 705HIGH SCHOOL - TEXTBOOKS	
	HIGH SCHOOL - AP ENVIRONMENTAL SCIENCE LIVING WITH THE ENVIRONMENT 05 14 EDITION ISBN 0534997295	333-1000-643-100-5000-000-705	1,210.00
	HIGH SCHOOL - FORENSIC SCIENCE - FORENSIC SCIENCE 2012 FUNDAMENTALS & INVESTMENT SE 1 EDITION ISBN 9780538731553	333-1000-643-100-5000-000-705	892.50
	1% HANDLING FEE ON TOTAL ORDER	333-1000-643-100-5000-000-705	25.00
		Total Purchase Order	2,127.50
221 07/15/2013	**ABRAMS & COMPANY PUBLISHERS, INC**	333 110 VALLEY - TEXTBOOK	
	VALLEY - KINDERGARTEN SCIENCE K-2 BIG BOOK SCIENCE INTERACTIVE CUSTOMIZED SET 0766415252	333-1000-643-100-1050-000-110	385.00
	1ST GRADE SCIENCE - K-2 BIG BOOK SCIENCE INTERACTIVE CUSTOMIZED SET 0766415252	333-1000-643-100-1050-000-110	385.00
	15% SHIPPING ON ORDER	333-1000-643-100-1050-000-110	77.00
		Total Purchase Order	847.00
222 07/15/2013	**BARNES & NOBLE**	333 705HIGH SCHOOL - TEXTBOOKS	
	HIGH SCHOOL - FIRST AID/CPR/AED ISBN 9781584804796	333-1000-644-100-3310-000-705	380.40
	HIGH SCHOOL - PHYSICS II - PHYSICS FOR SCIENTISTS & ENGINEERS, VOL 1 4 EDITION ISBN 9780132273589	333-1000-644-100-5000-000-705	2,088.45
	SHIPPING 15% OF TOTAL COST- $370.33	333-1000-644-100-3310-000-705	370.33
		Total Purchase Order	2,839.18
223 07/15/2013	**BARNES & NOBLE**	333 140 HORIZON - TEXTBOOKS	
	Horizon - SWINDLE ISBN 9780439903455 PAPER BACK	333-1000-644-100-1050-000-140	419.40
	AMONG THE HIDDEN ISBN 9780689824753 HARD COVER	333-1000-644-100-1050-000-140	1,248.30
	SUMMER OF THE MONKEY ISBN 9780440415800 HARD COVER	333-1000-644-100-1050-000-140	800.40
	SIGN OF THE BEAVER ISBN 9780547577111 HARD COVER	333-1000-644-100-1050-000-140	1,215.00
	HUNGER GAMES ISBN 9780439023528 HARD COVER	333-1000-644-100-1050-000-140	949.50
	OUT OF MY MIND ISBN9781416971719 HARD COVER	333-1000-644-100-1050-000-140	1,185.30
	ROLL OF THUNDER ISBN 9780140384512 HARD COVER	333-1000-644-100-1050-000-140	813.60
	SHIPPING 15% OF TOTAL COST OF BOOKS	333-1000-644-100-1050-000-140	1,000.00
		Total Purchase Order	7,631.50
224 07/15/2013	**BARNES & NOBLE**	333 145 CANYON - TEXTBOOKS	
	Canyon - SWINDLE 9780439903455 PAPER BACK	333-1000-644-100-1050-000-145	629.10
	AMONG THE HIDDEN ISBN 9780689824753 HARD COVER	333-1000-644-100-1050-000-145	1,248.30
	SUMMER OF THE MONKEY ISBN 9780440415800 HARD	333-1000-644-100-1050-000-145	1,200.60

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224 07/15/2013	**BARNES & NOBLE**	333 145 CANYON - TEXTBOOKS	
COVER			
SIGN OF THE BEAVER ISBN 9780547577111 HARD COVER		333-1000-644-100-1050-000-145	1,215.00
HUNGER GAMES ISBN 9780439023528 HARD COVER		333-1000-644-100-1050-000-145	949.50
DEVILS ARITHMATIC ISBN9780142401095 HARD COVER		333-1000-644-100-1050-000-145	1,480.50
ROLL OF THUNDER ISBN9780140384512 HARD COVER		333-1000-644-100-1050-000-145	1,220.40
SHIPPING 15% OF TOTAL COST OF BOOKS		333-1000-644-100-1050-000-145	1,200.00
		Total Purchase Order	9,143.40
225 07/15/2013	**BARNES & NOBLE**	333 145 CANYON - TEXTBOOKS	
Canyon & Horizon - 7 Habits of Highly Effective Teens - Paper Back - 30 for both schools to use Canyone/Horizon		333-1000-644-100-0000-000-145	431.70
SHIPPING 15% OF TOTAL COST		333-1000-644-100-0000-000-145	100.00
		Total Purchase Order	531.70
226 07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 120TRAILS ELEM - TEXTBOOKS	
TRAILS ELEM - KINDERGARTEN READING - SF READING PACKAGE 0328366781		333-1000-643-100-1050-000-120	8,240.00
KINDERGARTEN EVERYDAY MATH CLASSROOM RESOURCE PACKAGE 9780076574957		333-1000-643-100-1050-000-120	198.21
KINDERGARTEN EVERYDAY MATH HOME LINKS 9780076577286		333-1000-643-100-1050-000-120	729.00
KINDERGARTEN EVERYDAY MATH - MY FIRST MATH BOOK 9780076575138		333-1000-643-100-1050-000-120	1,749.60
1ST GRADE READING - SF READING STREET PKG 1.1, 1.2, 1.3, 1.4,1.5 OK ED 09 - TE READING PACKAGE 0328267260		333-1000-643-100-1050-000-120	333.25
1ST GRADE EVERYDAYMATH HOM LINKS 9780076576593		333-1000-643-100-1050-000-120	1,036.80
1ST GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076574806		333-1000-643-100-1050-000-120	3,186.00
1ST GRADE EVERYDAY MATH CLASSROOM RESOURCE PACKAGE 0076574962		333-1000-643-100-1050-000-120	253.38
2ND GRADE READING - SF READING STREET TE PACKAGE 0328267279		333-1000-643-100-1050-000-120	399.98
2ND GRADE EVERYDAY MATH CLASSROOM RESOURCE PKG 0076574970		333-1000-643-100-1050-000-120	253.38
2ND GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577864		333-1000-643-100-1050-000-120	2,478.00
2ND GRADE EVERYDAY MATH HOME LINKS 9780076576609		333-1000-643-100-1050-000-120	852.48
2ND GRADE EVERYDAY MATH STUDENT MATERIAL SET 0076577813		333-1000-643-100-1050-000-120	1,165.50
2ND GRADE SCIENCE - MACMILLAN SCIENCE 0022812121		333-1000-643-100-1050-000-120	2,662.20
2ND GRADE SOCIAL STUDIES - PEOPLE & PLACES OK ED 0328240044		333-1000-643-100-1050-000-120	2,334.30
3RD GRADE READING - SF READING STREET PKG 3.1 OK ED OP 032833667X		333-1000-643-100-1050-000-120	280.00
3RD GRADE READING - SF READING STREET PKG FOR TE 0328267287		333-1000-643-100-1050-000-120	399.90
3RD GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577872		333-1000-643-100-1050-000-120	2,867.40
3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616		333-1000-643-100-1050-000-120	933.12
3RD GRADE EVERYDAY MATH CLASSROOM RESOURCE PKG 0076574989		333-1000-643-100-1050-000-120	253.38
3RD GRADE SCIENCE - MACMILLIAN SCIENCE 002281213X		333-1000-643-100-1050-000-120	1,083.75
4TH GRADE READING - SF READING STREET PKG 0328336696		333-1000-643-100-1050-000-120	2,511.60
4TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577880		333-1000-643-100-1050-000-120	3,044.40
4TH GRADE EVERYDAY MATH STUDY LINKS		333-1000-643-100-1050-000-120	990.72
4TH GRADE SCIENCE - MACMILLIAN SCIENCE 0022812148		333-1000-643-100-1050-000-120	1,907.40

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
226 07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 120TRAILS ELEM - TEXTBOOKS	
		Total Purchase Order	40,143.75
227 07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 115LAKEHOMA ELEM TEXTBOOKS	
LAKEHOMA ELEM - KINDERGARTEN EVERYDAY MATH - MY FIRST MATH BOOK - 9780076575138		333-1000-643-100-1050-000-115	1,166.40
KINDERGARTEN EVERYDAY MATH HOME LINKS 9780076577286		333-1000-643-100-1050-000-115	486.00
1ST GRADE EVERYDAY MATH HOME LINKS 9780076576593		333-1000-643-100-1050-000-115	691.20
1ST GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076574806		333-1000-643-100-1050-000-115	2,124.00
2ND GRADE READING - SF READING STREET PACKAGE 2.1 0328336653		333-1000-643-100-1050-000-115	375.00
2ND GRADE READING - SF READING STREET PACKAGE 2.2 0328336661		333-1000-643-100-1050-000-115	375.00
2ND GRADE EVERYDAY MTH JOURNAL REORDER 0076577864		333-1000-643-100-1050-000-115	2,424.90
2ND GRADE EVERYDAY MATH HOME LINKS 9780076576609		333-1000-643-100-1050-000-115	760.32
2ND GRADE SOCIAL STUDIES - PEOPLE & PLACES OK ED 0328240044		333-1000-643-100-1050-000-115	564.75
3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616		333-1000-643-100-1050-000-115	622.08
3RD GRADE EVERYDAY MATH STUDENT JOURNAL REORDER 0076577872		333-1000-643-100-1050-000-115	1,911.60
4TH GRADE READING - SF READING STREET PACKAGE OK ED 09 0328336696		333-1000-643-100-1050-000-115	382.20
4TH GRADE EVERYDAY MATH STUDY LINKS 0076576623		333-1000-643-100-1050-000-115	760.32
4TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER 0076577880		333-1000-643-100-1050-000-115	2,336.40
4TH GRADE SCIENCE - MACMILLIAN SCIENCE 0022812148		333-1000-643-100-1050-000-115	433.50
		Total Purchase Order	15,413.67
228 07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 105 MUSTANG ELEM TEXTBOOKS	
MUSTANG ELEMENTARY - KINDERGARTEN EVERYDAY MATH HOME LINKS 9780076577286		333-1000-643-100-1050-000-105	405.00
KINDERGARTEN - EVERYDAY MATH - MY 1ST MATH BOOK 9780076575138		333-1000-643-100-1050-000-105	972.00
1ST GRADE - EVERYDAY MATH JOURNAL REORDER 0076574806		333-1000-643-100-1050-000-105	1,876.20
1ST GRADE EVERYDAY MATH HOME LINKS 9780076576593		333-1000-643-100-1050-000-105	610.56
2ND GRADE EVERYDAY MATH JOURNAL REORDER 0076577864		333-1000-643-100-1050-000-105	1,964.70
2ND GRADE EVERYDAY MATH HOME LINKS 9780076576609		333-1000-643-100-1050-000-105	639.36
3RD GRADE EVERYDAY MATH JOURNAL REORDER 0076577872		333-1000-643-100-1050-000-105	2,035.50
3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616		333-1000-643-100-1050-000-105	662.40
4TH GRADE READING - SF READING STREET PACKAGE OK ED 09 - #0328336696		333-1000-643-100-1050-000-105	928.20
4TH GRADE EVERYDAY MATH JOURNAL REORDER 0076577880		333-1000-643-100-1050-000-105	2,159.40
4TH GRADE EVERYDAY MATH STUDY LINKS 9780076576623		333-1000-643-100-1050-000-105	702.72
		Total Purchase Order	12,956.04
229 07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 110 VALLEY - TEXTBOOKS	
VALLEY - EVERYDAY MATH KINDERGARTENMATH CLASSROOM RESOURCE PKG 9780076574957		333-1000-643-100-1050-000-110	198.21
KINDERGARTEN MY FIRST MATH BOOK 9780076575138		333-1000-643-100-1050-000-110	1,506.60
KINDERGARTEN HOME LINKS FOR EVERYDAY MATH 9780076577286		333-1000-643-100-1050-000-110	627.75
KINDERGARTEN - SF READING PACKAGE 08 0328366781		333-1000-643-100-1050-000-110	2,060.00

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
229 07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 110 VALLEY - TEXTBOOKS	
KINDERGARTEN - SOCIAL STUDIES - HERE WE GBO UNIT BIG BOOK PACKAGE 0328204749		333-1000-643-100-1050-000-110	189.00
1ST GRADE READING - SF READING STREET PKG - 1.1, 1.2, 1.3, 1.4, 1.5 OK ED 09 - TEACHER SET 0328267260		333-1000-643-100-1050-000-110	333.25
1ST GRADE SF READING STREET PKG 1.1		333-1000-643-100-1050-000-110	26.25
1ST GRADE SF READING 1.2 0328336611		333-1000-643-100-1050-000-110	262.50
1ST GRADE SF READING 1.3 0328336629		333-1000-643-100-1050-000-110	288.75
1ST GRADE READING SF READING 1.4 0328336637		333-1000-643-100-1050-000-110	262.50
1ST GRADE READING SF READING 1.5 0328336645		333-1000-643-100-1050-000-110	315.00
1ST GRADE EVERYDAY MATH CLASSROOM RESOURCE PKG 0076574962		333-1000-643-100-1050-000-110	253.38
1ST GRADE EVERYDAY MATH HOME LINKS 9780076576593		333-1000-643-100-1050-000-110	910.08
1ST GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076574806		333-1000-643-100-1050-000-110	2,796.60
2ND GRADE READING - SF READING STREET PACKAGE 2.1 0328336653		333-1000-643-100-1050-000-110	1,125.00
2ND GRADE READING - SF READING STREET 2.2 0328336661		333-1000-643-100-1050-000-110	1,125.00
2ND GRADE EVERYDAY MATH CLASSROOM RESOURCE PKG 0076574970		333-1000-643-100-1050-000-110	253.38
2ND GRADE EVERYDAY MATH STUDENT MATERIAL SET 0076577813		333-1000-643-100-1050-000-110	189.00
2ND GRADE EVERYDAY MATH HOME LINKS 9780076576609		333-1000-643-100-1050-000-110	950.40
2ND GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577864		333-1000-643-100-1050-000-110	2,920.50
2ND GRADE SOCIAL STUDIES PEOPLE AND PLACES OK ED 0328240044		333-1000-643-100-1050-000-110	1,844.85
3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616		333-1000-643-100-1050-000-110	783.36
3RD GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577872		333-1000-643-100-1050-000-110	2,407.20
4TH GRADE EVERYDAY MATH STUDY LINKS 9780076576623		333-1000-643-100-1050-000-110	927.36
4TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577880		333-1000-643-100-1050-000-110	2,849.70
		Total Purchase Order	25,405.62
230 07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 125 CREEK - TEXTBOOKS	
CREEK - KINDERGARTEN - EVERYDAY MATH - MY FIRST MATH BOOK 9780076575138		333-1000-643-100-1050-000-125	1,312.20
KINDERGARTEN - EVERYDAY MATH HOME LINKS 9780076577286		333-1000-643-100-1050-000-125	546.75
1ST GRADE EVERYDAY MATH HOME LINKS 9780076576593		333-1000-643-100-1050-000-125	783.36
1ST GRADE EVERYDAY MATH STUDENT JOURNAL REORDER 0076574806		333-1000-643-100-1050-000-125	2,407.20
2ND GRADE - EVERYDAY MATH HOME LINKS 9780076576609		333-1000-643-100-1050-000-125	1,008.00
2ND GRADE EVERYDAY MATH JOURNAL REORDER 0076577864		333-1000-643-100-1050-000-125	3,097.50
2ND GRADE EVERYDAY MATH CLASSROOM RESOURCE PKG 0076574970		333-1000-643-100-1050-000-125	760.14
2ND GRADE EVERYDAY MATH STUDENT MATERIAL SETS 0076577813		333-1000-643-100-1050-000-125	1,449.00
3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616		333-1000-643-100-1050-000-125	656.64
3RD GRADE EVERYDAY MATH STUDENT JOURNAL REORDER 0076577872		333-1000-643-100-1050-000-125	2,017.80
4TH GRADE EVERYDAY MATH STUDY LINKS 9780076576623		333-1000-643-100-1050-000-125	835.20
4TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER 0076577880		333-1000-643-100-1050-000-125	2,566.50
4TH GRADE EVERYDAY MATH CLASSROOM RESOURCE PKG 0076574997		333-1000-643-100-1050-000-125	506.76
4TH GRADE EVERYDAY MATH STUDENT MATERIAL SET		333-1000-643-100-1050-000-125	283.50

General Fund 2013-2014
Detail Encumbrance Listing
As of 08/05/2013

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
230	07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 125 CREEK - TEXTBOOKS	
7657783X				
4TH GRADE SF READING STREET PACKAGE 0328336696			333-1000-643-100-1050-000-125	1,201.20
4TH GRADE SCIENCE MACMILLIAM SCIENCE 0022812148			333-1000-643-100-1050-000-125	650.25
4TH GRADE LANGUAGE ARTS 2/E 05 0022455620			333-1000-643-100-1050-000-125	1,511.19
2ND GRADE SF READING STREET PACKAGE 2.1 OK ED 09			333-1000-643-100-1050-000-125	937.50
2ND GRADE SF READING STREET PACKAGE 2.2 OK ED 09			333-1000-643-100-1050-000-125	937.50
			Total Purchase Order	23,468.19
231	07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 135 CENTENNIAL - TEXTBOOKS	
CENTENNIAL - KINDERGARTEN - EVERYDAY MATH KINDERGARTEN - MY FIRST MATH BOOK 9780076575138			333-1000-643-100-1050-000-135	874.80
KINDERGARTEN EVERYDAY HOME LINKS 9780076577286			333-1000-643-100-1050-000-135	364.50
1ST GRADE -EVERYDAY MATH 1ST GRADE STUDENT JOURNAL REORDER SET 0076574806			333-1000-643-100-1050-000-135	1,770.00
1ST GRADE- EVERYDAY MATH HOME LINKS FOR 1ST GRADE 9780076576593			333-1000-643-100-1050-000-135	576.00
2ND GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SET 0076577864			333-1000-643-100-1050-000-135	1,858.50
2ND GRADE EVERYDAY MATH HOME LINKS 9780076576609			333-1000-643-100-1050-000-135	604.80
3RD GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SETS 0076577872			333-1000-643-100-1050-000-135	1,681.50
3RD GRADE EVERYDAY MATH HOME LINKS 9780076576616			333-1000-643-100-1050-000-135	547.20
4TH GRADE EVERYDAY MATH STUDENT JOURNAL REORDER SETS 0076577880			333-1000-643-100-1050-000-135	1,681.50
4TH GRADE EVERYDAY MATH STUDY LINKS 9780076576623			333-1000-643-100-1050-000-135	547.20
			Total Purchase Order	10,506.00
232	07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 705HIGH SCHOOL - TEXTBOOKS	
HIGH SCHOOL - MARKETING ESSENTIALS 09 ISBN 0078769043			333-1000-643-100-2418-000-705	786.24
ALGEBRA II - COMMON CORE ISBN 0078922674			333-1000-643-100-4400-000-705	1,139.85
CHEMISTRY I - MATTER & CHANGE 05 ISBN 0078664187			333-1000-644-100-5000-000-705	3,298.50
PHYSICAL SCIENCE - GLENCOE PHYSICAL SCIENCE WITH EARTH SCIENCE 06 ISBN 0078685540			333-1000-644-100-5000-000-705	2,479.20
PHYSICS I - PHYSICS PRINCIPLES & PROBLEMS ISBN 0078458137			333-1000-644-100-5000-000-705	2,924.10
			Total Purchase Order	10,627.89
233	07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 510 MNMS - TEXTBOOKS	
MNMS - 7TH GRADE GEOGRAPHY ISBN 0133262480			333-1000-643-100-5400-000-510	25,907.85
8TH GRADE US/AMERICAN HISTORY DISCOVERING OUR PAST A HISTORY ISBN 9780076596850			333-1000-643-100-5400-000-510	6,980.40
DISCOVERING OUR PAST: STUDENT LEARNING CENTER LICENSES ISBN 0076596885			333-1000-643-100-5400-000-510	19,766.40
			Total Purchase Order	52,654.65
234	07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 140 HORIZON - TEXTBOOKS	
Horizon - EVERYDAY MATH 5TH GRADE JOURNAL REORDER 0076577899			333-1000-645-100-4400-000-140	6,106.50
EVERYDAY MATH STUDY LINKS 9780076576630			333-1000-645-100-4400-000-140	2,476.80
			Total Purchase Order	8,583.30
235	07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 145 CANYON - TEXTBOOKS	
Canyon - Everyday Math Journal Reorder - 5th Grade 0076577899			333-1000-645-100-4400-000-145	7,611.00
Everyday Math Study Links 9780076576630 for 5th grade			333-1000-645-100-4400-000-145	2,476.80
			Total Purchase Order	10,087.80
236	07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	HORIZON TEXTBOOKS	

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236	07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	HORIZON TEXTBOOKS	
Horizon 6th Grade Geography ISBN 0133262456 for Horizon Intermediate Ctr.			333-1000-643-100-5400-000-140	24,308.60
			Total Purchase Order	24,308.60
237	07/15/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 145 CANYON TEXTBOOKS	
Canyon - 6th Grade Geography Book ISBN 0133262456 for Canyon Ridge Intermediate Ctr.			333-1000-643-100-5400-000-145	15,288.83
			Total Purchase Order	15,288.83
238	07/15/2013	**AMY DRIESBACH**	333 064 D. LOCKE/MATH TRAINING	
AMY DRIESBACH FOR SERVICES ON EVERYDAY MATH TRAINING FOLLOW-UP ON 8/5/13 FOR MPS TEACHERS IN MPS DISTRICT.			333-2573-320-271-1050-000-064	1,220.00
			Total Purchase Order	1,220.00
239	07/15/2013	**HOUGHTON MIFFLIN CO.**	333 705HIGH SCHOOL - TEXTBOOKS	
HIGH SCHOOL - TRIGONOMETRY 9781285926681 STUDENT EDITINO + 6 YRS ACCESS TO COURSEMATE, INTERACTIVE EBOOK			333-1000-644-100-4400-000-705	4,350.00
1 TEACHER RESOURCES COMPLIMENTARY - $438.50 AND SHIPPING 10.50% - $456.75 TO TOTAL PRICE FOR SHIPPING			333-1000-644-100-4400-000-705	456.90
			Total Purchase Order	4,806.90
240	07/15/2013	**LAKESHORE LEARNING**	333 125CREEK ELEM - PREK - RUG	
CREEK ELEM - PRE K RUG 9 X 12 ALPHABET ACTIVITY RUG #TT669			333-1000-681-100-1010-000-125	539.35
			Total Purchase Order	539.35
241	07/15/2013	**AGAR FORD JARMON & MULDROW INS**	050 INSURANCE POLICY ADD	
ADD 3 BUSES TO POLICY EFFECTIVE JUNE 5, 2013			050-2720-521-000-0000-000-050	120.00
			Total Purchase Order	120.00
242	07/15/2013	**DAVID STANLEY**	054 VEH MAINT SERVICE	
054 VEH MAINT SERVICE			000-2740-612-000-0000-000-054	1,000.00
			Total Purchase Order	1,000.00
243	07/15/2013	**VONTUNGELN TAG AGENCY, INC**	054 MV REPORTS/TAGS	
054 MV REPORTS/TAGS			000-2720-810-000-0000-000-054	100.00
			Total Purchase Order	100.00
244	07/15/2013	**CENTRAL POWER EQUIPMENT INC**	053 SUPPLIES AND MATERIALS	
PURCHASE A GASOLINE POWERED HEDGE TRIMMER TO USE AROUND THE DISTRICT AS WELL AS PARTS AND SUPPLIES FOR EXISTING EQUIPMENT.			000-2630-656-000-0000-000-053	1,000.00
			Total Purchase Order	1,000.00
245	07/15/2013	**INTERFACEFLOR**	053 FLOOR REPAIR	
053 FLOOR REPAIR			000-2620-438-000-0000-000-053	255.96
			000-2620-438-000-0000-000-053	244.04
			Total Purchase Order	500.00
246	07/15/2013	**JOHNSTONE SUPPLY**	055 SUPPLIES/MATERIALS	
055 SUPPLIES/MATERIALS FOR DISTRICT WIDE USE			000-2620-618-000-0000-000-055	1,000.00
			Total Purchase Order	1,000.00
247	07/15/2013	**AMSAN EVE SUPPLY**	057 CUSTODIAL SUPPLIES	
48 ONLY RENO 2607 SIDEGATE WET MOP HANDLE			000-2620-618-000-0000-000-057	621.60
24 RENO3863 12" STAINLESSTEEL SQUEEGE			000-2620-618-000-0000-000-057	246.72
12 ONLY 457418 TCP SPRING LAMPS 27 WATT			000-2620-618-000-0000-000-057	113.28

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
247	07/15/2013	**AMSAN EVE SUPPLY**	057 CUSTODIAL SUPPLIES	
			Total Purchase Order	981.60
248	07/15/2013	**OFFICE DEPOT**	060 OFFICE SUPPLIES	
LIQUID DRYLINE MINI			000-2620-619-000-0000-000-060	22.78
TAPE REFILL			000-2620-619-000-0000-000-060	45.30
HP LASER JET 1022 INK CARTRIDGES			000-2620-619-000-0000-000-060	68.10
			Total Purchase Order	136.18
249	07/15/2013	**OFFICE DEPOT**	060 OFFICE SUPPLIES	
1 PKG BUSINESS CARD STOCK			000-2620-619-000-0000-000-060	29.99
BUSINESS CARD HOLDER			000-2620-619-000-0000-000-060	9.89
2 PKGS POP UP POST IT NOTES			000-2620-619-000-0000-000-060	32.28
EXPO CHISEL TIP MARKERS			000-2620-619-000-0000-000-060	31.90
FINE TIP BLACK SHARPIES			000-2620-619-000-0000-000-060	13.86
HP74/75 TRI COMBO PACK PRINTER CARTRIDGES			000-2620-619-000-0000-000-060	106.02
4 BOXES OF LEGAL SIZE HANGING FILE FOLDERS			000-2620-619-000-0000-000-060	39.88
4 PKGS OF POLY TABS FOR HANGING FILE FOLDERS			000-2620-619-000-0000-000-060	13.28
9X12 ENVELOPES			000-2620-619-000-0000-000-060	19.99
10X13 ENVELOPES			000-2620-619-000-0000-000-060	22.49
			Total Purchase Order	319.58
250	07/15/2013	**OFFICE DEPOT**	052 OFFICE SUPPLIES	
PURCHASE INTER-DEPARTMENTAL DELIVERY ENVELOPES FOR DISTRICT WIDE USE			000-2620-619-000-0000-000-052	540.70
4 PACKAGE OF PACKING TAPE (6 ROLLS PER PKG)			000-2620-619-000-0000-000-052	67.96
			Total Purchase Order	608.66
251	07/15/2013	**BARNES & NOBLE**	050 BOOKS	
OPEN PO FOR BOOKS PURCHASED FOR SUPERINTENDENT OR ADMINISTRATORS			050-2321-641-000-0000-000-050	63.14
			050-2321-641-000-0000-000-050	436.86
			Total Purchase Order	500.00
252	07/15/2013	**CANADIAN COUNTY SHERIFF OFFICE**	050 LAW ENFORCEMENT-NORTH	
LAW ENFORCEMENT FOR NORTHSIDE FOR FY 2013-2014			050-2660-344-000-0000-000-050	50,000.00
			Total Purchase Order	50,000.00
253	07/15/2013	**CANADIAN COUNTY ELECTION BD**	050 SCHOOL ELECTIONS	
ESTIMATED EXPENSES FOR VARIOUS SCHOOL ELECTIONS FOR THE SY 2013-2014			050-2314-330-000-0000-000-050	12,000.00
			Total Purchase Order	12,000.00
254	07/15/2013	**CITY OF MUSTANG**	050 SECURITY FOR FEBRUARY	
SECURITY FOR BOARD MEETING - FEBUARY			050-2660-344-000-0000-000-050	100.00
			Total Purchase Order	100.00
255	07/15/2013	**CITY OF MUSTANG**	050 SECURITY FOR JANUARY	
SECURITY FOR BOARD MEETINGS-JANUARY			050-2660-344-000-0000-000-050	100.00
			Total Purchase Order	100.00
256	07/15/2013	**CITY OF MUSTANG**	050 SECURITY FOR DECEMBER	
SECURITY FOR BOARD MEETING - DECEMBER			050-2660-344-000-0000-000-050	100.00
			Total Purchase Order	100.00
257	07/15/2013	**CITY OF MUSTANG**	050 SECURITY FOR NOVEMBER	
SECURITY FOR BOARD MEETING - NOVEMBER			050-2660-344-000-0000-000-058	100.00
			Total Purchase Order	100.00
258	07/15/2013	**CITY OF MUSTANG**	050 SECURITY FOR OCTOBER	

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
258	07/15/2013	**CITY OF MUSTANG**	050 SECURITY FOR OCTOBER	
SECURITY FOR BOARD MEETINGS - OCTOBER			050-2660-344-000-0000-000-058	100.00
			Total Purchase Order	100.00
259	07/15/2013	**CITY OF MUSTANG**	050 SECURITY FOR SEPTEMBER	
SECURITY FOR BOARD MEETING - SEPTEMBER			050-2660-344-000-0000-000-058	100.00
			Total Purchase Order	100.00
260	07/15/2013	**CITY OF MUSTANG**	050 SECURITY	
SECURITY FOR BOARD MEETING IN AUGUST			050-2660-344-000-0000-000-058	100.00
			Total Purchase Order	100.00
261	07/15/2013	**ROGER BURNETT**	050 SECURITY JULY	
SECURITY FOR BOARD MEETING - JULY			050-2660-344-000-0000-000-058	50.00
			Total Purchase Order	50.00
262	07/15/2013	**BRENDA JEAN DUNN**	050 TRAVEL REIMBURSEMENT	
TRAVEL REIMBURSEMENT FOR SY 2013-2014			050-2312-580-000-0000-000-050	300.00
			Total Purchase Order	300.00
263	07/15/2013	**MCAFEE & TAFT**	050 LEGAL SERVICES	
LEGAL SERVICES FOR SY 2013-2014			050-2317-354-000-0000-000-050	3,000.00
			Total Purchase Order	3,000.00
264	07/15/2013	**MUSTANG CHAMBER OF COMMERCE**	050 MEMBERSHIP DUES	
MEMBERSHIP DUES FOR SUPERINTENDENT FOR SY 2013-2014			050-2321-810-000-0000-000-050	600.00
			Total Purchase Order	600.00
265	07/15/2013	**MUSTANG NEWS**	050- YEAR SUBSCRIPTION FOR SUP	
YEARLY SUBSCRIPTION FOR MUSTANG NEWS PAPER FOR SUPERINTENDENT'S OFFICE			050-2321-647-000-0000-000-050	18.00
			Total Purchase Order	18.00
266	07/15/2013	**MUSTANG NEWS**	050 EST EXP FOR LEGAL NOTICES	
ESTIMATED EXPENSES FOR LEGAL NOTICES FOR SY 2013-2014			050-2560-540-000-0000-000-050	1,000.00
			Total Purchase Order	1,000.00
267	07/15/2013	**OSSBA-OK STATE SCH BOARDS**	050 CONF. REGISTRATION	
THE CONFERENCE 2013 COX CONVENTION CENTER - AUGUST 23-25 MIKE KESSLER			050-2319-810-000-0000-000-050	200.00
			Total Purchase Order	200.00
268	07/15/2013	**OSSBA-OK STATE SCH BOARDS**	050 EMEETING YEARLY FEE	
YEARLY RENEWAL FOR EMEETING SERVICE FOR			050-2312-346-000-0000-000-050	750.00
			Total Purchase Order	750.00
269	07/15/2013	**OSSBA-OK STATE SCH BOARDS**	050 BOARD MEETING TRAINING	
BOARD MEMBER TRAINING FOR SCHOOL YEAR 13-14			050-2319-810-000-0000-000-050	600.00
			Total Purchase Order	600.00
270	07/15/2013	**OSSBA-OK STATE SCH BOARDS**	050 BOARD MEMBER REGIST.	
REGISTRATION FOR NEW BOARD MEMBER JEFF LANDRITH TO ATTEND THE OSSBA CONFERENCE 2013 AUGUST 23-25 IN OKLAHOMA CITY AT COX BUSINESS SERVICES CONVENTION CENTER			050-2319-810-000-0000-000-050	200.00
			Total Purchase Order	200.00

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
271 07/15/2013	**OSSBA-OK STATE SCH BOARDS**	050 REG. FOR AMANDA STRASSLE	
REGISTRATION FOR AMANDA STRASSLE TO ATTEND WEBINAR		050-2319-810-000-0000-000-050	50.00
		Total Purchase Order	50.00
272 07/15/2013	**ROSENSTEIN, FIST & RINGOLD**	050 LEGAL SERVICES	
LEGAL SERVICES FOR SY 2013-2014		050-2317-354-000-0000-000-050	13,793.78
		050-2317-354-000-0000-000-050	594.50
		050-2317-356-000-0000-000-050	41.00
		050-2317-357-000-0000-000-050	570.72
		Total Purchase Order	15,000.00
273 07/15/2013	**WALTA AND WALTA**	050 LEGAL SERVICES	
LEGAL SERVICES FOR SY 2013-2014		050-2317-354-000-0000-000-050	3,000.00
		Total Purchase Order	3,000.00
274 07/16/2013	**OKLAHOMA STATE UNIVERSITY**	051 ACTIVITY FUNDS WORKSHOP	
ACTIVITY WORKSHOP		000-2490-860-000-0000-000-063	95.00
AUG. 8		000-2511-860-000-0000-000-051	285.00
LYNDA MARTIN MILLY COOPER JUDY KELLOGG DEANNA MOWREY			
		Total Purchase Order	380.00
275 07/16/2013	**ANITA KIM HAMILTON**	054 INSTRUCTOR TRAINING	
054 INSTRUCTOR TRAINING		000-2573-810-000-0000-000-054	100.00
		Total Purchase Order	100.00
276 07/16/2013	**ANITA S CONWAY**	050 ELL TEACHER MILEAGE	
ESTIMATED ELL TEACHER TRAVEL MILEAGE FOR 13-14 SCHOOL YEAR		050-1000-580-410-0000-000-050	350.00
		Total Purchase Order	350.00
277 07/16/2013	**JANA A GALL**	561 115 TEACHER MILEAGE	
ESTIMTED MILEAGE FOR TITLE VII TEACHER FOR 13-14 SCHOOL YEAR		561-1000-580-424-0000-000-115	700.00
		Total Purchase Order	700.00
278 07/16/2013	**KRISTINA KAYE GREEN**	000 066 DIRECTOR MILEAGE	
ESTIMATED MILEAGE FOR FEDERAL PROGRAM DIRECTOR MILEAGE FOR 13-14 SCHOOL YEAR		000-2340-580-000-0000-000-050	800.00
		Total Purchase Order	800.00
279 07/16/2013	**KARIE J GREENWOOD**	561 110 TITLE VII MILEAGE	
ESTIMATED TITLE VII TEACHER MILEAGE FOR 13-14 SCHOOL YEAR		561-1000-580-424-0000-000-110	700.00
		Total Purchase Order	700.00
280 07/16/2013	**TAMMI LANETTE HAAS**	050 ELL TEACHER MILEAGE	
ESTIMATED ELL TEACHER TRAVEL MILEAGE FOR 13-14 SCHOOL YEAR		050-1000-580-410-0000-000-050	350.00
		Total Purchase Order	350.00
281 07/16/2013	**LINDA R KOLAR**	050 ELL TEACHER MILEAGE	
ESTIMATED TRAVEL FOR ELL TEACHER MILEAGE FOR 13-14 SCHOOL YEAR		050-1000-580-410-0000-000-050	350.00
		Total Purchase Order	350.00
282 07/16/2013	**LINDA L LITTLE**	050 ELL TEACHER MILEAGE	
		050-1000-580-410-0000-000-050	350.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
282	07/16/2013	**LINDA L LITTLE**	050 ELL TEACHER MILEAGE	
ESTIMATED ELL TEACHER TRAVEL MILEAGE FOR 13-14 SCHOOL YEAR				
			Total Purchase Order	350.00
283	07/16/2013	**STACY MATTINGLY**	050 ELL TEACHER MILEAGE	
ESTIMATED ELL TEACHER TRAVEL MILEAGE FOR 13-14 SCHOOL YEAR			050-1000-580-410-0000-000-050	350.00
			Total Purchase Order	350.00
284	07/16/2013	**DENICE D MCELHANEY**	561 120 TEACHER MILEAGE	
ESTIMATED TEACHER MILEAGE FOR 13-14 SCHOOL YEAR			561-1000-580-424-0000-000-120	700.00
			Total Purchase Order	700.00
285	07/16/2013	**ELIZABETH M WARREN**	050 ELL TEACHER MILEAGE	
ESTIMATED ELL TEACHER TRAVEL MILEAGE FOR 13-14 SCHOOL YEAR			050-1000-580-410-0000-000-050	350.00
			Total Purchase Order	350.00
286	07/16/2013	**AECD INC.**	511 PD MATH SEMINAR	
MATH SEMINAR NOV 7-8 OKLAHOMA CITY			511-2213-860-429-2231-000-105 511-2213-860-429-2231-000-120 511-2213-860-429-2231-000-125 511-2213-860-429-2231-000-135	250.00 250.00 250.00 250.00
ATTENDING: NIKKI STEIN ALLISON REYES KATHY WILKINS HOLLY STRICKER				
			Total Purchase Order	1,000.00
287	07/16/2013	**AECD INC.**	561 MATH CONFERENCE	
MATH SEMINAR NOV 7 & 8 OKLAHOMA CITY			561-2213-860-424-0000-000-110	250.00
KARIE GREENWOOD				
MATH SEMINAR NOVE 7-8 OKLAHOMA CITY			561-2213-860-424-0000-000-115	250.00
JANA GALL				
MATH SEMINAR NOV 7-8 OKLAHOMA CITY			561-2213-860-424-0000-000-120	250.00
DENICE MCELHANEY				
			Total Purchase Order	750.00
288	07/16/2013	**ALCA**	541 050 ALCA CONFERENCE	
ALCA WEB CONFERENCE JULY 22-23 MOOR NORMAN TECH CENTER, OKC			541-2573-860-000-0000-000-051	500.00
FOR TWO: GEOFF KINGSLEY GAILE LOVING				
			Total Purchase Order	500.00
289	07/16/2013	**CCOSA**	541 050 PD TRAINING	39
MCREL PRINCIPAL EVALUATION TRAINING 10 PRINCIPALS (ESTIMATE) JULY 16-17, AUG 13-14, SEPT 10-11 OR 17-18, OCT 9-10, JAN			541-2573-860-271-0000-000-105 541-2573-860-271-0000-000-115 541-2573-860-271-0000-000-120	211.00 211.00 211.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
289	07/16/2013	**CCOSA**	541 050 PD TRAINING	
-17			541-2573-860-271-0000-000-125	211.00
			541-2573-860-271-0000-000-135	211.00
ESTIMATED COSTS			541-2573-860-271-0000-000-140	211.00
			541-2573-860-271-0000-000-145	211.00
			541-2573-860-271-0000-000-505	211.00
			541-2573-860-271-0000-000-510	211.00
			541-2573-860-271-0000-000-705	211.00
			Total Purchase Order	2,110.00
290	07/16/2013	**CCOSA**	541 TLE PD REGISTRATION	
REGISTRATION FOR 25 ADMINISTRATORS FOR TULSA MODEL TRAINING JULY 29-31, AUGUST 27-29, SEPT. 17-19, 23-25, OCT. 7-9, JANUARY 27-29 TO ATTEND: KRIS GREEN, RAMAE COLLINS, ANDY COLLIER, MELISSA MALLOY, TRACY SKINNER, STACY EDWARDS, SUSAN DOMBEK, RYAN WAGGNER - OTHER ATTENDANTS TO BE DETERMINED			541-2573-860-271-0000-000-051	9,500.00
			Total Purchase Order	9,500.00
291	07/16/2013	**READ NATURALLY**	511 125 READING CONFERENCE	
REGISTRATION FOR FOUR TEACHERS TO ATTEND CONFERENCE JULY 25 AT HILTON GARDEN INN KYLIE SHERRILL SANDRA TORRE CASIE HARRINGTON JULIE CHASTAIN			511-2213-860-429-1139-000-125	796.00
			Total Purchase Order	796.00
293	07/16/2013	**MARDEL**	561 120 STUDENT MATERIALS	
TEACHER/STUDENT MATERIALS/MANIPULATIVES			561-1000-681-424-0000-000-120	200.00
			Total Purchase Order	200.00
294	07/16/2013	**MARDEL**	561 115 TITLE VII MATERIALS	
TEACHER SUPPLEMENTAL MATERIALS			561-1000-681-424-0000-000-115	200.00
			Total Purchase Order	200.00
295	07/16/2013	**MARDEL**	561 110 STUDENT MATERIALS	
STUDENT MATERIALS/MANIPULATIVES			561-1000-681-424-0000-000-110	200.00
			Total Purchase Order	200.00
296	07/16/2013	**NETCHEMIA**	541 050 TALENT ED	
TALENTED PERFORM ANNUAL SUBSCRIPTION INVESTMENT WITH ANNUAL DISCOUNT			541-2573-530-100-0000-000-050	7,905.00
TALENTED SYNC ANNUAL INVESTMENT ELF SERVICE INTEGRATION CLIENT			541-2573-530-100-0000-000-050	1,500.00
			Total Purchase Order	9,405.00
297	07/16/2013	**SCHOLASTIC INC**	561 120 SCHOLASTIC BOOKS	
SCHOLSTIC BOOKS ONLINE OR BOOK FAIR			561-1000-641-424-1130-000-120	200.00
			Total Purchase Order	200.00
298	07/16/2013	**SCHOLASTIC INC**	561 115 SCHOLASTIC BOOKS	
BOOKS ONLINE OR BOOK FAIRS			561-1000-641-424-1130-000-115	200.00
			Total Purchase Order	200.00
299	07/16/2013	**SCHOLASTIC INC**	561 110 SCHOLASTIC	
SCHOLASTIC BOOKS ONLINE OR BOOKFAIR			561-1000-641-424-1130-000-110	200.00
			Total Purchase Order	200.00

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300	07/16/2013	**STUDICA**	469 505 LOTTERY GRANT TECH	
3D TOUCH PRINTERS BUNDLE WITH ALIBRE DESIGN PE			469-1000-653-317-8800-000-505	3,925.00
PART # BFBPE				
			Total Purchase Order	3,925.00
301	07/16/2013	**ASHLEY RENE ARMSTRONG**	050 NURSE MILEAGE 2013-2014	
TRAVEL W/IN DISTRCIT FOR 2013/2014			050-2132-580-000-0000-000-050	1,000.00
			Total Purchase Order	1,000.00
302	07/16/2013	**SHAYNA DENISE AUSTIN**	PYSCH MILEAGE 2013-2014	
TRAVEL W/IN DISTRICT 2013-2014			050-2140-580-000-0000-000-050	1,000.00
			Total Purchase Order	1,000.00
303	07/16/2013	**SASHA CHLOE BRAYTON**	NURSE MILEAGE 2013-2014	
TRAVEL W/IN THE DISTRCIT 2013-2014			050-2132-580-000-0000-000-050	500.00
			Total Purchase Order	500.00
304	07/16/2013	**JENIECE BRIDGFORTH**	050 MILEAGE FOR PYSCH	
TRAVEL W/IN DISTRICT FOR 2013-2014 SCHOOL YEAR			050-2140-580-000-0000-000-050	500.00
			Total Purchase Order	500.00
305	07/16/2013	**KIMBERLY BROWN**	050 PYSCH MILEAGE 2013-2014	
TRAVEL W/IN THE DISTRICT FOR 2013/2014			050-2140-580-000-0000-000-050	500.00
			Total Purchase Order	500.00
306	07/16/2013	**SANDRA MARIE FARMER**	NURSE MILEAGE 2013-2014	
TRAVEL W/IN THE DISTRICT 2013-2014			050-2132-580-000-0000-000-050	500.00
			Total Purchase Order	500.00
307	07/16/2013	**KIMBERLY DIANE GUSHING**	NURSE MILEAGE	
TRAVEL W/IN THE DISTRCIT 2013-2014			050-2132-580-000-0000-000-050	500.00
			Total Purchase Order	500.00
308	07/16/2013	**LORI LINN KNOWLES**	050 NURSE MILEAGE	
TRAVEL W/IN DISTRICT FOR SCHOOL YEAR 2013-2014			050-2132-580-000-0000-000-050	200.00
			Total Purchase Order	200.00
309	07/16/2013	**TAMRA SUE LUCAS**	PYSCH MILEAGE 2013-2014	
TRAVEL W/IN DISTRICT 2013-2014			050-2140-580-000-0000-000-050	1,000.00
			Total Purchase Order	1,000.00
310	07/16/2013	**TAMARA MICHELLE SCHRICK**	PYSCH MILEAGE	
TRAVEL W/IN THE DISTRICT 2013-2014			050-2140-580-000-0000-000-050	1,000.00
			Total Purchase Order	1,000.00
311	07/16/2013	**KIMBERLY ANN SPILLMAN**	NURSE MILEAGE 2013-2014	
TRAVEL W/IN DISTRCIT 2013-2014			050-2132-580-000-0000-000-050	500.00
			Total Purchase Order	500.00
312	07/16/2013	**RACHEL THOMAS**	050 PYSCH MILEAGE 2013/14	
TRAVEL W/IN DISTRICT FOR 2013/2014 SCHOOL YEAR			050-2140-580-000-0000-000-050	500.00
			Total Purchase Order	500.00
313	07/16/2013	**LORIE L TORRES**	NURSE MILEAGE 2013-2014	
TRAVEL W/IN THE DISTRICT 2013-2014			050-2132-580-000-0000-000-050	300.00
			Total Purchase Order	300.00
314	07/16/2013	**BETHANY NICOLE BUSH**	083 059 JUNE ESY 2013	

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314 07/16/2013	**BETHANY NICOLE BUSH**	083 059 JUNE ESY 2013	
INCREASE PO 2752 FOR SPEECH PATH SERVICES FOR JUNE 2013 ESY		183-2152-320-239-0000-000-059	650.00
INCREASE PO 172		183-2152-320-239-0000-000-059	440.00
		Total Purchase Order	1,090.00
315 07/16/2013	**EMILY HATHAWAY**	621 SPEECH SERVICES	
SPEECH-LANGUAGE PATHOLOGY FOR SCHOOL YEAR 2013-2014		621-2152-323-239-0000-000-059	56,000.00
PLEASE INCREASE PO #315 FOR SCHOOL YEAR 2013-2014		621-2152-323-239-0000-000-059	200,000.00
		Total Purchase Order	256,000.00
316 07/16/2013	**APRIL NEICHOLE KECK**	621 SP ED VISUAL SERVICES	
CONTRACTED VISUAL SERVICES FOR 2013-2014		621-1000-322-239-0000-000-059	372.50
		621-1000-322-239-0000-000-059	21,627.50
		Total Purchase Order	22,000.00
317 07/16/2013	**ABILITATIONS**	059 PT SUPPLIES NEW SCHOOLS	
ADJUSTABLE THERAPY BENCH, LARGE TILT AND FOLD		059-2135-681-239-0000-000-140	245.99
		059-2135-681-239-0000-000-145	245.99
FLEECE BEAN BAG (12)		059-2135-681-239-0000-000-140	17.99
		059-2135-681-239-0000-000-145	17.99
STAY N' PLACE BALL, 60 "		059-2135-681-239-0000-000-140	19.99
		059-2135-681-239-0000-000-145	20.00
UTILITY SPOTS (6)		059-2135-681-239-0000-000-140	19.99
		059-2135-681-239-0000-000-145	19.99
		Total Purchase Order	607.93
318 07/16/2013	**ABILITATIONS**	059 SP ED PT/ELEMENTARIES	
HUGGIE HIPS		059-2135-681-239-0000-000-059	21.98
PEBBLES MEGAPLAY BALLS, 45"		059-2135-681-239-0000-000-059	22.39
PEBBLES MEGAPLAY BALL, 55"		059-2135-681-239-0000-000-059	31.99
GAIT SPOTS		059-2135-681-239-0000-000-059	25.98
EXERBUG		059-2135-681-239-0000-000-059	64.99
MEGA SCOOT II INDIVIDUAL SCOOTER (FOR PREK BOY)		059-2135-681-239-0000-000-059	52.99
		Total Purchase Order	220.32
319 07/16/2013	**CANADIAN COUNTY HEALTH DEPART.**	641 HEALTH SERVICES	
ASSITSTANTS FOR THE EARLY FOUNDATIONS AUTISM REPLICATION PROGRAM		641-1000-322-239-0000-000-059	22,000.00
		Total Purchase Order	22,000.00
320 07/16/2013	**OU CHILD STUDY CENTER**	621 PSYCH SERVICES/EVALS	
CONTRACTED PSYCH SERVICES AND EVALUATIONS FOR SCHOOL YEAR 2013-2014		621-2140-323-239-0000-000-059	5,000.00
		Total Purchase Order	5,000.00
321 07/16/2013	**DYNAVOX TECHNOLOGIES, LLC**	059 SP ED CANYON RIDGE	
SEE N SOLVE VISUAL CALCULATOR		059-1000-681-239-0000-000-145	169.95
		Total Purchase Order	169.95
322 07/16/2013	**FLAGHOUSE**	059 PT /CENTENNIAL	
FUNTUNNEL CUBE		059-2135-681-239-0000-000-135	179.00
ACTIVITY WALKING TRAIL SET		059-2135-681-239-0000-000-135	115.00
ROLLER TUNNEL 34"		059-2135-681-239-0000-000-135	99.95
SAFETY STABILIZES BAR		059-2135-681-239-0000-000-135	21.95
FLYWEIGHT BALLS, SMALL BALL		059-2135-681-239-0000-000-135	7.00
FLYWEIGHT BALLS, LARGE BALL		059-2135-681-239-0000-000-135	11.90
SHIPPING CHARGES		059-2135-681-239-0000-000-135	72.76

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322	07/16/2013	**FLAGHOUSE**	059 PT /CENTENNIAL	
			Total Purchase Order	527.56
323	07/16/2013	**LAKESHORE LEARNING**	059 SP ED SUPPLIES FOR CLASSRO	
T.T.-108 CALCULATOR KIT			059-1000-619-239-0000-000-140	79.99
			059-1000-619-239-0000-000-145	79.99
FRACTIONS, DECIMALS & PERCENTS CIRCLES			059-1000-619-239-0000-000-140	24.99
			059-1000-619-239-0000-000-145	24.99
			Total Purchase Order	209.96
324	07/16/2013	**LAKESHORE LEARNING**	059 CANYON RIDGE/SP ED	
SMALL WHITE BOARDS (10)			059-1000-681-239-0000-000-140	28.50
MATH VOCABULARY (4/5)			059-1000-681-239-0000-000-140	34.99
5-MIN FILLER			059-1000-681-239-0000-000-140	16.99
DAILY MATH STATION			059-1000-681-239-0000-000-140	19.99
GEAR BUILDERS			059-1000-681-239-0000-000-140	39.99
SLOT A SHAPE			059-1000-681-239-0000-000-140	39.99
PLINKO MATH (4/5)			059-1000-681-239-0000-000-140	19.99
PLACE VALUE KIT			059-1000-681-239-0000-000-140	39.99
READING TRACKERS			059-1000-681-239-0000-000-140	14.99
FRACTIONS BUILDING KIT			059-1000-681-239-0000-000-140	39.99
HOT DOTS POWER PEN			059-1000-681-239-0000-000-140	90.30
			Total Purchase Order	385.71
325	07/16/2013	**LAKESHORE LEARNING**	059 HORIZON/P.SHADE	
READING TRACKERS			059-1000-681-239-0000-000-140	14.99
SMALL WHITE BOARDS (10)			059-1000-681-239-0000-000-140	28.50
MATH VOCABULARY (4/5)			059-1000-681-239-0000-000-140	34.99
5-MIN FILLER			059-1000-681-239-0000-000-140	16.99
DAILY MATH STATION			059-1000-681-239-0000-000-140	19.99
GEAR BUILDERS			059-1000-681-239-0000-000-140	39.99
SLOT A SHAPE			059-1000-681-239-0000-000-140	39.99
PLINKO MATH (4/5)			059-1000-681-239-0000-000-140	19.99
PLACE VALUE KIT			059-1000-681-239-0000-000-140	39.99
FRACTIONS BUILDING KIT			059-1000-681-239-0000-000-140	39.99
HOT DOTS POWER PEN			059-1000-681-239-0000-000-140	39.99
			Total Purchase Order	335.40
326	07/16/2013	**LRP PUBLICATIONS**	621 MATERIALS/RESOURCES	
REFERENCE/INSERVICE MATERIALS FOR SPECIAL EDUCATION DEPT.			621-2212-642-239-0000-000-059	1,500.00
			Total Purchase Order	1,500.00
327	07/16/2013	**OKLAHOMA FAMILY COUNSELING SERVICE**	BRONCO ACADAMEY	
BRONCO ACADEMY 2013-2014 SCHOOL YEAR			197-1000-322-100-1050-000-050	8,333.33
			197-1000-322-100-1050-000-050	91,666.67
			Total Purchase Order	100,000.00
328	07/16/2013	**OKLAHOMA FAMILY COUNSELING SERVICE**	COUNSLING SERVICE	
COUNSELING SRVICES SPLIT EVENELY BETWEEN ALT ED, GEN FUND AND SPECIAL SERVICES			000-2120-323-239-0000-000-050	1,722.22
			000-2120-323-239-0000-000-050	18,944.45
			388-2120-323-430-0000-000-050	1,722.22
			388-2120-323-430-0000-000-050	18,944.45
			621-2120-323-239-0000-000-059	1,722.22
			621-2120-323-239-0000-000-059	18,944.44
			Total Purchase Order	62,000.00
329	07/16/2013	**PCI EDUCATIONAL PUBLICATIONS**	059 SP ED CANYON RIDGE	
BASIC MENU MATH PROGRAM - COMBO (ALL 3 BOOKS) - PRO ED INC.			059-1000-681-239-0000-000-145	184.95

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
329	07/16/2013	**PCI EDUCATIONAL PUBLICATIONS**	059 SP ED CANYON RIDGE	
SHIPPING			059-1000-681-239-0000-000-145	18.50
			Total Purchase Order	203.45
330	07/16/2013	**PEARSON**	059 SCREENING TESTFOR NMS/SMS	
CELF-5 SCREENING TEST COMPLETE KIT			059-2152-614-239-0000-000-505	249.00
			059-2152-614-239-0000-000-510	249.00
			Total Purchase Order	498.00
331	07/16/2013	**PUTNAM CITY PUBLIC SCHOOLS**	621 TRANSFER FEE JULY ESY 2013	
FEES FOR JESSICA VARUGHESE JULY ESY 2013			621-1000-561-239-0000-000-059	1,000.00
			Total Purchase Order	1,000.00
332	07/16/2013	**RIVERSIDE PUBLISHING**	059 PYSCHS/LAKEHOMA	
EVEMENT FORM A TEST RECORD AND RESPONSE BOOK			059-2140-614-239-0000-000-115	932.00
STANFORD BINET-5 TEST RECORDS			059-2140-614-239-0000-000-115	94.00
DAYC ADAPTIVE DOMAIN SCORING FORMS PKG 25			059-2140-614-239-0000-000-115	74.00
DAYC COGNITIVE DOMAIN SCORING FORMS PKG 25			059-2140-614-239-0000-000-115	74.00
DAYC COMMUNICATION DOMAIN SCORING FORMS			059-2140-614-239-0000-000-115	74.00
DAYC PHYSICAL DOMAIN SCORING FORMS PKG 25			059-2140-614-239-0000-000-115	74.00
DAYC SOCIAL DOMAIN SCORING FORMS PKG 25			059-2140-614-239-0000-000-115	74.00
DAYC PROFILES/SUMMARY FORMS PKG 25			059-2140-614-239-0000-000-115	50.00
WJ-III COGNITIVE TEST RECORD AND RESPONSE BOOK			059-2140-614-239-0000-000-115	952.00
			Total Purchase Order	2,398.00
333	07/16/2013	**SUPER DUPER SCHOOL CO.**	059 NEW 5&6 GRADE CENTERS	
SOCIAL SKILLS CHIPPER CHAT			059-2152-681-239-0000-000-140	64.95
			059-2152-681-239-0000-000-145	64.95
GRAMMAR CHIPPER CHAT			059-2152-681-239-0000-000-140	64.95
			059-2152-681-239-0000-000-145	64.95
WEBBERS JUMBO ARTIC DRILL BOOK			059-2152-681-239-0000-000-140	69.95
			059-2152-681-239-0000-000-145	69.95
ALLABOUT YOU, ALLABOUT ME FUN DECK			059-2152-681-239-0000-000-140	12.95
			059-2152-681-239-0000-000-145	12.95
ASK AND ANSWER "UH" BINGO			059-2152-681-239-0000-000-140	54.95
			059-2152-681-239-0000-000-145	54.95
LANGUAGE STRATEGIES COMBO			059-2152-681-239-0000-000-140	110.89
			059-2152-681-239-0000-000-145	110.89
SOCIAL INTERENCES FUN DECK			059-2152-681-239-0000-000-140	34.95
			059-2152-681-239-0000-000-145	34.95
"R" FUNNY FLIPS BOOK/CD COMBO			059-2152-681-239-0000-000-140	29.95
			059-2152-681-239-0000-000-145	29.95
STONY STARTERS FUN DECK			059-2152-681-239-0000-000-140	12.95
			059-2152-681-239-0000-000-145	12.95
SEQUENCING FUN DECK			059-2152-681-239-0000-000-140	12.95
			059-2152-681-239-0000-000-145	12.95
			Total Purchase Order	938.88
334	07/16/2013	**WAL-MART- 6032202040025802**	197 050 SUPPLIES BRONOC ACADEM	
SUPPLIES FOR BRONCO ACADEMY 2013-2014			197-1000-681-100-0000-000-050	500.00
			Total Purchase Order	500.00
335	07/16/2013	**WEB RESOURCE LLC**	059 SP ED TRAILS	
MAHAR COT DOLLY - SOLID BLUE - STANDARD UNASSEMBLED 52" LENGTH			059-1000-681-239-0000-000-120	38.45
			Total Purchase Order	38.45
336	07/16/2013	**WPS PUBLISHERS DISTRIBUTERS**	059 SCHOOL PSYCHS/LAKEHOMA	44
SRS-2 (SOCIAL RESPONSIVENESS SCALE)			059-2140-614-239-0000-000-115	260.00
SRS-2 SCHOOL-AGE FORMS			059-2140-614-239-0000-000-115	50.00
SRS-2 PRESCHOOL FORMS			059-2140-614-239-0000-000-115	50.00

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
336 07/16/2013	**WPS PUBLISHERS DISTRIBUTERS**	059 SCHOOL PSYCHS/LAKEHOMA	
LEITER-3		059-2140-614-239-0000-000-115	1,095.00
BEERY VMI		059-2140-614-239-0000-000-115	135.00
SHORT FORM TEST (PKG OF 25)		059-2140-614-239-0000-000-115	77.00
		059-2140-614-239-0000-000-115	462.00
LONG FORM TEST (PKG OF 25)		059-2140-614-239-0000-000-115	104.00
ABAS-II PARENT/PRIMARY CAREGIVER		059-2140-614-239-0000-000-115	76.50
ABAS-II TEACHER/DAYCARE PROVIDER FORM		059-2140-614-239-0000-000-115	76.50
ABAS-II PARENT FORM (5-21)		059-2140-614-239-0000-000-115	153.00
ABAS-II TEACHER FORM (5-21)		059-2140-614-239-0000-000-115	153.00
SHIPPING		059-2140-614-239-0000-000-115	223.00
		059-2140-614-239-0000-000-115	22.80
		Total Purchase Order	2,937.80
337 07/16/2013	**XEROX CORP**	456 XEROX MAINTENANCE AGREEMEN	
BASE CHARGE OF MAINTENANCE OF COPIER AT WORK ADJUSTMENT PROGRAM SERIAL NUMB ER L98-002014 FOR SCHOOL YEAR 2013-2014		456-2640-436-239-0000-000-059	388.70
PRINT CHARGES FOR COPIES MADE		456-1000-436-239-0000-000-705	900.00
		Total Purchase Order	1,288.70
338 07/16/2013	**APPLE INC.**	059 SPE SERVICES	
IPADS, 32 GB, BLACK - ENGRAVED 1ST LINE ENGRAVED: MUSTANG PS SPECIAL SERVICES 2ND LINE ENGRAVED SCHOOL YEAR 2013-2014		059-1000-653-239-0000-000-059	2,396.00
		Total Purchase Order	2,396.00
339 07/16/2013	**APPLE INC.**	469 705 LOTTERY GRANT TECH	
IPAD 10 PACK ENGRAVED #BH422LL/A ENGRAVING: TECHNOLOGY EDUCATION MUSTANG PUBLIC SCHOOLS 2013-2014 LOTTERY GRANT		469-1000-653-317-8800-000-705	4,790.00
IPAD WITH ENGRAVING ENGRAVED: ENGRAVING: TECHNOLOGY EDUCATION MUSTANG PUBLIC SCHOOLS 2013-2014 LOTTERY GRANT		469-1000-653-317-8800-000-705	1,497.00
DIGITAL ADAPTER MD098ZM/A		469-1000-653-317-8800-000-705	273.00
KANEX AV PRO HDMI TO VGA ADAPTER W/ AUDIO SUPPORT		469-1000-653-317-8800-000-705	419.65
		Total Purchase Order	6,979.65
340 07/16/2013	**CDW GOVERNMENT, INC.**	059 CASES FOR PSYCHS	
TARGUS CASES WITH KEYBOARD		059-1000-653-239-0000-000-059	178.00
INCREASE PO 134 SALESMAN QUOTED WRONG ITEM PRICE		059-1000-653-239-0000-000-059	150.00
		Total Purchase Order	328.00
341 07/16/2013	**CDW GOVERNMENT, INC.**	469 705 LOTTERY GRANT TECH	
IPAD CASE GRIFFIN SURVIVOR		469-1000-653-317-8800-000-705	519.87
		Total Purchase Order	519.87

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
342	07/16/2013	**TWOTREES TECHNOLOGIES**	059 PSYCHS LAKEHOMA	
HP LASERJECT PRO 400 M401DW, B/W PRINTER , MONO DUPLEX, LASER. LEGAL, 1200 X 1200 DPI, UP TO 33 PPM			059-1000-653-239-0000-000-059	445.00
SHIPPING CHARGES			059-1000-653-239-0000-000-059	15.00
			Total Purchase Order	460.00
343	07/16/2013	**WAREHOUSE TECHNOLOGY**	059 PRINTER SUPPLIES PSYCHS	
HP80X, BLACK INK, 6900 PAGES			059-1000-613-239-0000-000-059	440.28
			Total Purchase Order	440.28
344	07/16/2013	**WAREHOUSE TECHNOLOGY**	059 WAREHOUSE TECHNOLOGY	
COMPUTER INK FOR SPECIAL SERVICES 2013/2014			059-1000-613-239-0000-000-059	15,000.00
			Total Purchase Order	15,000.00
345	07/16/2013	**CITY OF MUSTANG**	050 LAW ENFORCEMENT 2013-2014	
FOR LAW ENFORCEMENT FOR SY 2013-2014			050-2660-344-000-0000-000-050	120,000.00
			Total Purchase Order	120,000.00
346	07/16/2013	**HAMBRICK-FERGUSON, INC.**	055 REPAIR COOLING TOWER	
REPAIR PARTS FOR COOLING TOWER AT TRAILS ELEMENTARY.			000-2620-618-000-0000-000-055	1,226.92
			Total Purchase Order	1,226.92
347	07/16/2013	**LINKS LAWN EQUIPMENT**	053 LAWN SUPPLIE/EQUIPMENT	
053 LAWN EQUIPMENT/SUPPLIES FOR DISTRICT WIDE USE....OIL, WEEDEATER LINE,WEEDEATER HEADS AND OTHER MISC ITEMS			000-2630-618-000-0000-000-053 000-2630-618-000-0000-000-053	468.58 531.42
			Total Purchase Order	1,000.00
348	07/16/2013	**OKLAHOMA SCHOOLS INSURACE GROUP**	050 INS., AUTO, GENERAL, EDUCA	
2013-2014 INSURANCE POLICY FOR AUTO, GENERAL LIABILITY, AND EDUCATORS LEGAL			050-2620-520-000-0000-000-050	142,175.00
			Total Purchase Order	142,175.00
349	07/16/2013	**TRANE CO**	055 INSTALL VFD LINE COND	
TRANE TO INSTALL TWO VFD LINE CONDITIONERS FOR SMS GEO THERMAL PUMP UNITS.			000-2620-434-000-0000-000-055	2,079.98
			Total Purchase Order	2,079.98
350	07/16/2013	**OFFICE DEPOT**	059 SP SER OFFICE SUPPLIES	
BANKERS BOX PRESTO 60% RECYCLED STORAGE BOXES, 10 H X 12 W X 15D, LETTER/LEGAL, PACK OF 4			059-2340-619-239-0000-000-059	36.99
CARSON PAGE MAGNIFIER			059-2340-619-239-0000-000-059	11.93
			Total Purchase Order	48.92
351	07/16/2013	**OFFICE DEPOT**	561 TITLE VII PRINTER	
EPSON WORKFORCE WP-4530 ALL IN ONE #513652			561-1000-653-424-0000-000-050	189.99
EPSON 676 BLACK INNK CARTRIDGE #518044			561-1000-653-424-0000-000-050	73.14
EPSON 676 CYAN INK #649833			561-1000-653-424-0000-000-050	23.27
EPSON 676 MAGENTA INK #649842			561-1000-653-424-0000-000-050	23.27
EPSON 676 YELLOW INK #64987			561-1000-653-424-0000-000-050	23.27
			Total Purchase Order	332.94
352	07/16/2013	**OFFICE DEPOT**	000 066 DIRECTOR SUPPLIES	
HANGING FILE FOLDERS			000-2340-619-000-0000-000-066	123.84

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
352 07/16/2013	**OFFICE DEPOT**	000 066 DIRECTOR SUPPLIES	
#251827			
POST IT FOLDER TABS		000-2340-619-000-0000-000-066	14.24
#181275			
ADDING MACHINE TAPE		000-2340-619-000-0000-000-066	108.00
#588875			
		Total Purchase Order	246.08
353 07/16/2013	**OFFICE DEPOT**	059 OFFICE SUPPLIES / PSYCHS	
ATIVA HD 1600 CROSS-CUT SHREDDER		059-2140-619-239-0000-000-059	199.99
STANLEY BOTSTITCH B8E ELECTRIC STAPLER		059-2140-619-239-0000-000-059	88.34
BOSST 1/4" B8 STAPLES BOX 5000		059-2140-619-239-0000-000-059	3.79
REALSPACE MAGELLAN 2 SHELF SOFA BOOKCASE, EXPRESSO		059-2140-619-239-0000-000-059 059-2140-619-239-0000-000-059	99.99 199.98
REAL SPACE MAGELLAN 4 CUBE BOOKCASE, EXPRESSO		059-2140-619-239-0000-000-059	239.97
OFFICE DEPOT PAPER CLIPS, REGULAR SIZE (10 BOXES)		059-2140-619-239-0000-000-059	4.74
OFFICE DEPOT, CLIP DISPENSERS, 3 PK		059-2140-619-239-0000-000-059	27.54
OFFICE DEPOT BINDER CLIPS, 144 PLK		059-2140-619-239-0000-000-059	9.02
UNIBALL 207 GEL PENS 12 PAK		059-2140-619-239-0000-000-059	87.36
FORAY SOFT GRIP PENCIL 12 PAK		059-2140-619-239-0000-000-059	30.36
OFFICE DEPOT BRAND PERFORATED WRITING PADS, 8 1/2 X 11, LEGAL-RULED, 50 SHEETS (PACK OF 12)		059-2140-619-239-0000-000-059	14.26
STOPWATCH		059-2140-619-239-0000-000-059	43.20
SHARPIE PERMANENT MARKERS 6 PAK		059-2140-619-239-0000-000-059	9.02
SHARPIE ACCENT HIGHLIGHTERS, 12 PACK		059-2140-619-239-0000-000-059	12.32
CALCULATOR		059-2140-619-239-0000-000-059	17.98
OFFICE DEPOT ECONOMY FILE FOLDERS, 150/BOX		059-2140-619-239-0000-000-059	58.08
OFFICE DEPOT SELF-STICK NOTES (PACK OF 12) 3 X 3		059-2140-619-239-0000-000-059	17.73
POST-IT 4 X 6 LINED NOTES , 5 PACK		059-2140-619-239-0000-000-059	94.02
POST-IT 1 1/2 X 2 NOTES, 12 PADS		059-2140-619-239-0000-000-059	8.07
STAPLE REMOVER		059-2140-619-239-0000-000-059	5.67
OFFICE DEPOT BRAND CLASSIC STAPLER		059-2140-619-239-0000-000-059	29.91
OFFICE DPOT BRAND COPY PAPER (CASE OF 10 REAMS)		059-2140-619-239-0000-000-059	159.56
		Total Purchase Order	1,460.90
354 07/16/2013	**OFFICE DEPOT**	059 SP SER OFFICE SUPPLIES	
SHAPRIE CHISEL-TIP PERMANENT MARKERS, BLACK , PACK OF 12		059-2340-619-239-0000-000-059	24.68
SHARPIE CHISEL-TIP PERMANENT MARKERS, ASSORTED, PACK OF 8		059-2340-619-239-0000-000-059	17.08
POST-IT 3 X 3 POP-UP NOTES, PASTEL COLLECTION, 100 SHEETS PER PAD, PACK OF 12 PADS		059-2340-619-239-0000-000-059	34.18
AVERY COLOR LASER ADDRESS LABELS, 2 X 4, ASSORTED NEON 15 SHEETS, PACK OF 150		059-2340-619-239-0000-000-059	28.48
PAPER PRO PROFESSIONAL 65 HIGH-CAPACITY STAPLER, BLACK/SILVER		059-2340-619-239-0000-000-059	43.69
OFFICE DEPOT BRAND PLAIN DIVIDERS WITH WRITE-ON TABS, ASSORTED COLORS, 5-TAB,		059-2340-619-239-0000-000-059	8.50
OFFICE DEPOT BRAND 20% RECYCLED ERASABLE BIG TAB DIVIDERS, 5-TAB, WHITE		059-2340-619-239-0000-000-059	9.00
SWINGLINE OPTIMA HIGH- CAPACITY STAPLES, BOX OF 2500		059-2340-619-239-0000-000-059	10.44
OFFICE DEPOT BRAND MEDIUM BINDER CLIPS, 1 1/4" WIDE, 5/8" CAPACITY, BLACK, PACK OF 24		059-2340-619-239-0000-000-059	10.23
		Total Purchase Order	186.28
355 07/16/2013	**STAPLES BUSINESS ADVANTAGE 1561215**	059 OFFICE SUPPLIES	
AVERY EASY PEEL LASER ADDRESS LABELS, 30 LABELS PER SHEET, WHITE, 1 X 2 5/8, 750 LABELS/PK		059-2340-619-239-0000-000-059	9.43
		059-2340-619-239-0000-000-059	6.13

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
355	07/16/2013	**STAPLES BUSINESS ADVANTAGE 1561215**	059 OFFICE SUPPLIES	
STAPLES OPTI FLOW ROLLERBALL PENS, CONICAL TIP FINE POINT, 0.5 MM, BLUE INK/SILVER BARREL, 12/PK				
PAPERMATE INKJOY 300RT BALLPOINT TRETRACTABLE PENS, MEDIUM POINT, 1.O MM, BLUE INK/BLUE BARREL 12/PK			059-2340-619-239-0000-000-059	3.90
STAPLES SONIX GEL STICK BALLPOINT PENS, MEDIUM POINT, 0.7MM, RED INK/RED BARREL, 12/PK			059-2340-619-239-0000-000-059	11.22
DUST OFF COMPRESSED GAS, 7 OZ., 2/PK			059-2340-619-239-0000-000-059	21.90
			Total Purchase Order	52.58
356	07/16/2013	**PATRICK COURTNEY**	705 ISTE TRAVEL	
MILEAGE FOR ISTE CONF. PRIOR YEAR PO DID NOT HAVE ENOUGH $ TO COVER FULL COST.			000-2213-580-100-0000-000-705	533.92
			Total Purchase Order	533.92
357	07/16/2013	**BSN SPORTS, INC.**	063 803 FOOTBALL UNIFORMS	
UA CUSTOM PURSUIT JERSEY RED			063-1000-657-803-0000-000-705	9,702.00
UA CUSTOM COLUMBIA PANT RED WITH MORSEY ON LEFT HIP			063-1000-657-803-0000-000-705	9,240.00
SHIPPING			063-1000-657-803-0000-000-705	225.00
			Total Purchase Order	19,167.00
358	07/18/2013	**MUSTANG TIMES**	050 EMPLOYMENT/LEGAL NOTICES	
050 EMPLOYMENT/LEGAL NOTICES FOR DISTRICT WIDE USE			050-2571-540-000-0000-000-050	500.00
			Total Purchase Order	500.00
359	07/18/2013	**WAL-MART- 6032202040025802**	055 RUBBER SEALANT	
055 PURCHASE 24 CANS OF RUBBER SEALANT			000-2620-618-000-0000-000-055	287.76
			Total Purchase Order	287.76
360	07/18/2013	**CHICKASAW TELECOM**	056TECHNOLOGY	
Cisco Unified Personal Communicator User License 8.x			000-2580-653-000-0000-000-056	4,650.00
Cisco Unified Presence User License			000-2580-653-000-0000-000-056	1,860.00
One Unity Connection 8.x User - All user Features -eDelivery			000-2580-653-000-0000-000-056	2,325.00
ESSENTIAL SW One Unty Con8.x User - All user Features			000-2580-653-000-0000-000-056	336.00
			Total Purchase Order	9,171.00
361	07/18/2013	**NODUS GRAPHICS**	063 802 UNIFORMS SB	
BLACK M W/ RED MORSEY ITEM # 100 M-N3142 A4 WHITE S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	36.00
BLACK M W/ RED MORSEY ITEM # 100 L-N3142 A4 WHITE S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	27.00
BLACK M W/ RED MORSEY ITEM # 100 XL-N3142 A4 WHITE S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	9.00
BLACK M W/ RED MORSEY ITEM # 100 XXL-N3142 A4 WHITE S/S DRI- FIT SPORT SHIRT			063-1000-657-802-0000-000-705	20.00
BLACK M W/ RED MORSEY ITEM # 100 L-ST700 WHITE S/S PERFORMANCE CREW			063-1000-657-802-0000-000-705	10.50
BLACK M W/ RED MORSEY ITEM # 100 M-2200 WHITE TANK TOP			063-1000-657-802-0000-000-705	9.00
WHITE M W/ BLACK MORSEY ITEM # 100 M-N3142 A4 SILVER S/S DRI- FIT SPORT SHIRT			063-1000-657-802-0000-000-705	36.00

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361	07/18/2013	**NODUS GRAPHICS**	063 802 UNIFORMS SB	
WHITE M W/ BLACK MORSEY ITEM # 100 L-N3142 A4 SILVER S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	27.00
WHITE M W/ BLACK MORSEY ITEM # 100 XL- N3142 A4 SILVER S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	9.00
WHITE M W/ BLACK MORSEY ITEM # 100 XXL-N3142 A4 SILVER S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	20.00
WHITE M W/ BLACK MORSEY ITEM # 100 M- N2295 SILVER COOLING PERFORMANCE SLEEVELESS TEE			063-1000-657-802-0000-000-705	9.00
WHITE M W/ BLACK MORSEY ITEM # 100 M- N3142 A4 HEATHER S/S DRI- FIT SPORT SHIRT			063-1000-657-802-0000-000-705	36.00
WHITE M W/ BLACK MORSEY ITEM # 100 L-N3142 A4 HEATHER S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	27.00
WHITE M W/ BLACK MORSEY ITEM # 100 XL- N3142 A4 HEATHER S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	9.00
WHITE M W/ BLACK MORSEY ITEM # 100 XXL- N3142 A4 HEATHER S/S DRI- FIT SPORT SHIRT			063-1000-657-802-0000-000-705	20.00
WHITE M W/ BLACK MORSEY ITEM # 100 M-2200 SPORT GREY TANK TOP			063-1000-657-802-0000-000-705	9.00
WHITE M W/ BLACK MORSEY ITEM # 100 M-N3142 A4 SCARLET RED S/S DRI- FIT SPORT SHIRT			063-1000-657-802-0000-000-705	36.00
WHITE M W/ BLACK MORSEY ITEM # 100 L-N3142 A4 SCARLET RED S/S DRI- FIT SPORT SHIRT			063-1000-657-802-0000-000-705	27.00
WHITE M W/ BLACK MORSEY ITEM # 100 XL- N3142 A4 SCARLET RED S/S DRI- FIT SPORT SHIRT			063-1000-657-802-0000-000-705	9.00
WHITE M W/ BLACK MORSEY ITEM # 100 XXL- N3142 A4 SCARLET RED S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	20.00
WHITE M W/ BLACK MORSEY ITEM # 100 M- N2295 SCARLET RED COOLING PERFORMANCE SLEEVELESS TEE			063-1000-657-802-0000-000-705	9.00
RED M W/ WHITE MORSEY ITEM # 100 M-N3142 S4 BLACK S/S DRI- FIT SPORT SHIRT			063-1000-657-802-0000-000-705	36.00
RED M W/ WHITE MORSEY ITEM # 100 L- N3142 A4 BLACK S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	27.00
RED M W/ WHITE MORSEY ITEM # 100 XL- N3142 A4 BLACK S/S DRI- FIT SPORT SHIRT			063-1000-657-802-0000-000-705	9.00
RED M W/ WHITE MORSEY ITEM # 100 XXL- N3142 A4 BLACK S/S DRI-FIT SPORT SHIRT			063-1000-657-802-0000-000-705	20.00
RED M W/ WHITE MORSEY ITEM # 100 L-ST700 BLACK S/S PERFORMANCE CREW			063-1000-657-802-0000-000-705	10.50
RED M W/ WHITE MORSEY ITEM # 100 M-N2295 BLACK COOLING PERFORMANCE SLEEVELESS TEE			063-1000-657-802-0000-000-705	9.00

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361	07/18/2013	**NODUS GRAPHICS**	063 802 UNIFORMS SB	
			Total Purchase Order	526.00
362	07/18/2013	**WALKER COMPANIES**	000 050 NOTARY RENEWAL	
NOTARY RENEWAL FOR TRACY HANNAFORD FOR CENTRAL ENROLLMENT			000-2321-810-000-0000-000-050	150.00
			Total Purchase Order	150.00
363	07/18/2013	**SCHOOL SPECIALTY**	510 SCHOOL SPECIALTY	
HAMMOND AND STEPHENS SIX SUBJECT WIREBOUND SINGLE SHEET PLAN BOOK 9.25"X12.25"			000-1000-619-100-0000-000-510	54.25
			Total Purchase Order	54.25
364	07/18/2013	**TARGET BANK - ACCNT ID 00028951373**	510 CLASSROOM SUPPLIES	
BINDERS, FOLDERS, PENS, MARKERS, PENCILS, STAPLERS, DESK ORGANIZER, TAPE DISPENSER, NOTEPADS			000-1000-619-100-0000-000-510	150.00
			Total Purchase Order	150.00
365	07/18/2013	**TARGET BANK - ACCNT ID 00028951373**	510 CLASSROOM SUPPLIES	
BINDERS, FOLDERS, PENS, MARKERS, PENCILS, STAPLERS, DESK ORGANIZER, TAPE DISPENSER, NOTEPADS			000-1000-619-100-0000-000-510	150.00
			Total Purchase Order	150.00
366	07/18/2013	**WAL-MART- 6032202040025802**	510 CLASSROOM SUPPLIES	
BINDERS, FOLDERS, PENS, MARKERS, PENCILS, STAPLERS, DESK ORGANIZER, TAPE DISPENSER, NOTEPADS			000-1000-619-100-0000-000-510	150.00
			Total Purchase Order	150.00
367	07/18/2013	**WAL-MART- 6032202040025802**	CLASSROOM SUPPLIES	
BINDERS, FOLDERS, PENS, MARKERS, PENCILS, STAPLERS, DESK ORGANIZER, TAPE DISPENSER, NOTEPADS			000-1000-619-100-0000-000-510	150.00
			Total Purchase Order	150.00
368	07/18/2013	**WHALEY GRADE BOOK CO.**	510 TEACHER SUPPLIES	
WHALEY 3-LINE GRADEBOOK FOUR 10-WEEK QUARTERS			000-1000-619-100-0000-000-510	132.00
			Total Purchase Order	132.00
369	07/18/2013	**SCHOOL SPECIALTY**	572 145 ELL SUPPLIES	
BIC PENS 9-038403-222			572-1000-681-410-1310-000-145	4.14
TICONDEROGA PENCILS 9-1334644-222			572-1000-681-410-1310-000-145	9.88
VERTICAL PENCIL SHARPENER 084437			572-1000-681-410-1310-000-145	33.94
BIC WITE OUT 061458			572-1000-681-410-1310-000-145	2.94
CRAYOLA CRAYONS 007503			572-1000-681-410-1310-000-145	6.70
CRAYOLA COLORED PENCILS 008211			572-1000-681-410-1310-000-145	2.94
FISKARS BIG KIDS SCISSORS 1435667			572-1000-681-410-1310-000-145	38.70
FISKARS SOFT GRIP 2 PK SCISSORS 1435084			572-1000-681-410-1310-000-145	18.17
ELMERS GLUE STICKS 024088			572-1000-681-410-1310-000-145	3.70

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
369	07/18/2013	**SCHOOL SPECIALTY**	572 145 ELL SUPPLIES	
PRIVACY BOARDS 1369550			572-1000-681-410-1310-000-145	20.94
STICKERS PACK 251097			572-1000-681-410-1310-000-145	20.74
SHARPIE FINE MARKERS 077399			572-1000-681-410-1310-000-145	7.57
BIC MARKIT CHISEL MARKER 1329752			572-1000-681-410-1310-000-145	3.47
EXPO BOARD ERASER 1400842			572-1000-681-410-1310-000-145	17.74
CRAYOLA DRY ERASE 1437664			572-1000-681-410-1310-000-145	6.94
5X8 CANARY PAD 027439			572-1000-681-410-1310-000-145	4.97
8.5X11.75 CANARY PAD 027430			572-1000-681-410-1310-000-145	8.17
BOSTCH 3 HOLE PUNCH 321838			572-1000-681-410-1310-000-145	16.94
STAPLE REMOVERS 000189			572-1000-681-410-1310-000-145	1.14
PAPER CLIPS 2" 084475			572-1000-681-410-1310-000-145	1.14
RECYCLED DRAWER TRAY 1368946			572-1000-681-410-1310-000-145	14.54
WIRE BOOK RACK 0248959			572-1000-681-410-1310-000-145	34.14
MINI DESK PRGANIZER 1436197			572-1000-681-410-1310-000-145	12.14
STACKABLE LETTER TRAY 1443302			572-1000-681-410-1310-000-145	23.34
STAPLES 061059			572-1000-681-410-1310-000-145	1.74
STAPLER 038178			572-1000-681-410-1310-000-145	5.37
MANILA FILE FOLDERS 015741			572-1000-681-410-1310-000-145	16.74
VIEW BINDERS 086392			572-1000-681-410-1310-000-145	4.94
WIRELESS NOTEBOOKS 085316			572-1000-681-410-1310-000-145	2.94
BLK TAPE DISPENSER 040617			572-1000-681-410-1310-000-145	1.97
3/4" 3 PK SCOTCH TAPE 1369035			572-1000-681-410-1310-000-145	5.17
CALCULATORS 084085			572-1000-681-410-1310-000-145	6.94
ADHESIVE PUTTY 084161			572-1000-681-410-1310-000-145	3.88
CLEANING WIPES 1369600			572-1000-681-410-1310-000-145	5.87
WORLD MAP 082079			572-1000-681-410-1310-000-145	19.97
			Total Purchase Order	390.56
370	07/18/2013	**CONTINENTAL PRESS, INC.**	572 050 ELL SUPPLIES	
ANNOTATED TEACHERS EDITION GRADE 5 FINISH LINE GB5846-4			572-1000-681-410-1310-000-145	81.00
LEVEL E GRADE 5 JOURNEY INFO GB3911-1			572-1000-681-410-1310-000-145	99.50
TEACHER GUIDE LEVEL E GRADE 5 JOURNEY INTO KGB3911-1			572-1000-681-410-1310-000-145	9.90

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
370 07/18/2013	**CONTINENTAL PRESS, INC.**	572 050 ELL SUPPLIES	
STEP BY STEP LANG SKILLS LEVEL E GRADE 5 GB9581-0		572-1000-681-410-1310-000-145	58.00
STEP BY STEP LANG SKILLS LEVEL F GRADE 6 GB9582-7		572-1000-681-410-1310-000-145	58.00
LEVEL E TEACHER GUIDE KGB9581-0		572-1000-681-410-1310-000-145	7.00
LEVEL F TEACHER GUIDE KGB9582-7		572-1000-681-410-1310-000-145	7.00
SHIPPING AND HANDLING		572-1000-681-410-1310-000-145	32.04
		Total Purchase Order	352.44
371 07/18/2013	**LAKESHORE LEARNING**	572 050 ELL SUPPLIES	
BASIC SCHOOL GLOBE AW-447		572-1000-681-410-1310-000-145	49.99
MAGIC BOARDS TR-717		572-1000-681-410-1310-000-145	26.97
K-1 SPIN & LEARN LL-907		572-1000-681-410-1310-000-115	39.99
2-3 SPIN & LEARN LL-908		572-1000-681-410-1310-000-115	39.99
3-4 LANG SKILLS WHOLE CLASS LL-220X		572-1000-681-410-1310-000-115	109.00
1-2 5 MINUTE FILLER HH-988		572-1000-681-410-1310-000-115	16.99
3-4 5 MINUTE FILLER HH-989		572-1000-681-410-1310-000-115	16.99
K-1 MATCH A SOUND AA-410X		572-1000-681-410-1310-000-115	115.00
RAINBOW SENT STRIPS NF-9765		572-1000-681-410-1310-000-115	4.99
WORLD MAP WT-108		572-1000-681-410-1310-000-115	25.50
		Total Purchase Order	445.41
372 07/18/2013	**SCHOOL SPECIALTY**	572 050 ELL SUPPLIES	
TICONDEROGA PENCILS 9-1334644-030		572-1000-619-410-1310-000-110	6.98
SMEAD EXPANDING FILE LEGAL SIZE A-Z 9-072404-030		572-1000-619-410-1310-000-110	26.88
HP 940 XL INK CARTRIDGE 1330989		572-1000-613-410-4063-000-510	46.17
READING SKILLS REVIEW TIME MACHINE 9-091332-030		572-1000-619-410-4063-000-510	22.59
4 PK PURPLE ELMERS GLUE STICK 9-082459-278		572-1000-619-410-1310-000-115	6.87
GOOD TIMES STINKY STICKERS 9-079978-278		572-1000-619-410-1310-000-115	25.98
SEASONS & HOLIDAY STINKY STICKERS 9-322236-278		572-1000-619-410-1310-000-115	25.98
FUN FAVORITES STINKY STICKERS 9-358047-278		572-1000-619-410-1310-000-115	25.98
24 IN TUCK BOX 9-007521-278		572-1000-619-410-1310-000-115	20.90
		Total Purchase Order	208.33
373 07/18/2013	**SUPER DUPER SCHOOL CO.**	572 050 ELL SUPPLIES	
ALL ABOUT YOU ALL ABOUT ME FD80		572-1000-681-410-1310-000-145	25.90
IDIOMS FUN DECK FD14		572-1000-681-410-1310-000-145	25.90
MULTIPLE MEANINGS FD22		572-1000-681-410-1310-000-145	25.90
FROM RAGS TO RICHES BOARD GAME GB455		572-1000-681-410-1310-000-145	49.95
WH QUESTIONS BLAST OFF GB923		572-1000-681-410-1310-000-145	49.95
		Total Purchase Order	177.60
374 07/18/2013	**OFFICE DEPOT**	510 TEACHER SUPPLIES FOR 13-14	
AVERY WHITE LASER ADDRESS LABELS		000-1000-619-100-0000-000-510	76.92
NATURE SAVER SMOOTH TEXTURE 9X12 MED GREEN PACK OF 50		000-1000-611-100-0000-000-510	4.66
NATURE SAVER TETURE CONSTRUCTION PAPER 9X12 YELLOW PACK OF 50		000-1000-611-100-0000-000-510	4.84
HEFTY 1-ZIP BAGS, 1 GALLON, BOX OF 17		000-1000-619-100-0000-000-510	15.87
SCOTCH COMMERCIAL PERFORMANCE PACKAGING TAPE CLEAR		000-1000-619-100-0000-000-510	33.96
HIGHLAND MASKING TAPE		000-1000-619-100-0000-000-510	8.37
BLACK EXPO MARKERS PACK OF 12		000-1000-619-100-0000-000-510	398.75
BLUE EXPO MARKERS		000-1000-619-100-0000-000-510	287.10
GREEN EXPO MARKERS		000-1000-619-100-0000-000-510	239.25

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374 07/18/2013	**OFFICE DEPOT**	510 TEACHER SUPPLIES FOR 13-14	
RED EXPO MARKERS		000-1000-619-100-0000-000-510	255.20
BLACK PAPERMATE INKJOY 300 RT RETRACTABLE MED POINT PK OF 12		000-1000-619-100-0000-000-510	247.90
BLUE PAPERMATE INKJOY 300		000-1000-619-100-0000-000-510	100.50
RED PAPERMATE INKJOY 300		000-1000-619-100-0000-000-510	93.80
3X3 POST IT NOTES OFFICE DEPOT BRAND		000-1000-619-100-0000-000-510	229.13
1.5 X 2 POST IT NOTES PACK OF 12		000-1000-619-100-0000-000-510	67.90
3X5 POST IT NOTES		000-1000-619-100-0000-000-510	169.90
SMALL PAPER CLIPS 5 BOXES		000-1000-619-100-0000-000-510	39.75
JUMBO PAPER CLIPS 10 BOXES		000-1000-619-100-0000-000-510	88.30
SMALL BINDER CLIPS		000-1000-619-100-0000-000-510	28.25
LARGE BINDER CLIPS		000-1000-619-100-0000-000-510	130.50
LETTER SIZE LEGAL PAD		000-1000-619-100-0000-000-510	49.91
LEGAL PADS LEGAL SIZE		000-1000-619-100-0000-000-510	26.55
SCOTCH TAPE REFILLS PACK OF 10		000-1000-619-100-0000-000-510	294.45
DISPOSABLE SCOTCH TAPE 4PK		000-1000-619-100-0000-000-510	130.05
DRY ERASERS		000-1000-619-100-0000-000-510	234.75
72 PK PENCILS		000-1000-619-100-0000-000-510	273.15
WHITE OUT 12 PK OFFICE DEPOT		000-1000-619-100-0000-000-510	53.16
STANDARD STAPLES 3 PK		000-1000-619-100-0000-000-510	75.80
FILE FOLDER		000-1000-619-100-0000-000-510	132.80
SWINGLINE STAPLER		000-1000-619-100-0000-000-510	275.40
		Total Purchase Order	4,066.87
375 07/18/2013	**OFFICE DEPOT**	572 050 ELL SUPPLIES	
AT A GLANCE APPT BOOK 205855		572-1000-619-410-1310-000-510	25.10
TWIN POCKET PORTFOLIO 10 PK 433649		572-1000-619-410-1310-000-510	12.51
ALL PURPOSE ENVELOPES330728		572-1000-619-410-1310-000-510	11.89
XACTO PENCIL SHARPENER 805564		572-1000-619-410-1310-000-510	45.98
XACTO PENCIL SHARPENER 805564		572-1000-619-410-1310-000-135	45.98
TICONDEROGA PENCILS 727835		572-1000-619-410-1310-000-115	7.96
XACTO PENCIL SHARPENER 805564		572-1000-619-410-1310-000-115	45.98
TICONDEROGA PENCILS 727835		572-1000-619-410-1310-000-120	7.96
		Total Purchase Order	203.36
376 07/18/2013	**STAPLES BUSINESS ADVANTAGE 1561215**	CLASSROOM SUPPLIES	
BOSTON RANGERS #55 PENCIL SHARPENER		000-1000-619-100-0000-000-510	787.25
		Total Purchase Order	787.25
377 07/18/2013	**BATTERIES PLUS, LLC.**	055 BATTERIES	
055 BATTERIES FOR ABS HVAC CONTROLS		000-2620-618-000-0000-000-055	75.78
		Total Purchase Order	75.78
378 07/22/2013	**AMAZON.COM-604578781005224**	333 064 RTI	
ASSESSING READING MULTIPLE MEASURES, 2ND EDITION ISBN 978-1571284648 (SPIRAL-BOUND)		333-2212-641-000-0000-000-064	37.05
		Total Purchase Order	37.05
379 07/22/2013	**A-WELDERS SUPPLY**	412 705 CONSUMABLE SUPPLIES	
ESTIMATE FOR CONSUMABLE SHOP SUPPLIES		412-1000-618-311-8000-000-705	3,000.00
		Total Purchase Order	3,000.00
380 07/22/2013	**JOHN R HARRIS**	412 705 expenses for 2013-14	

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380	07/22/2013	**JOHN R HARRIS**	412 705 expenses for 2013-14	
ESTIMATED EXPENSES FOR 2013-14 SCHOOL YEAR			412-1000-580-311-8000-000-705	50.00
			412-1000-580-311-8000-000-705	450.00
			Total Purchase Order	500.00
381	07/22/2013	**ZEE SERVICE COMPANY**	412 705 FIRST AIDE	
ESTIMATE TO RE-STOCK FIRST AIDE CABINET			412-1000-616-311-8000-000-705	300.00
			Total Purchase Order	300.00
382	07/22/2013	**KAREN WOODARD**	412 705 TRAVEL REIMBURSE	
TRAVEL REIMBURSEMENT TO ATTEND CAREER TECH FACS MEETINGS & CONFERENCES SCHOOL YEAR 13/14			412-2213-580-314-3400-000-705	250.00
			Total Purchase Order	250.00
383	07/22/2013	**KAREN WOODARD**	412 705 CONFERENCE REIMBUR	
ESTIMATED REIMBURSEMENT FOR CAREER TECH FACS SUMMER CONFERENCE AUGUST 1-2			412-2213-580-314-3400-000-705	200.00
			Total Purchase Order	200.00
384	07/22/2013	**BERNINA OF OKLAHOMA CITY**	412 SERVICE/MATERIAL TEXTILE	
ESTIMATE			412-1000-430-314-8400-000-705	600.00
			Total Purchase Order	600.00
385	07/22/2013	**JENNIFER E MANGUS**	412 705 CONF REIMB.	
REGISTRATION			412-2213-860-840-8400-000-705	300.00
TRAVEL ESTIMATE: MILEAGE & PARKING			412-2213-580-314-8400-000-705	100.00
			Total Purchase Order	400.00
386	07/22/2013	**DANNY K GRIFFIN**	412 EXPENSES	
EST. FOR EXPENSES FOR DANNY GRIFFIN 2013-2014			412-1000-580-311-8000-000-705	50.00
			412-1000-580-311-8000-000-705	700.00
			Total Purchase Order	750.00
387	07/22/2013	**KYLE ARDEN GUYER**	412 705 REIMBURSEMENT	
REGISTRATION FOR SUMMER CONFERENCE AUG 1-2, 2013			412-2212-860-317-8800-000-705	80.00
MILEAGE & PARKING REIMBURSEMENT ESTIMATE			412-2212-580-317-8800-000-705	70.00
			Total Purchase Order	150.00
388	07/22/2013	**DIAMOND TROPHIES**	135 HALLWAY SIGNS	
HALLWAY SIGNS			000-2199-682-100-0000-000-135	250.00
			Total Purchase Order	250.00
389	07/22/2013	**QUILL**	135 OFFICE SUPPLIES	
ASSORTED COLORED FILE FOLDERS			000-2410-619-100-0000-000-135	19.19
MANILLA FOLDERS			000-2410-619-100-0000-000-135	31.89
CLASP ENVELOPES			000-2410-619-100-0000-000-135	38.37
CLASP ENVELOPES 10 X 13			000-2410-619-100-0000-000-135	55.17
V-FLAP ENVELOPES			000-2410-619-100-0000-000-135	8.79
BLUE PAPER			000-2410-619-100-0000-000-135	23.76
PINK PAPER			000-2410-619-100-0000-000-135	23.76
GREEN PAPER			000-2410-619-100-0000-000-135	23.76
YELLOW PAPER			000-2410-619-100-0000-000-135	23.76
RED PAPER			000-2410-619-100-0000-000-135	23.76
6 X 9 CLASP ENVELOPES			000-2410-619-100-0000-000-135	11.11
5160 AVERY LASER LABELS			000-2410-619-100-0000-000-135	26.99
6- FASTENER FOLDER			000-2410-619-100-0000-000-135	65.99
POP-UP POST-ITS			000-2410-619-100-0000-000-135	57.54

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389	07/22/2013	**QUILL**	135 OFFICE SUPPLIES	
POP-UP POST-ITS			000-2410-619-100-0000-000-135	57.54
VINYL COATED PAPER CLIPS			000-2410-619-100-0000-000-135	4.63
BIND CLIPS LARGE			000-2410-619-100-0000-000-135	18.18
BINDER CLIPS MEDIUM			000-2410-619-100-0000-000-135	11.94
SHARPIE BLACK			000-2410-619-100-0000-000-135	23.97
PAPERMATE PENS BLACK			000-2410-619-100-0000-000-135	9.19
PAPERMATE PENS ASSORTED			000-2410-619-100-0000-000-135	9.19
PENTEL PENS BLUE			000-2410-619-100-0000-000-135	15.57
PENTEL PENS BLAKC			000-2410-619-100-0000-000-135	15.57
STAPLE PULLER			000-2410-619-100-0000-000-135	3.55
STAPLES			000-2410-619-100-0000-000-135	7.40
WHITE OUT			000-2410-619-100-0000-000-135	18.12
SCOTCH TAPE			000-2410-619-100-0000-000-135	68.04
MASKING TAPE			000-2410-619-100-0000-000-135	42.00
2 HOLE PUNCH			000-2410-619-100-0000-000-135	7.99
TOP VIEW FILE TABS			000-2410-619-100-0000-000-135	26.99
			Total Purchase Order	773.71
390	07/22/2013	**SCHOOL SPECIALTY**	110 SUPPLIES AND MATERIALS	
GREEN CARD STOCK			000-1000-611-100-0000-000-110	76.02
RED CARD STOCK			000-1000-611-100-0000-000-110	76.02
GREEN COPY PAPER			000-1000-611-100-0000-000-110	39.48
MECHANICAL PENCILS			000-1000-619-100-0000-000-110	33.85
DRY ERASE MARKERS			000-1000-619-100-0000-000-110	71.48
			Total Purchase Order	296.85
391	07/22/2013	**MARSHALL MEMO PUBLICATION**	110 SUBSCRIPTION PUBLICATION	
ONE YEAR SUBSCRIPTION TO MARSHALL MEMO			000-1000-642-100-1050-000-110	50.00
			Total Purchase Order	50.00
392	07/22/2013	**POSITIVE PROMOTIONS ATTN. ACCTS REC**	110 CLASSROOM/TECH INSTRUCTION	
COMPUTER MOUSE PAD WITH PERSONALIZATION			000-1000-619-100-1050-000-110	129.00
STYLUS PEN			000-1000-619-100-1050-000-110	125.00
SET UP FEES AND SHIPPING			000-1000-619-100-1050-000-110	120.00
			Total Purchase Order	374.00
393	07/22/2013	**SHERYL R HAZELBAKER**	059 MILEAGE 2013-2014	
TRAVEL WITHIN DISTRICT FOR 2013-2014			050-2340-580-000-0000-000-050	1,000.00
			Total Purchase Order	1,000.00
394	07/22/2013	**ONENET**	056 TECHNOLOGY	
ETHERNET - BANDWIDTH			000-2580-530-000-0000-000-056	1,200.00
			Total Purchase Order	1,200.00
395	07/22/2013	**OSSBA-OK STATE SCH BOARDS**	000 050 2013 SCHOOL LAW BOOKS	
2013 SCHOOL LAW BOOK			000-2340-641-000-0000-000-050	600.00
SCHOOL LAW BOOK - ELECTRONIC			000-2340-641-000-0000-000-050	200.00
			Total Purchase Order	800.00
396	07/22/2013	**OSSBA-OK STATE SCH BOARDS**	050 REGISTRATION	
THE CONFERENCE 2013 - AUGUST 23-25 COX CONVENTION CENTER FOR SUPERINTENDENT TO ATTEND			050-2321-860-000-0000-000-050	200.00
			Total Purchase Order	200.00
397	07/22/2013	**PITNEY BOWES**	052 MAILROOM SUPPLIES	
1 ONLY #787-1 RED FLORESCENT INK CART			000-2530-613-000-0000-000-052	169.99
1 ONLY 78P-K BLACK INK CART			000-2530-613-000-0000-000-052	101.99

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397 07/22/2013	**PITNEY BOWES**	052 MAILROOM SUPPLIES	
1 ONLY 613-H SELF ADHESIVE TAPE ROLLS		000-2530-619-000-0000-000-052	80.74
		Total Purchase Order	352.72
398 07/22/2013	**SAM'S CLUB**	135 COLD STORAGE	
MINI FRIDGE - COLD STORAGE OF STUDENT MEDICATION AND OTHRE ITEMS IN THE OFFICE.		000-2199-651-100-0000-000-135	119.98
		Total Purchase Order	119.98
399 07/22/2013	**ADVANTAGE POWER BATTERY OF OKLA**	053 BATTERIES F/SCISSOR LIFT	
053 PURCHASE NEW BATTERIES FOR THE SCISSOR LIFT AT CENTENNIAL		000-2620-618-000-0000-000-053	439.80
		Total Purchase Order	439.80
400 07/22/2013	**COUNCIL STAINLESS-SHEET METAL**	053 STEEL PLATES F/SINKS @ TE	
053 STEEL PLATES TO INSTALL UNDER NEW SINKS AT TE		000-2620-618-000-0000-000-053	149.44
		Total Purchase Order	149.44
401 07/22/2013	**DELL COMPUTER CORP**	060 IMAGE DRUM FOR 1320C	
060 PURCHASE AN IMAGE DRUM FROM THE 1320C PRINTER IN THE OPERATIONS OFFICE		000-2620-613-000-0000-000-060	104.49
		Total Purchase Order	104.49
402 07/22/2013	**HAMBRICK-FERGUSON, INC.**	055 HOT WATER PUMP F/ME	
055 PURCHASE HOT WATER PUMP FOR ME		000-2620-656-000-0000-000-055	2,162.00
		Total Purchase Order	2,162.00
403 07/22/2013	**OFFICE DEPOT**	010 705 COUNSELING SUPPLIES	
COLOR FILE FOLDERS		010-2120-619-000-0000-000-705	39.88
HANGING FOLDERS		010-2120-619-000-0000-000-705	23.92
1 1/2 X 2 YELLOW POST IT NOTES		010-2120-619-000-0000-000-705	14.80
3 X 3 COLOR POST IT NOTES		010-2120-619-000-0000-000-705	47.48
3 X 3 YELLOW POST IT NOTES		010-2120-619-000-0000-000-705	28.48
4 X 6 LINED POST IT NOTES		010-2120-619-000-0000-000-705	14.24
PILOT EXTRA FINE POINT GEL PENS		010-2120-619-000-0000-000-705	48.60
YELLOW COPY PAPER FOR FORMS		010-2120-611-000-0000-000-705	31.32
PINK COPY PAPER FOR FORMS		010-2120-611-000-0000-000-705	31.32
TERRA GREEN COPY PAPER FOR FORMS		010-2120-611-000-0000-000-705	22.78
		Total Purchase Order	302.82
404 07/24/2013	**ALL RIGHT STEEL**	053 REPAIR DUMP TRAILER	
REBUILD AND REPAIR THE DUMP TRAILER USED BY THE MAINTENANCE DEPARTMENT. COMPANY IS UPGRADING THE ORIGINAL FRAME AND DUMPING MECHANISM. NO CHARGE FOR THE LABOR AS THIS IS RE-ENGINEERING OF THE ORIGINAL DESIGN AND WE ARE STRICTLY PAYUING FOR THE MATERIALS TO PERFORM THE UPGRADE.		000-2640-439-000-0000-000-053	332.89
		Total Purchase Order	332.89
405 07/24/2013	**MULLIN PLUMBING WEST DIVISION, INC.**	055 PLUMBING SERVICES	
055 PLUMBING SERVICES		000-2620-437-000-0000-000-055	163.50
		000-2620-437-000-0000-000-055	1,836.50
		Total Purchase Order	2,000.00
406 07/24/2013	**DELL COMPUTER CORP**	059 TECH SUPPLIES	
E-VIEW LAPTOP STAND		059-1000-653-239-0000-000-059	66.49
E-PORT REPLICATOR		059-1000-653-239-0000-000-059	119.99
		Total Purchase Order	186.48
407 07/24/2013	**OFFICE DEPOT**	510 MNMS CARDSTOCK PAPER	

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
407 07/24/2013	**OFFICE DEPOT**	510 MNMS CARDSTOCK PAPER	
ASTROBRIGHTS COVER STOCK 8.5 X 11 65 LB PACK OF 250 SHEETS SOLAR YELLOW		000-1000-611-100-0000-000-510	14.49
ASTROBRIGHTS 30% RECYCLED COVER STOCK 8.5 X 11 65 LB PACK OF 250 SHEETS RE-ENTRY RED		000-1000-611-100-0000-000-510	14.49
NEENAH ASTROBRIGHTS COVER STOCK 8.5 X 11 65 LB PACK OF 250 SHEETS TERRA GREEN		000-1000-611-100-0000-000-510	14.49
ASTROBRIGHTS COVER STOCK 8.5 X 11 65 LB PACK OF 250 SHEETS COSMIC ORANGE		000-1000-611-100-0000-000-510	14.49
ASTROBRIGHTS 30% RECYCLED COVER STOCK 8.5 X 11 65 LB PACK OF 250 SHEETS LUNAR BLUE		000-1000-611-100-0000-000-510	14.49
		Total Purchase Order	72.45
408 07/24/2013	**OFFICE DEPOT**	110 OFFICE SUPPLIES	
HP 78 COLORED INK CARTRIDGE		000-2410-613-100-0000-000-110	79.78
HP 15 BLACK INK CARTRIDGE		000-2410-613-100-0000-000-110	73.52
		Total Purchase Order	153.30
409 07/24/2013	**CIMC**	412 705 Instruction	
30- agricscience 1 AG 3001, 5 -sae record books-ag9019, 30 FFA manuals ag9030, 5- file folders ag9027, 30- FFA student handbooks- AG9031 Estimate plus shipping.		412-1000-641-311-8000-000-705	1,750.00
		Total Purchase Order	1,750.00
410 07/24/2013	**RISA G DEMETER**	412 705 Summer Conference	
Conference Registration		412-1000-860-314-8400-000-705	100.00
Travel Expenses, toll, gas, parking, etc.		412-1000-580-314-8400-000-705	100.00
		Total Purchase Order	200.00
411 07/24/2013	**CAMBIUM LEARNING TECHNOLOGIES**	333 050 DIBELS TEST MATERIAL	
DIBELS NEXT ASSESSMENT MANUAL 272911		333-1000-614-100-1130-000-050	41.90
DIBELS NWF SCORING BOOKLETS 273261		333-1000-614-100-1130-000-050	99.50
ORF LEVEL 2 SCORING BOOKLETS 273324		333-1000-614-100-1130-000-050	49.75
ORF LEVEL 3 BOOKLETS 273341		333-1000-614-100-1130-000-050	159.20
LEVEL 3 DAZE STUDENT BOOKLETS 273586		333-1000-614-100-1130-000-050	43.80
GRADE K CLASSROOM SET 261171		333-1000-614-100-1130-000-050	89.95
GRADE K SCORING BOOKLET 273009		333-1000-614-100-1130-000-050	923.12
GRADE 1 BENCHMARK SCORING BOOKLET 273033		333-1000-614-100-1130-000-050	1,311.25
GRADE 2 SCORING BOOKLET		333-1000-614-100-1130-000-050	1,069.98

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
411	07/24/2013	**CAMBIUM LEARNING TECHNOLOGIES**	333 050 DIBELS TEST MATERIAL	
273068				
GRADE 3 DAZE ASSESSMENT BOOKLETS			333-1000-614-100-1130-000-050	671.36
273463				
GRADE 3 SCORING BOOKLET			333-1000-614-100-1130-000-050	996.55
273092				
SHIPPING AND HANDLING			333-1000-614-100-1130-000-050	545.64
			Total Purchase Order	6,002.00
412	07/24/2013	**IMAGENET CONSULTING, LLC**	561 105 SERVICE CONTRACT	
SERVICE AGREEMENT FOR CANON IMAGERUNNER 2230 COPIER LOCATED AT MUSTANG ELEM. FOR TITLE VII PROGRAM - FOR 13-14 SCHOOL YEAR			561-1000-436-424-0000-000-105	505.34
			Total Purchase Order	505.34
413	07/24/2013	**LEARNING A-Z**	572 120 LEARNING A-Z	
READING A-Z SUBSCRIPTION			572-1000-530-410-1310-000-120	89.95
			Total Purchase Order	89.95
414	07/24/2013	**OTA**	541 050 ENCYCLOMEDIA REGISTER	
ENCYCLO-MEDIA REGISTRATION FOR 2 ADMINISTRATORS OCT 1-2 COX CONVENTION, OKC, OK			541-2573-860-000-0000-000-050	190.00
GEROMY SCHRICK				
TAMARA GORE				
			Total Purchase Order	190.00
415	07/24/2013	**LESA CARTER**	621 HEARING CONSULTAN T	
HEARING CONSULTING FOR 2013-2014 SCHOOL YEAR			183-1000-322-239-0000-000-059	585.00
			621-1000-322-239-0000-000-059	34,415.00
			Total Purchase Order	35,000.00
416	07/24/2013	**DALE ROGERS TRAINING CENTER, INC.**	183 DUES AND FEES	
ESY CARRY OVER INTO 1ST WEEK IN AUGUST FOR JOSEPH ROSS AND MASHALA SHORT			183-1000-810-239-2765-000-705	500.00
			Total Purchase Order	500.00
417	07/24/2013	**LRP PUBLICATIONS**	621 MATERIALS/INSERVICE	
SERVING STUDENTS WITH MEDICAL NEEDS: ACHIEVING LEGAL COMPLIANCE WITH SECTION 504			621-2212-642-239-0000-000-059	29.45
SHIPPING			621-2212-642-239-0000-000-059	5.50
			Total Purchase Order	34.95
418	07/24/2013	**LRP PUBLICATIONS**	621 MATERIALS/INSERVICE	
MANIFESTATION DETERMINATIONS: AVOIDING NEEDLESS CONFLICT AND COMMON MISTRAKES			621-2212-642-239-0000-000-059	28.75
SHIPPING/HANDLING			621-2212-642-239-0000-000-059	5.50
			Total Purchase Order	34.25
419	07/24/2013	**MAXIM HEALTHCARE SERVICES, INC**	621 NURSING SERVICES	
NURSING/HEALTH SERVICES FOR 2013-2014 SCHOOL YEAR.			621-2132-323-239-0000-000-059	15,000.00
			Total Purchase Order	15,000.00
420	07/24/2013	**NORTHEASTERN SPEECH THERAPY, PLLC**	621 SPEECH PATH SERVICES	
2013-2014 SCHOOL YEAR SPEECH PATH SERVICES BY CHELESA POTEETE			621-2152-323-239-0000-000-059	45,000.00
			Total Purchase Order	45,000.00
421	07/24/2013	**PRO-ED DEPT. RB #0603**	059 2013-11-2360 DIFFERENCE	
DIFFERENCE BETWEEN 2013-11-2360 AND THIS PO FOR			059-1000-644-239-0000-000-510	729.08

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
421	07/24/2013	**PRO-ED DEPT. RB #0603**	059 2013-11-2360 DIFFERENCE	
SUPPLIES TO PCI.....PO2360 NOT ENOUGH MONIES TO PAY				
			Total Purchase Order	729.08
422	07/24/2013	**PREVENT BLINDNESS**	050 STUDENT SERVICES	
STUDENT SERVICES FOR 12 SCHOOL SITES IN MUSTANG DISTRICT			050-2132-323-000-0000-000-050	500.00
			Total Purchase Order	500.00
423	07/24/2013	**STEPHANIE PYLE**	621 OCCUPATIONAL THERAPY	
OCCUPATIONAL THERAPY FOR 2013-2014 SCHOOL YEAR			621-2135-322-239-0000-000-050	50,000.00
			Total Purchase Order	50,000.00
424	07/24/2013	**MELODY THOMASON PT, PC.**	621 PHYSICAL THERAPY SERVICES	
PHYSICAL THERAPY SERVICES FOR 2013-2014 SCHOOL YEAR			621-2135-323-239-0000-000-059	50,000.00
			Total Purchase Order	50,000.00
425	07/24/2013	**JOHN VARUGHESE**	183 JULY E-S-Y	
JULY ESY PARENT MILEAGE			183-2720-513-239-0000-000-059	200.00
			Total Purchase Order	200.00
426	07/24/2013	**OPUBCO**	EMPLOYMENT ADVERTISING	
DISTRICT EMPLOYMENT ADVERTISING SCHOOL YEAR 2013-2014			050-2571-540-000-0000-000-050	1,000.00
			Total Purchase Order	1,000.00
427	07/24/2013	**MUSTANG NEWS**	EMPLOYMENT ADVERTISING	
EMPLOYMENT ADVERTISING FY 2013-2014			050-2571-540-000-0000-000-050	250.00
			Total Purchase Order	250.00
428	07/24/2013	**FULL SPECTRUM LASER LLC**	469 505 LOTTERY GRANT	
CO2 HOBBY LASER 40W/45W			469-1000-653-317-8800-000-505	3,874.00
SHIPPING AND HANDLING			469-1000-653-317-8800-000-505	125.00
			Total Purchase Order	3,999.00
429	07/24/2013	**DISCOUNT SCHOOL SUPPLY**	510 MNMS BUTCHER PAPER ROLLS	
WHITE DUAL SURFACE PAPER ROLL 36" X 1000'			000-1000-611-100-0000-000-510	101.98
BLACK DUAL SURFACE PAPER ROLL 36" X 1000'			000-1000-611-100-0000-000-510	53.99
SCARLET RED DUAL SURFACE PAPER ROLL 36" X 1000'			000-1000-611-100-0000-000-510	58.99
YELLOW DUAL SURFACE PAPER ROLL 36" X 1000'			000-1000-611-100-0000-000-510	57.99
SHIPPING AND HANDLING			000-1000-611-100-0000-000-510	30.00
			Total Purchase Order	302.95
430	07/24/2013	**ANDERSON SAFETY**	055 WORK GLOVES	
055 PURCHASE GLOVES			000-2620-618-000-0000-000-055	937.80
			Total Purchase Order	937.80
431	07/24/2013	**EEI**	055 HVAC FILTERS F/DW	
055 PURCHASE HVAC FILTERS FOR DISTRICT WIDE			000-2620-618-000-0000-000-055	3,295.57
			000-2620-618-000-0000-000-055	11,934.22
			Total Purchase Order	15,229.79
432	07/24/2013	**ADVANTAGE POWER BATTERY OF OKLA**	053 SUPPLIES F/BATTERY MAINT	
053 SUPPLIES AND MATERIALS FOR BATTERY MAINTENANCE ON THE LIFT AND FORK TRK			000-2640-618-000-0000-000-053	147.14

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
432	07/24/2013	**ADVANTAGE POWER BATTERY OF OKLA**	053 SUPPLIES F/BATTERY MAINT	
			Total Purchase Order	147.14
433	07/24/2013	**RICKIE LYNN GEILE**	060 MEAL REIMBURSEMENT	
060 MEAL REIMBURSEMENT FOR RICKEY GEILE TO ATTEND AN HVAC CONF IN DALLAS TEXAS ON 9-10-2013 THRU 9-12-2013			000-2573-580-000-0000-000-060	250.00
			Total Purchase Order	250.00
434	07/24/2013	**JOHNNY DEWAYNE WILSON**	060 MEAL REIMBURSEMENTS	
060 MEAL REIMBURSEMENT FOR JOHNNY WILSON. HE WILL BE ATTENDING AN HVAC CONF. IN DALLAS TEXAS ON 9-10-2013 THRU 9-12-2013.			000-2573-580-000-0000-000-060	250.00
			Total Purchase Order	250.00
435	07/24/2013	**NEWS-2 YOU, INC.**	059 ONLINE LICENSE RENEWAL	
SOFTWARE LICENSE RENEWAL FOR 15 SITES IN THE DISTRICT - QUOTE #17671			059-1000-653-239-0000-000-059	2,123.25
			Total Purchase Order	2,123.25
436	07/24/2013	**APPLE INC.**	K20 GRANT PURCHASES	
IPAD 16 GB BLACK 10 PACK ENGRAVED			140-1000-733-100-1050-000-110	15,160.00
IPAD2 16 GB BLACK ENGRAVED			140-1000-733-100-1050-000-110	3,192.00
VOLUME PURCHASING PROGRAM FOR ITUNES CARDS			140-1000-733-100-1050-000-110	400.00
			Total Purchase Order	18,752.00
437	07/24/2013	**CDW GOVERNMENT, INC.**	K20/OETT GRANT PURCHASES	
GRIFFIN SURVIVOR CASE RED			140-1000-733-100-1050-000-110	2,249.76
SHIPPING			140-1000-733-100-1050-000-110	68.24
			Total Purchase Order	2,318.00
438	07/24/2013	**JL HEIN SERVICE INC**	K20/OETT GRANT PURCHASES	
SMARTBOARD 680 WITH WHITEBOARD MOUNT			000-1000-733-100-1050-000-110	648.00
			140-1000-733-100-1050-000-110	9,568.50
QUOTE 26669				
SMARTBOARD 680 WITHOUT WHITEBOARD MOUNT			000-1000-733-100-1050-000-110	648.00
			140-1000-733-100-1050-000-110	9,001.50
QUOTE 26669				
REPLACEMENT LAMP FOR EPSON PROJECTOR			140-1000-733-100-1050-000-110	360.00
QUOTE 26326				
			Total Purchase Order	20,226.00
439	07/25/2013	**NATIONAL GEOGRAPHIC SCHOOL PUB**	000 105 INSTRUCTIONAL MATERIAL	
NATIONAL GEOGRAPHIC MAGAZINE FOR K-1			000-1000-648-100-1050-000-105	799.50
NATIONAL GEOGRAPHIC MAGAZINE FOR GRADES 2-3			000-1000-648-100-1050-000-105	936.00
NATIONAL GEOGRAPHIC MAGAZINE FOR GRADE 4			000-1000-648-100-1050-000-105	487.50
SHIPPING AND HANDLING 10% TOTAL			000-1000-648-100-1050-000-105	222.30
			Total Purchase Order	2,445.30
440	07/25/2013	**VETS PLUMBING**	055 PLUMBING SERVICES	
055 PLUMBING SERVICES AROUND THE DISTRICT			000-2630-437-000-0000-000-055	750.00
			000-2630-437-000-0000-000-055	250.00
			Total Purchase Order	1,000.00
441	07/26/2013	**OKLAHOMA WRITING PROJECT**	311 050 ELA WORKSHOP	
OKLAHOMA WRITING PROJECT WORKSHOP FOR ELA TEACHERS JULY 29, 2013 FRIED, UMPHREY, S. SUMMERS, HOLLAND, WYCKOFF, RUDNICKI, BOSTIC, STEENS, BROCK ,LUPTON, R, BRYANT, J. SIMMONS, J. SIMMONS,A. WILLIAMS, PAGE			311-2213-860-271-0000-000-050	500.00

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
441 07/26/2013	**OKLAHOMA WRITING PROJECT**	311 050 ELA WORKSHOP	
J. ATCHLEY			
		Total Purchase Order	560.00
442 07/26/2013	**ADOBE.COM**	333 705 HIGH SCHOOL TEXTBOOKS	
HIGH SCHOOL - ADOBE ACROBAT X CLASSROOM IN A BOOK ISBN 9780321751256		333-1000-641-100-1220-000-705	1,781.70
WEBSITE STATED FREE SHIPPING			
		Total Purchase Order	1,781.70
443 07/26/2013	**ADVANCE EDUCATION, INC.**	HS ACCREDIATION 13-14 YR	
HS 13-14 YR ACCREDIATION FEES TO ADVANCE EDUCATION, INC.		050-2410-810-000-0000-000-705	725.00
		Total Purchase Order	725.00
444 07/26/2013	**ARCHWAY MARKETING SERVICES**	333 705 HIGH SCHOOL TEXTBOOKS	
HIGH SCHOOL - A GUIDE TO MS OFFICE 2010 SE HC ISBN 9780821958339		333-1000-641-100-2404-000-705	2,518.25
HIGH SCHOOL - COMP&INTRNT ESSTLS: PREP f/IC3 2013 SE ISBN:9780821963173		333-1000-641-100-2551-000-705	2,448.25
HIGH SCHOOL INTRO PROG MS VISUAL BSIC 2010 SE ISBN 9780821962022		333-1000-641-100-4780-000-705	3,199.80
HIGH SCHOOL INTRO PROG MS VISUAL BSIC 2010 SE Ebk ISBN 9780821962053		333-1000-641-100-4780-000-705	69.95
HIGH SCHOOL GD WEB DEV ADOBE DRMWVR CS5 2012 SE ISBN 9780821962084		333-1000-641-100-2556-000-705	1,049.25
HIGH SCHOOL GUIDE TO PROG IN JAVA 2012 SE 3E ISBN 9780821962138		333-1000-641-100-2538-000-705	3,797.50
HANDLING FEE FROM ARCHWAY OF 1% OF TOTAL ORDER		333-1000-641-100-2538-000-705	131.00
		Total Purchase Order	13,214.00
445 07/26/2013	**ARCHWAY MARKETING SERVICES**	333 705 HS BOOKS - SPANISH II	
HIGH SCHOOL SPANISH II BOOKS ISBN 9780618687251		333-1000-643-100-2132-000-705	1,306.20
HANDLING FEE 1%		333-1000-643-100-2132-000-705	13.06
		Total Purchase Order	1,319.26
446 07/26/2013	**CANADIAN COUNTY JUVENILE CENTER**	388 705 CCJC STUDENT PLACEMENT	
12 SPACES FOR STUDENT PLACEMENT @ CCJC EDUCATION CENTER IN CANADIAN COUNTY FOR THE 2013-2014 SCHOOL YEAR - 10 PAYMENTS OF $3826.80 BEGINNING THE MONTH OF SEPT. 2013.		388-1000-561-430-0001-000-705	38,268.00
		Total Purchase Order	38,268.00
447 07/26/2013	**CANADIAN VALLEY TECHNOLOGY CENTER**	CVTC NETWORK RENEWAL 13-14	
RENEWAL OF CVTC NETWORK AGREEMENT FOR PROFESSIONAL DEVELOPMENT NETWORK FOR MPS 2013-2014 SCHOOL YEAR		311-2580-322-000-0000-000-050	12,000.00
		Total Purchase Order	12,000.00
448 07/26/2013	**CANADIAN VALLEY TECHNOLOGY CENTER**	VIRTUAL SCHL RENEWAL 13-14	
EDGENUITY RENEWAL FOR VIRTUAL SCHOOL CONSORTIUM (E2020) FOR 2013-2014 SCHOOL YEAR		050-2230-432-000-0000-000-050	25,400.00
		Total Purchase Order	25,400.00
449 07/26/2013	**CENGAGE LEARNING/GALE**	333 705 HIGH SCHOOL TEXTBOOKS	
HIGH SCHOOL ISBN 9781133693239 THE DESIGN COLLECTION REVEALED: ADOBE INDESIGN CS6, PHOTOSHOP CS6 & ILLUSTRATOR CS6, 1ST EDITION		333-1000-641-100-1220-000-705	2,098.60
HIGH SCHOOL ISBN 9781133815143 THE WEB COLLECTION, REVEALED PREMIUM EDITION; ADOBE DREAMWEAVER		333-1000-641-100-1220-000-705	1,798.80

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
449 07/26/2013	**CENGAGE LEARNING/GALE**	333 705 HIGH SCHOOL TEXTBOOKS	
CS6, FLASH CS6 AND PHOTOSHOP CS6, 1ST EDITION			
SHIPPING & HANDLING FEES		333-1000-641-100-1220-000-705	600.00
		Total Purchase Order	4,497.40
450 07/26/2013	**GLOBAL COMPLIANCE NETWORK**	050 GCN RENEWAL 13-14	
RENEWAL FOR 2013-2014 SCHOOL YEAR FOR THE GLOBAL COMPLIANCE NETWORK FOR DISTRICT WIDE USE FOR BLOODBORNE PATHOGENES, ETC.		000-2573-810-000-0000-000-050	1,200.00
		Total Purchase Order	1,200.00
451 07/26/2013	**PEARSON**	333 705 HIGH SCHOOL TEXTBOOKS	
HIGH SCHOOL - ISBN 9780135108406 LEARNING MICROSOFT OFFICE 2010 DELUXE EDITIONS HARD COVER		333-1000-641-100-1220-000-705	3,861.55
HIGH SCHOOL ISBN 9780135109137 WRAPAROUND INSTRUCTORS EDITION, LEARNING MICROSOFT OFFICE 2010 STANDARD STUDENT		333-1000-641-100-1220-000-705	74.97
HIGH SCHOOL - ISBN 9780135109144 LEARNING MICROSOFT OFFICE 2010 SOLUTIONS BINDER FOR LEARNING MICROSOFT OFFICE 14 STANDARD STUDENT EDITION		333-1000-641-100-1220-000-705	54.97
SHIPPING & HANDLING FEES ON TEXTBOOKS		333-1000-641-100-1220-000-705	600.00
		Total Purchase Order	4,591.49
452 07/26/2013	**RITA CHANDLER, PH.D., BCBA**	621 INSERVICE TRAINING	
SERVICES PROVIDED: MARCH 25 AND APRIL 30, 2013		621-2213-320-239-0000-000-059	303.20
		Total Purchase Order	303.20
453 07/26/2013	**GRETA CARTER-FORCINA**	621 SLP SERVICES	
SPEECH LANGUAGE PATHOLOGY FOR THE 2013-2014 SCHOOL YEAR.		621-2152-322-239-0000-000-059	75,000.00
		Total Purchase Order	75,000.00
454 07/26/2013	**PUTNAM CITY PUBLIC SCHOOLS**	621 TRANSFER FEES 13/14	
TRANSFER FEES FOR STUDENTS WITH DISABILITIES		621-1000-561-239-0000-000-059	35,000.00
		Total Purchase Order	35,000.00
455 07/26/2013	**STARFALL EDUCATION**	059 SP ED CURRICULCUM	
KINDERGARTEN CLASSROOM KIT INCLUDES: TEACHER'S KIT, K CHILDREN'S CONSUMABLE BOOKS, VARIABLE QUANTITY ITEMS AND TEACHING TOOLS AND INCENTIVES		059-1000-681-239-0000-000-120	449.96
LEVEL K CHILDREN'S CONSUMABLE BOOK KIT - BLOCK PRINT		059-1000-681-239-0000-000-120	37.87
15" I'M READING!" BOOKS BY MARGARET HILLERT, 15 BOOK SET		059-1000-681-239-0000-000-120	47.25
THE LITTLE RED HEN AND OTHER FOLK TALES - CHAPTER BOOK		059-1000-681-239-0000-000-120	4.95
STARFALL SPEEDWAY GAME & ALPHABET AVENUE GAME		059-1000-681-239-0000-000-120	14.95
SHORT-VOWEL PUZZLE SET , 5 PUZZLES)		059-1000-681-239-0000-000-120	14.95
MAGNETIC DRY ERASE BOARD		059-1000-681-239-0000-000-120	6.30
LEVEL K STICKERS		059-1000-681-239-0000-000-120	1.45
BACKPACK BEAR'S PAW-PRINT STAMP		059-1000-681-239-0000-000-120	3.95
100 STARFALL PENCILS		059-1000-681-239-0000-000-120	2.95
SHIPPING		059-1000-681-239-0000-000-120	59.08
		Total Purchase Order	643.66
456 07/26/2013	**JOHN VARUGHESE**	621 PARENT MILEAGE	62
PARENT MILEAGE FOR TRANSPORTING STUDENTS TO PUTNAM CITY FOR DEAF ED SERVICES 2013-2014 SCHOOL YEAR		621-2720-513-239-0000-000-059	2,500.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
456	07/26/2013	**JOHN VARUGHESE**	621 PARENT MILEAGE	
			Total Purchase Order	2,500.00
457	07/26/2013	**YOUTH AND FAMILY SERVICES**	050 COUNSELING SERVICES	
2013-2014 DISTRICT COUNSELING SERVICES			050-2120-323-000-0000-000-050	1,500.00
			Total Purchase Order	1,500.00
458	07/26/2013	**DECKER EQUIPMENT**	052 INSTRUCTIONAL SUPPLIES	
50 ONLY #1031 X-ACTO PENCIL SHARPENERS			000-2620-619-000-0000-000-052	725.00
			Total Purchase Order	725.00
459	07/26/2013	**OKLAHOMA WASTE AND WIPING RAG**	057 CUSTODIAL SUPPLIES	
25 CASES 25LB #101 WIPING CLOTHS			000-2620-618-000-0000-000-057	731.25
			Total Purchase Order	731.25
460	07/26/2013	**SAM'S CLUB**	052 MAILROOM SUPPLIES	
80 BOXES OF PLAIN MAILING ENVELOPES			000-2530-619-000-0000-000-052	523.20
			Total Purchase Order	523.20
461	07/26/2013	**LIBERTY TIRE RECYCLING LLC**	063 816 BAGS OF RUBBER	
BAGS OF RUBBER			063-2630-710-816-0000-000-705	840.42
SHIPPING			063-2630-710-816-0000-000-705	255.00
			Total Purchase Order	1,095.42
462	07/26/2013	**EUREKA WATER COMPANY**	050 DISTRICT WATER SERVICE	
WATER/COOLER SERVICE THROUGHOUT THE DISTRICT FOR THE 2013-2014 SCHOOL YEAR.			050-2620-449-000-0000-000-050	60.45
			050-2620-449-000-0000-000-050	135.00
			050-2620-449-000-0000-000-050	4,304.55
			Total Purchase Order	4,500.00
463	07/26/2013	**AIR PRODUCTS SUPPLY CO.**	055 STARTER CONTROLLERS F/CENT	
055 PURCHASE 3 STARTER CONTROLLERS FOR THE HVAC CLIMATE MASTER UNITS AT CENTENNIAL ELEMENTARY			000-2620-655-000-0000-000-055	1,543.50
			Total Purchase Order	1,543.50
464	07/26/2013	**AUTOMATED BUILDING SYSTEMS, IN**	055 ME CONTROL REPAIR	
055 SERVICE TO REPAIR THE HVAC UNIT CONTOLLERS AT ME			000-2620-438-000-0000-000-055	1,500.00
			Total Purchase Order	1,500.00
465	07/26/2013	**LOWES CREDIT SERVICES**	057 SUPPLIES/MATERIALS	
057 SUPPLIES/MATERIALS FOR CUSTODIAL SERVICES			000-2620-618-000-0000-000-057	500.00
			Total Purchase Order	500.00
466	07/26/2013	**OFFICE DEPOT**	000 050 SUPPLIES	
401645 UNIBALL 207 RETRACTABLE GEL PENS, MEDIUM POINT, .07 MM			000-2321-619-000-0000-000-051	28.98
867662 legal size single wall file, black			000-2321-619-000-0000-000-051	13.49
			Total Purchase Order	42.47
467	07/29/2013	**BANCFIRST**	LEASE REVENUE PAYMENTS	
RENTAL PAYMENT FOR 2009 AND 2012 LEASE REVENUE			000-2511-449-000-0000-000-050	3,000.00
			Total Purchase Order	3,000.00
468	07/29/2013	**ANDREOLA TERRAZZO & RESTORATION INC**	053 REPAIR TERRAZZO AT HS	
053 REPAIR THE TERRAZZO THAT WAS DAMAGED DURING THE TEXTBOOK MOVE AT THE HIGH SCHOOL COMMONS AREA			000-2620-438-000-0000-000-053	2,500.00
			Total Purchase Order	2,500.00

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
469 07/29/2013	**BSN SPORTS, INC.**	063 803 FOOTBALL EQUIPMENT	
ITEM # 1298789 TRIPLE GAME PLAN WRIST COACH		063-1000-657-803-0000-000-705	140.00
ITEM # 1366386 AIR XP HELMET ONLY SCARLET XL		063-1000-657-803-0000-000-705	179.99
SMALL SCUTT HELMET AND MASK		063-1000-657-803-0000-000-705	85.00
FREIGHT		063-1000-657-803-0000-000-705	36.45
		Total Purchase Order	441.44
470 07/29/2013	**BSN SPORTS, INC.**	063 806 UNIFORMS	
INCREASE PO 2013-11-1094 PRICE CAME IN HIGHER THAN LAST YEAR PO GIRLS BASKETBALL		063-1000-657-806-0000-000-705	688.00
		Total Purchase Order	688.00
471 07/29/2013	**BSN SPORTS, INC.**	063 806 UNIFORMS	
INCREASE PO 2013-11-735 PRICE CAME IN HIGHER THAN LAST YEAR PO GIRLS BASKETBALL		063-1000-657-806-0000-000-705	608.83
		Total Purchase Order	608.83
472 07/29/2013	**BSN SPORTS, INC.**	063 827 UNIFORMS	
INCREASE PO 2013-11-812 PRICE CAME IN HIGHER THAN LAST YEAR PO ATHLETIC TRAINER		063-1000-657-827-0000-000-705	39.13
		Total Purchase Order	39.13
473 07/30/2013	**DELL COMPUTER CORP**	051 PRINTER CARTDRIDGE	
DELL PRINTER CARTRIDGE #3108709		000-2511-611-000-0000-000-051	156.74
		Total Purchase Order	156.74
474 07/30/2013	**DELL COMPUTER CORP**	000 050 PRINTER INK	
#310-8402 YELLOW INK CARTRIDGE		000-2321-611-000-0000-000-051	130.14
310-8395 BLACK INK CARTRIDGE		000-2321-611-000-0000-000-051	252.68
310-8400 MAGENTA INK CARTRIDGE		000-2321-611-000-0000-000-051	130.14
		Total Purchase Order	512.96
475 07/30/2013	**ALCA**	ALCA - RENEWAL 13-14	
COMPREHEND 13-14 RENEWAL ALCA FOR OCCT, PD, COGAT, DIBELS, WIDA FOR THE SCHOOL DISTRICT		000-2230-653-000-0000-000-056	21,216.25
		Total Purchase Order	21,216.25
476 07/30/2013	**eMED**	050 MEDICAL SUPPLIES	
989803139261 - HEARTSTART SMART PADS II (1SET), EXTRA PADS		050-2132-616-000-0000-000-050	1,080.00
M5070A - BATTERY, LONG LIFE LIMN02 FOR HS1/FRX - EXTRA LONG LIFE BATTERY		050-2132-616-000-0000-000-050	3,060.00
		Total Purchase Order	4,140.00
477 07/30/2013	**INTEGRIS HEALTH**	050 CPR TRAINING CARDS	
CPR. CARDS FOR MUSTANG EMPLOYEES		050-2132-321-239-0000-000-050	500.00
		Total Purchase Order	500.00
478 07/30/2013	**MUSTANG NEWS**	050 AD FOR SEALED BID ON 80 AC	
ADVERTISEMENT FOR SEALED BIDS ON 80 ACRES		050-2530-540-000-0000-000-050	945.00
		Total Purchase Order	945.00
479 07/30/2013	**THE OKLAHOMAN**	050 ADV FOR SEALED BIDS ON 80	
ADVERTISEMENT FOR SEALED BIDS ON 80 ACRES		050-2530-540-000-0000-000-050	1,200.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
479	07/30/2013	**THE OKLAHOMAN**	050 ADV FOR SEALED BIDS ON 80	
			Total Purchase Order	1,200.00
480	07/30/2013	**OFFICE DEPOT**	000 050 PRINTER INK	
756589 BLACK TONER CARTRIDGE HP 305A CE410A			000-2321-611-000-0000-000-051	79.79
764885 POP UP TAPE HANDBAND DISPENSER WITH TAPE			000-2321-619-000-0000-000-051	3.09
241170 Stamp & Sign - COPY message stamp			000-2321-619-000-0000-000-051	8.96
820483 CASIO MS-80S DESKTOP CALCULATOR			000-2321-619-000-0000-000-051	26.97
840019 POST IT POP UP NOTES, JEWEL POP COLLECTION PACK OF 18 PADS			000-2321-619-000-0000-000-051	23.74
137286 FORAY LIQUID INK ROLLERBALL PENS WITH METAL CLIPS 0.7 MM MEDIUM POINT, BLACK BARRELLS, BLACK INK,PACK OF 12			000-2321-619-000-0000-000-051	33.24
999099 OFFICE DEPOT BRAND 9 COMPARTMENT DEEP DRAWER TRAY BLACK			000-2321-619-000-0000-000-051	9.19
128524 OFFICE DEPOT METRO MESH LARGE DRAWER ORGANIZER			000-2321-619-000-0000-000-051	11.49
308957 OFFICE DEPOT BRAND BINDER CLIPS, 2" BLACK, BOX OF 12			000-2321-619-000-0000-000-051	10.23
561339 MEDIUM BINDER CLIPS			000-2321-619-000-0000-000-051	10.23
210106 ENERGIZER MAX ALKALINE AA BATTERIES, PACK OF 16			000-2321-619-000-0000-000-051	17.99
210142 ENERGIZER AAA BATTERIES, PACK OF 16			000-2321-619-000-0000-000-051	17.99
736968 LARGE BLACK BASKETS, PACK OF 3			000-2321-619-000-0000-000-051	4.76
			Total Purchase Order	257.67
481	07/30/2013	**STAPLES BUSINESS ADVANTAGE 1561215**	056TECHNOLOGY	
CANNON FAX PHONE L100			000-2580-653-000-0000-000-056	259.90
			Total Purchase Order	259.90
482	07/31/2013	**4IMPRINT**	000 105 CLASSROOM SUPPLIES	
BLOSSOM STYLUS PEN/HIGHLIGHTER METALLIC SLIVER/BLACK			000-1000-619-100-1050-000-105	283.50
IMPRINTING FEE			000-1000-619-100-1050-000-105	30.00
SHIPPING AND HANDLING			000-1000-619-100-1050-000-105	50.00
			Total Purchase Order	363.50
483	07/31/2013	**WAREHOUSE TECHNOLOGY**	135 FAX MACHINE TONER	
CANON 120			000-1000-611-100-0000-000-135	75.04
			Total Purchase Order	75.04
484	07/31/2013	**CINTAS CORPORATION**	057 DUST MOP SERVICE	
057 DUST MOP SERVICE FOR CSTODIAL WAREHOUSE			000-2620-425-000-0000-000-057	197.15
			000-2620-425-000-0000-000-057	197.15
			000-2620-425-000-0000-000-057	11,155.70
			Total Purchase Order	11,550.00
485	07/31/2013	**HIGH TECH TRONICS**	053 INTERCOM REPAIR/SUPPLIES	
053 INTERCOM REPAIRS AND SUPPLIES FOR CENTENNIAL ELEMENTARY			000-2620-438-000-0000-000-053	123.00
			000-2620-438-000-0000-000-053	877.00
			Total Purchase Order	1,000.00
486	07/31/2013	**OFFICE DEPOT**	060 OFFICE SUPPLIES	
PURCHASE 2 PKS OF LEXMARK INK 23/24			000-2620-619-000-0000-000-053	104.78
PURCHASE 1 - 12PK SHARPIE HIGHLIGHTER PENS			000-2620-619-000-0000-000-053	12.63
			Total Purchase Order	117.41
487	07/31/2013	**OFFICE DEPOT**	052 RECEIPT BOOKS	
052 PURCHASE 150 RECEIPT BOOKS FOR DISTRICT WIDE			000-2620-619-000-0000-000-052	1,318.50

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
487	07/31/2013	**OFFICE DEPOT**	052 RECEIPT BOOKS	
E				
			Total Purchase Order	1,318.50
488	07/31/2013	**OFFICE DEPOT**	050 PODIUM	
Oklahoma Sound Floor Lectern, Medium Oak			050-1000-654-000-0000-000-050	251.55
			Total Purchase Order	251.55
489	07/31/2013	**OFFICE DEPOT**	051 OFFICE SUPPLIES	
Uniball Jetstream 101 Rollerball pens, blue pack of 12			000-2511-619-000-0000-000-051	13.29
Brother laber maker tape cartridge (pack of 2)			000-2511-619-000-0000-000-051	34.99
Sharpie liquid accent pen style highlighters-yellow 1 dozen per pack			000-2511-619-000-0000-000-051	26.20
Paper Pro stapler			000-2511-619-000-0000-000-051	40.84
Stanley Bostitch Staples box			000-2511-619-000-0000-000-051	3.60
staple removers - 1 pack of 3			000-2511-619-000-0000-000-051	2.84
Pilot G-@ Retractable Gel pensm blue, bold point, box of 1 dozen			000-2511-619-000-0000-000-051	15.19
Sharpie Kin-Size Permanent markers, black, pack of 4			000-2511-619-000-0000-000-051	8.96
Sharpie Gel Highlighters, pack of 4			000-2511-619-000-0000-000-051	5.97
Plain manila dividers with write on tas, 5-tab, pack of 50			000-2511-619-000-0000-000-051	34.00
Uniball Jetstream 101 pens, med point, black pack of 12			000-2511-619-000-0000-000-051	13.29
Post-it Tabs, 2", pad of 24			000-2511-619-000-0000-000-051	11.37
Avery copier address labels 1" x 2.13/16,			000-2511-619-000-0000-000-051	16.43
Uniball Jetstream 101 Rollerbal pens, box of 12, red			000-2511-619-000-0000-000-051	13.29
Energizer Max AA batteries, pack of 24			000-2511-619-000-0000-000-051	21.99
			Total Purchase Order	262.25
490	08/01/2013	**A. RIFKIN CO**	051 SECURE MONEY BAGS	
25 Nylotop 2000 Red Safety Sacs; keyed differently; Black Embroidery with Mustang Public Schools; numbered starting with 100; window to hold 2"x3" business card; price includes an estimated $50 for shipping.			000-2511-619-000-0000-000-051	645.75
SHIPPING ESTIMATE			000-2511-619-000-0000-000-051	50.00
			Total Purchase Order	695.75
491	08/01/2013	**ADOBE.COM**	561 050 SOFTWARE	
ADOBE X PRO			561-1000-653-424-0000-000-050	198.00
			Total Purchase Order	198.00
492	08/01/2013	**OKLAHOMA ASSOC. PUPIL TRANSP.**	054 SCHOOL BUS TRAINING	
054 SCHOOL BUS TRAINING			000-2573-860-000-0000-000-054	350.00
			Total Purchase Order	350.00
493	08/01/2013	**A & D SUPPLY CO.**	053 CEILING TILES	
053 PURCHASE 4 CTNS OF CEILING TILE FOR THE ADMIN OFFICE			000-2620-618-000-0000-000-053	150.00
			Total Purchase Order	150.00
494	08/02/2013	**CDW GOVERNMENT, INC.**	396 705 I PAD CASES	
GRIFFEN SURVIVOR IPAD CASES			396-1000-653-252-2815-000-705	234.00
			Total Purchase Order	234.00
495	08/02/2013	**CHICKASAW TELECOM**	056 TECHNOLOGY	
CALLMGR DEVICE LICENSE			000-2580-653-000-0000-000-056	2,480.00
			Total Purchase Order	2,480.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
496	08/02/2013	**LAERDAL MEDICAL CORP**	059 CPR/FIRST AID SUPPLIES	
HEARTSAVER FIRST AIDE CPR AED DVD SET			059-2132-615-239-0000-000-059	150.00
HEARTSAVER FIRST AID CPR AED STUDENT WORKBOOK			059-2132-615-239-0000-000-059	279.00
SHIPPING AND HANDLING CHARGES			059-2132-615-239-0000-000-059	8.95
			Total Purchase Order	437.95
497	08/02/2013	**OKC AMBUCS**	059 PHYSICAL THERAPY CANYON R	
AMTRYKE, 20" WHEEL, NO EXTRA ACCESORIES NEEDED, COMES W/HELMET (SIZE S-M)50-FC-1520			059-2135-658-239-0000-000-059	755.00
SHIPPING CHARGES			059-2135-658-239-0000-000-059	100.00
			Total Purchase Order	855.00
498	08/02/2013	**WAL-MART- 6032202040025802**	059 LIFE SKILLS	
LIFE SKILLS MATERIALS FOR S/P CLASSES IN THE DISTRICT			059-1000-681-239-0000-000-059	2,500.00
			Total Purchase Order	2,500.00
499	08/02/2013	**JRW. INC.**	051 COIN COUNTER MAINT AGRMT	
FINANCIAL EQUIPMENT COMPANY PARTS AND LABOR MAINTENANCE AGREEMENT FOR THE MAGNER 305 COIN SORTER WITH MACHINE #305123983 EFFECTIVE DATES 7/7/13 TO 7/7/14			000-2511-436-000-0000-000-051	295.00
			Total Purchase Order	295.00
500	08/02/2013	**QUILL**	INSTRUCTION	
ART STREET BULLETIN BOARD PAPER- WHITE			023-1000-611-100-1050-000-135	173.97
ART STREET BULLETIN BOARD PAPER- RED			950-1000-611-100-1050-000-135	57.99
ART STREET BULLETIN BOARD PAPER- BLUE			950-1000-611-100-1050-000-135	57.99
ART STREET BULLETIN BOARD PAPER- YELLOW			950-1000-611-100-1050-000-135	57.99
ART STREET BULLETIN BOARD PAPER- BLACK			950-1000-611-100-1050-000-135	173.97
			Total Purchase Order	521.91
501	08/02/2013	**BLICK ART MATERIALS**	396 SUPPLIES FOR AP VERTICAL	
GESSO			396-1000-681-252-2815-000-705	42.28
GEL MEDIUM			396-1000-681-252-2815-000-705	27.14
STUDIO ACRYLICS			396-1000-681-252-2815-000-705	407.88
ACRYLIC RETARDER			396-1000-681-252-2815-000-705	27.28
ECONOMY CANVAS			396-1000-681-252-2815-000-705	66.80
TAKLON CLASS BRUSHES			396-1000-681-252-2815-000-705	35.01
CANVAS ROLLS			396-1000-681-252-2815-000-705	124.96
80LB PAPER 9X12			396-1000-681-252-2815-000-705	44.28
12X18 80LB			396-1000-681-252-2815-000-705	43.24
WATERCOLOR PAPER			396-1000-681-252-2815-000-705	114.00
MIXED MEDIA PAPER			396-1000-681-252-2815-000-705	39.45
ILLUSTRATION BOARD			396-1000-681-252-2815-000-705	181.00
BLACK CONSTRUCTION PAPER			396-1000-681-252-2815-000-705	10.30
MATBOARD			396-1000-681-252-2815-000-705	192.50
BIC MARK IT			396-1000-681-252-2815-000-705	109.60
PRISMACOLOR SCHOLAR			396-1000-681-252-2815-000-705	1,158.28
PRISMA 72			396-1000-681-252-2815-000-705	365.82
PRISMA 36			396-1000-681-252-2815-000-705	189.90
PRISMA 132			396-1000-681-252-2815-000-705	469.56
BLICK PENCILS			396-1000-681-252-2815-000-705	52.99
SHARPIE FINE PT			396-1000-681-252-2815-000-705	69.00
SHARPIE ULTRA FINE			396-1000-681-252-2815-000-705	69.00
SHARPIE PEN FINE 4PK			396-1000-681-252-2815-000-705	143.00
ELMERS GLUE GALLON			396-1000-681-252-2815-000-705	21.16
PORTFOLIOS			396-1000-681-252-2815-000-705	49.20

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
501 08/02/2013	**BLICK ART MATERIALS**	396 SUPPLIES FOR AP VERTICAL	
ALVIN COMPASS		396-1000-681-252-2815-000-705	62.46
ELMERS WASHABLE CLEAR		396-1000-681-252-2815-000-705	47.00
ZENTANGLE		396-1000-681-252-2815-000-705	8.09
ZENTANGLE 2		396-1000-681-252-2815-000-705	8.09
ZENTANGLE 3		396-1000-681-252-2815-000-705	8.09
ZENTANGLE 4		396-1000-681-252-2815-000-705	8.09
REALISTIC DRAWING SECRETS		396-1000-681-252-2815-000-705	22.49
ANATOMY FOR ARTISTS		396-1000-681-252-2815-000-705	29.65
SURFACE TREATMENT WORKSHOP		396-1000-681-252-2815-000-705	22.49
TRANSFERS AND ALTERED IMAGES		396-1000-681-252-2815-000-705	13.49
MODERN PAINTINGS		396-1000-681-252-2815-000-705	50.85
MOD PAINTS 2		396-1000-681-252-2815-000-705	50.85
TEACHERS GUIDE		396-1000-681-252-2815-000-705	8.95
ELEMENTS AND PRINCIPLES		396-1000-681-252-2815-000-705	58.45
BIC MARK IT FINE		396-1000-681-252-2815-000-705	109.60
		Total Purchase Order	4,562.27
502 08/02/2013	**PEARSON ASSESSMENTS**	Orleans Hanna Advanced Math Te	
PAYMENT FOR SHIPPING AND DATA PROCESSING		198-1000-614-000-0000-000-050	234.81
		Total Purchase Order	234.81
503 08/02/2013	**OLDHAM ACRES LANDSCAPING, INC.**	060 LANDSCAPE MAINTENANCE DW	
052-060 LANDSCAPE, SHRUB AND BED MAINTENANCE FOR DISTRICT WIDE		052-2630-426-000-0000-000-060 052-2630-426-000-0000-000-060	1,425.00 18,575.00
		Total Purchase Order	20,000.00
504 08/02/2013	**DELL COMPUTER CORP**	067 TONER CARTRIDGES	
#310-8099 YELLOW TONER CARTRIDGE		000-2572-611-000-0000-000-067	119.69
#310-8095 CYAN TONER CARTRIDGE		000-2572-611-000-0000-000-067	119.69
#310-8400 MAGENTA TONER CARTRIDGE		000-2572-611-000-0000-000-067	130.14
		Total Purchase Order	369.52
505 08/02/2013	**RIVERSIDE PUBLISHING**	COGAT SCORING GRADEWS 2,4	
INCREASE PO NUMBERS 2013-11-1228 AND P0 2013-11-1723. THIS IS FOR INVOICE # 949386044 PRICE CAME IN HIGHER THAN PRIOR YEAR PO.		198-1000-614-251-0000-000-050	4,847.23
		Total Purchase Order	4,847.23
506 08/02/2013	**CASEY BEASLEY**	053 STRIPE HS PKG/CROSSWALKS	
053 STRIPE THE PARKING SPOTS SOUTH OF THE ADMIN AND NORTH OR THE FIELD HOUSE. CASEY IS ALSO GOING TO STRIPE THE CROSSWALKS AROUND THE HS CAMPUS		000-2630-456-000-0000-000-053	700.00
		Total Purchase Order	700.00
507 08/02/2013	**WALKER COMPANIES**	000 067 NOTARY APPLICATIONS	
NOTARY APPLICATIONS FOR LISA BAILEY AND CHRISTY MCKINLEY		000-2570-810-000-0000-000-067	250.00
		Total Purchase Order	250.00
508 08/02/2013	**CAROL L WOOD**	000 067 TRAVEL	
TRAVEL FOR CAROL WOOD FOR 2013-14		000-2572-580-000-0000-000-067	1,000.00
		Total Purchase Order	1,000.00
509 08/05/2013	**OPTIMAL PHONE INTERPRETERS, INC.**	050 INTERPRETER SERVICES	
INTERPRETER SERVICES FOR DISTRICT SY 2013-2014		050-2199-323-000-0000-000-050	1,200.00
		Total Purchase Order	1,200.00
510 08/05/2013	**ROBERT LIEBEL, INC.**	000 Appraisal of Property	

General Fund 2013-2014
Detail Encumbrance Listing
As of 08/05/2013

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
510 08/05/2013	**ROBERT LIEBEL, INC.**	000 Appraisal of Property	
Appraisal of property -Reiter - 921 Snyder, Mustang, OK		000-4200-713-000-0000-000-050	2,200.00
		Total Purchase Order	2,200.00
511 08/05/2013	**QUILL**	145 SCHOOL/OFFICE SUPPLIES	
QUILL BRAND TRANSPARENT TAPE BY ROLL		000-2410-619-100-0000-000-145	68.04
PENCILS QUILL BRAND		000-2410-619-100-0000-000-145	16.68
G2 RETRACTABLE GEL INK PENS FINE, BLACK		000-2410-619-100-0000-000-145	44.37
TRACTABLE BALLPOINT PENS BLACK		000-2410-619-100-0000-000-145	34.74
STAPLE REMOVER QUILL BRAND		000-2410-619-100-0000-000-145	7.90
STAPLES QUILL		000-2410-619-100-0000-000-145	12.90
JUMBO SMOOTH QUILL PAPER CLIPS		000-2410-619-100-0000-000-145	31.95
QUILL BRAND SMOOTH PAPER CLIPS		000-2410-619-100-0000-000-145	17.95
CONTOUR TAPE DISPENSER BLACK		000-2410-619-100-0000-000-145	38.30
SHARPIE ACCENT HIGHLIGHTERS ASST. COLORS PER DOZEN		000-2410-619-100-0000-000-145	55.90
SWINGLINE 747 ACCENT STAPLER RIO RED		000-2410-619-100-0000-000-145	121.52
EXPO MARKERS BLACK		000-2410-619-100-0000-000-145	68.90
EXPO MARKERS BLUE		000-2410-619-100-0000-000-145	68.90
EXPO MARKERS RED		000-2410-619-100-0000-000-145	68.90
EXPO MARKERS GREEN		000-2410-619-100-0000-000-145	68.90
EXPO MARKER ERASES		000-2410-619-100-0000-000-145	11.60
BIC WITE-OUT BRAND EZ CORRECT COREECTION TAPE		000-2410-619-100-0000-000-145	36.60
POST IT NOTES 3X3		000-2410-619-100-0000-000-145	179.76
QUILL BRAND STANDARD MANILA FILE FOLDERS		000-2410-611-100-0000-000-145	86.50
QUILL BRAND STAINLESS STEEL SCISSORS 8"		000-2410-619-100-0000-000-145	41.16
SWINGLINE LIGHTTOUCH LEVEL HANDLE 3 HOLE DESTOP PUNCH BLACK/SILVER		000-2410-619-100-0000-000-145	69.57
HIGH END ADJUSTABLE 3 HOLE PUNCH		000-2410-619-100-0000-000-145	26.37
AVERY 5160 WHITE EASY PEEL ADDRESS LABELS		000-2410-611-100-0000-000-145	132.45
LEGAL PADS QUILL BRAND		000-2410-611-100-0000-000-145	38.94
RECEIPT BOOKS		000-2410-619-100-0000-000-145	105.20
RECEIPT BOOKS		000-2410-619-100-0000-000-145	25.89
SHARPIES		000-2410-619-100-0000-000-145	42.30
QUILL BRAND WIRE DESK ACCESSORIES STEP FILE, BLACK		000-2410-619-100-0000-000-145	45.95
		Total Purchase Order	1,568.14
512 08/05/2013	**THOMPSON SCHOOL BK.DEPOSITORY**	333 705 HIGH SCHOOL TEXTBOOKS	
HIGH SCHOOL WORLD HISTORY: THE MODERN ERA, OKLAHOM EDITION ISBN 9780133262353		333-1000-641-100-5731-000-705	62,877.80
HIGH SCHOOL UNITED STATES HISTORY: RECONSTRUCTION TO THE PRESENT, OKLAHOMA EDITION ISBN 9780133262292		333-1000-641-100-2325-000-705	48,008.05
HIGH SCHOOL OKLAHOM UNIQUELY AMERICAN 13 ISBN 1934397075		333-1000-641-100-2367-000-705	34,710.00
		Total Purchase Order	145,595.85
513 08/05/2013	**WESTCO COMPUTER & LAMINATOR**	000 510 MNMS LAMINATING FILM	
LAMINATING FILM		000-1000-619-100-0000-000-510	240.00
		Total Purchase Order	240.00
514 08/05/2013	**DIAMOND TROPHIES**	135 STAFF ROOM NAMEPLATES	
CLASSROOM NAMEPLATES		000-2199-654-100-0000-000-135	300.00
		Total Purchase Order	300.00
515 08/05/2013	**METRO MEDICAL SUPPLY, INC.**	059 GLOVES FOR CLASSROOMS	
PACIFICA TRIPOLY NON-LATIEX EXAM GLOVES, CASE OF 1000, SMALL		059-2132-616-239-0000-000-059	56.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
515	08/05/2013	**METRO MEDICAL SUPPLY, INC.**	059 GLOVES FOR CLASSROOMS	
PACIFICA TRI-POLY NON-LATEX EXAM GLOVES (CASE OF 1000) MEDIUM			059-2132-616-239-0000-000-059	168.00
SHIPPING CHARGES			059-2132-616-239-0000-000-059	22.40
			Total Purchase Order	246.40
516	08/05/2013	**OFFICE DEPOT**	059 SPECIAL SERVICE SUPPLIES	
LOGITECH WIRELESS DESKTOP MK320 KEYBOARD/MOUSE COMBO, BLACK			059-2340-653-239-0000-000-059	107.97
			Total Purchase Order	107.97
517	08/05/2013	**P & K EQUIPMENT**	055 CENTER WHEEL HUB	
055 PURCHASE CENTER WHEEL HUB FOR JOHN DEERE TRACTOR			000-2640-618-000-0000-000-055	293.28
			Total Purchase Order	293.28
518	08/06/2013	**AGAR FORD JARMON & MULDROW INS**	050 2013-2014 PROP INS RENEWAL	
2013-2014 PROPERTY INSURANCE RENEWAL/ANNUAL PREMIUM			050-2620-523-000-0000-000-050	248,904.00
			Total Purchase Order	248,904.00
			Total Fund	2,365,301.65

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
General Fund 2013-2014

fYear	Fund	P.O.	Vendor Name	Description	eDate	Classified
2014	11	50295	SIDNEY L MCDOWELL	PAYROLL	07/19/2013	490.16
2014	11	50296	FRANCES D MCMURTRAY	PAYROLL	07/19/2013	5,656.03
2014	11	50297	ANGELA HUNT	PAYROLL	07/19/2013	11,934.51
2014	11	50298	TY LEE PRESTIDGE	PAYROLL	07/19/2013	6,686.01
2014	11	50302	CHRISTOPHER DOUGLAS KROMER	PAYROLL	07/19/2013	4,954.43
2014	11	50303	BEVERLY ANN FARRINGTON	PAYROLL	07/19/2013	2,487.28
2014	11	50304	SCOTT LINDELL SELBY	PAYROLL	07/19/2013	14,620.44
2014	11	50305	TRACY PAIGE SKINNER	PAYROLL	07/19/2013	8,211.13
2014	11	50306	STACY LYNETTE EDWARDS	PAYROLL	07/19/2013	7,938.88
2014	11	50307	HEATHER D ROSENBERGER-WISDA	PAYROLL	07/19/2013	175.51
2014	11	50308	TERESA LYNN WILKERSON	PAYROLL	07/19/2013	15,401.06
2014	11	50309	TOMME MARKELLE THOMPSON	PAYROLL	07/19/2013	4,632.76
2014	11	50310	JERRY GLENN CHAMBERLIN	PAYROLL	07/19/2013	2,461.20
2014	11	50311	HAYLEY ELIZABETH RADER	PAYROLL	07/19/2013	2,758.25
2014	11	50312	JACOB TYLER MANGUS	PAYROLL	07/19/2013	2,796.88
2014	11	50313	BRIAN WAYNE NELSON	PAYROLL	07/19/2013	2,417.37
2014	11	50314	LAMBERTO M SAGURAN	PAYROLL	07/19/2013	2,320.82
2014	11	50315	NICOL M SAGURAN	PAYROLL	07/19/2013	2,322.02
2014	11	50316	STACEY ELIZABETH ELLIOTT	PAYROLL	07/19/2013	2,231.49
2014	11	50318	KRISTINA KAYE GREEN	PAYROLL	07/19/2013	6,948.12
2014	11	50319	LISA J BAILEY	PAYROLL	07/19/2013	2,765.61
2014	11	50320	SONDRA M BIVENS	PAYROLL	07/19/2013	7,720.94
2014	11	50321	DANNY K GRIFFIN	PAYROLL	07/19/2013	7,124.61
2014	11	50322	BELINDA L HARPER	PAYROLL	07/19/2013	7,561.60
2014	11	50323	JOHN R HARRIS	PAYROLL	07/19/2013	6,931.18
2014	11	50324	GEOFFREY R KINGSLEY	PAYROLL	07/19/2013	6,286.80
2014	11	50325	JODY P MCELHANEY	PAYROLL	07/19/2013	7,068.61
2014	11	50326	JENNIFER LIN JACOB PEBWORTH	PAYROLL	07/19/2013	6,627.33
2014	11	50327	LINDA J WILKES	PAYROLL	07/19/2013	8,152.91
2014	11	50328	LANCE ADRIAN BLOCKER	PAYROLL	07/19/2013	1,128.53
2014	11	50329	OMAR AHMED JONES	PAYROLL	07/19/2013	6,642.04
2014	11	50330	MEAGAN L HABLUETZEL	PAYROLL	07/19/2013	265.84
2014	11	50331	GAILE ANN LOVING	PAYROLL	07/19/2013	6,434.22
2014	11	50332	SHAWNDA TRENT	PAYROLL	07/19/2013	229.06
2014	11	50333	KENNY NELSON	PAYROLL	07/19/2013	8,268.35
2014	11	50334	DEBRA KAY WYCOFF	PAYROLL	07/19/2013	175.62
2014	11	50335	JOAN LIRA HARDING	PAYROLL	07/19/2013	204.89
2014	11	50336	JON D DOBBS	PAYROLL	07/19/2013	3,159.88
2014	11	50337	CHRISTIN LEE GELSO	PAYROLL	07/19/2013	580.00
2014	11	50338	STEPHEN ERIC MUEHLBERG	PAYROLL	07/19/2013	7,961.11
2014	11	50339	TIFFANY ANN MASSIE	PAYROLL	07/19/2013	1,586.66
2014	11	50340	BENJAMIN D TSCHETTER	PAYROLL	07/19/2013	1,316.63
2014	11	50341	LISA A CARTWRIGHT	PAYROLL	07/19/2013	4,673.19
2014	11	50342	DEREL S CORNELIUS	PAYROLL	07/19/2013	441.37
2014	11	50343	BRYAN SEAN BROOKS	PAYROLL	07/19/2013	501.57
2014	11	50344	ADAM JERELL LIBERTY	PAYROLL	07/19/2013	861.20
2014	11	50345	KENDRICK DEON JACKSON	PAYROLL	07/19/2013	861.20
2014	11	50346	GERRELL D THOMAS	PAYROLL	07/19/2013	861.20
2014	11	50347	ANDREW MCCANN	PAYROLL	07/19/2013	387.54
2014	11	50348	KEVIN RAY KORSTJENS	PAYROLL	07/19/2013	502.18
2014	11	50349	NIKKI MCCANN	PAYROLL	07/19/2013	466.45
2014	11	50350	HELEN ALLEN	PAYROLL	07/19/2013	387.54
2014	11	50351	MIKE ALLEN	PAYROLL	07/19/2013	387.54
2014	11	50352	RODNEY D HENNING	PAYROLL	07/24/2013	5,645.37
2014	11	50353	WHITNEY MACKAYE TWIEHAUS	PAYROLL	07/25/2013	2,257.57
2014	11	50354	DEBBIE L BROWN	PAYROLL	08/02/2013	410.84
2014	11	50355	TERESA P FLETCHER	PAYROLL	08/02/2013	181.26

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
General Fund 2013-2014

fYear	Fund	P.O.	Vendor Name	Description	eDate	Classified
2014	11	50356	ROCKY D MAYNARD	PAYROLL	08/02/2013	1,416.93
2014	11	50357	SHELLY KAY MCNEIL	PAYROLL	08/02/2013	526.64
2014	11	50358	YLENE C PEEBLES	PAYROLL	08/02/2013	290.00
2014	11	50359	KIMBERLY K SHELTON	PAYROLL	08/02/2013	84.59
2014	11	50360	LORIE ANN KNIGHT	PAYROLL	08/02/2013	410.84
2014	11	50361	MELISSA JO TURNER	PAYROLL	08/02/2013	940.44
2014	11	50362	LUCINDA MARIE STIRLING	PAYROLL	08/02/2013	789.97
2014	11	50363	KAYLEE BETH MANGUS	PAYROLL	08/02/2013	145.01
2014	11	50364	STEPHANIE JEAN MAHAN	PAYROLL	08/02/2013	374.60
2014	11	50365	ANGELA ERIN LANG	PAYROLL	08/02/2013	1,579.94
2014	11	50366	ANDREA KAY WILDMAN	PAYROLL	08/02/2013	181.26
2014	11	50367	ELIZABETH M BARBER	PAYROLL	08/02/2013	344.38
2014	11	50368	BELINDA DAWN BENNETT	PAYROLL	08/02/2013	410.84
2014	11	50369	JUDITH BRUCE	PAYROLL	08/02/2013	362.51
2014	11	50370	MAXINE GUNTER	PAYROLL	08/02/2013	538.25
2014	11	50371	FLOYD SCARBOROUGH	PAYROLL	08/02/2013	940.44
2014	11	50372	VANESSA LYNN MCINTIRE	PAYROLL	08/02/2013	940.44
2014	11	50373	DARLENE MCGILL	PAYROLL	08/02/2013	410.84
2014	11	50374	KARI L BRANDON	PAYROLL	08/02/2013	410.84
2014	11	50375	MIRANDA NICOLE CARR	PAYROLL	08/02/2013	332.31
2014	11	50376	MELANIE ANN CLASON	PAYROLL	08/02/2013	410.84

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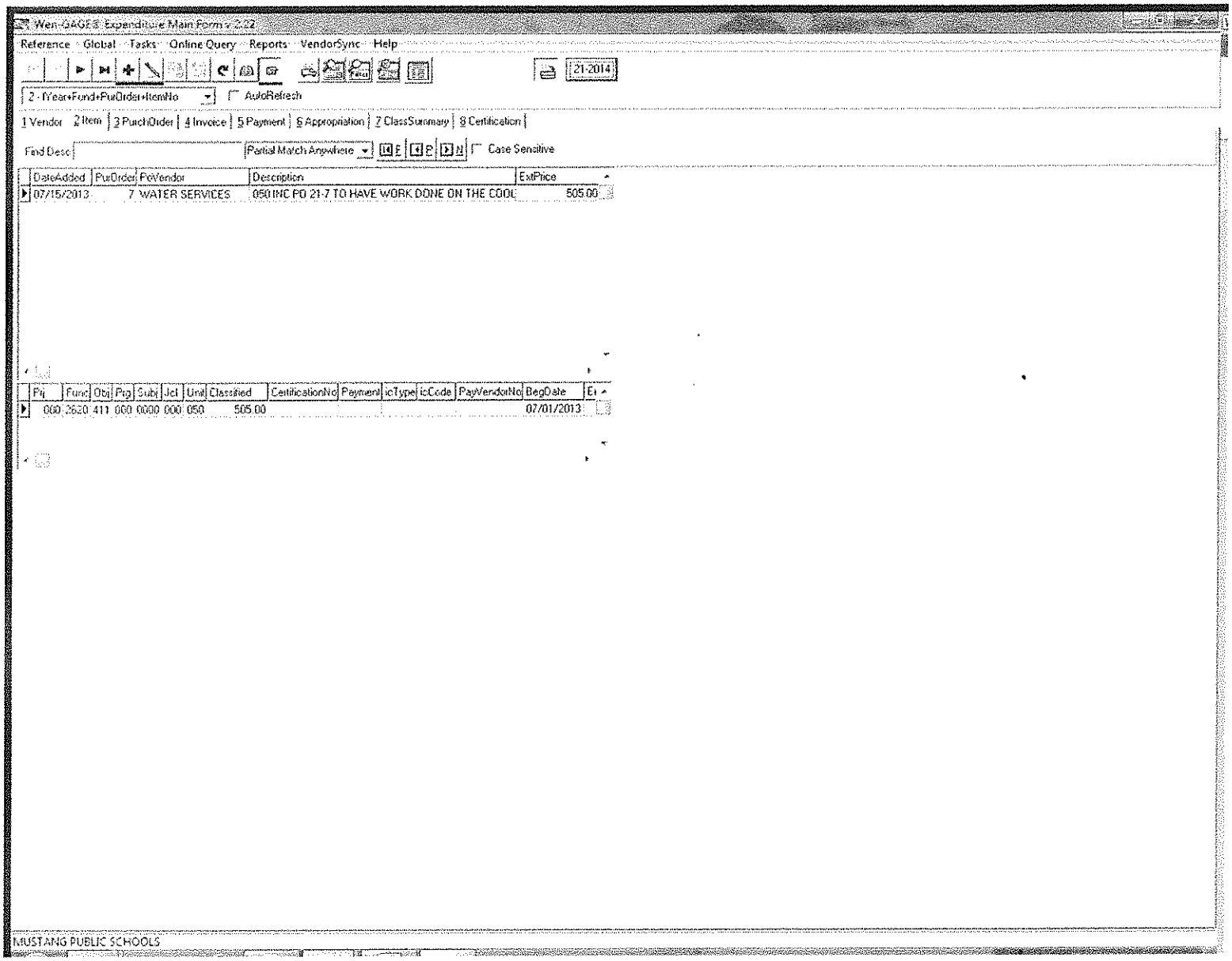
Total to Date:	5,066,030.81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Find Desc
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Case Sensitive
DateAdded PurOrder PoVendor Description ExtPrice
07/15/2013 7 WATER SERVICES 050 INC PO 21-7 TO HAVE WORK DONE ON THE COOL 505.00
Prj Func Obj Prg Sub Jct Unit Classified CertificationNo Payment IcType IcCode PayVendorNo BegDate
000 2620 411 000 0000 000 050 505.00 07/01/2013
NUSTANG PUBLIC SCHOOLS

Building Fund 2013-2014
Detail Encumbrance Listing
As of 08/05/2013

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
12	07/11/2013	**S & S EXCAVATION**	053 TREE REMOVAL	
053 TREE REMOVAL AT ME FOOTBALL STADIUM AND AOUT AT THE FFA BARN			000-2630-459-000-0000-000-053	5,400.00
			Total Purchase Order	5,400.00
13	07/11/2013	**KNIGHT PAVING, INC**	055 SIDEWALK WORK AT ME	
055 BUILD SIDEWALKS AT THE FLAG POLE WITH HANDI-CAP RAMP			055-2620-455-000-0000-000-055	988.00
			Total Purchase Order	988.00
14	07/11/2013	**KNIGHT PAVING, INC**	055 CONCRETE WK AT HS FOOTBALL	
055 BUILD CONCRETE PAD AROUIND NEW WATER FAUCET, BUILD CONCRETE FROM PAD TO EXISTING DRAIN BOX			055-2620-455-000-0000-000-055	992.00
			Total Purchase Order	992.00
15	07/15/2013	**CARRIER CORP**	021 REPLCE OPERATING SYSTEM	
THE COMPUTER OPERATING SYSTEM THAT CONTROLS THE HEAT AND AIR UNITS FOR THE ENTIRE BIULDING AT CREEK HAS BECOME OBSOLETE AND ON THE VERGE OF FAILURE. THIS IS A SINGLE SOURCE VENDOR AND IS THE ONLY COMPANY THAT CAN UPGRADE THE SYSTEM SINCE IT IS VENDOR SPECIFIC SYSTEM. iF IT FAILS WE WILL HAVE NO CONTROL OF THE TEMPERATURE OR OPERATING SCHEDULE. I WULD DECLARE THIS AN EMERGENCY!!!			000-2620-453-000-0000-000-055	47,348.00
			Total Purchase Order	47,348.00
16	07/16/2013	**AMECO, INC.**	GEO THERMAL FILTER	
INSTALL SPIROTHERM HIGH VELOCITY AIR AND DIRT SEPARATOR FOR SMS GEO THERMAL UNIT TO BETTER CLEAN CONTAMINANTS OUT OF THE SYSTEM TO EXTEND THE LIFE OF THE SYSTEM.			000-2620-433-000-0000-000-055	13,265.00
			Total Purchase Order	13,265.00
17	07/22/2013	**BERNIE MATHES TRUCKING**	055 GRAVEL F/TRANS. YARD	
055 12 LOADS OF GRAVEL TO DO THE TRANSPORTATION YARD AND THE GRAVEL DRIVE IN THE REAR OF NMS			055-2630-459-000-0000-000-055	5,700.00
			Total Purchase Order	5,700.00
18	07/22/2013	**CENTRAL OKLAHOMA WINNELSON**	055 SUPPLIES F/WRESTLING RR	
055 PURCHASE SUPPLIES AND MATERIALS TO MAKE-OVER THE RESTROOMS AT THE HS WRESTLING ROOM			055-2620-618-000-0000-000-055	2,652.41
			Total Purchase Order	2,652.41
19	07/22/2013	**OKLAHOMA ROOFING & SHEET METAL**	705 REPAIR SCOREBOARD	
REPAIR AND RE-SECURE THE METAL PANELS ON THE FOOTBALL SCOREBAORD DAMAGED DURING THE MAY 31ST STORM.			053-2630-430-000-0000-000-705	1,555.00
			Total Purchase Order	1,555.00
20	07/24/2013	**SERVICEMASTER OF OKLAHOMA CITY**	051 WATER RESTORATION @ AD	
051 WATER RESTORATION FOR THE ADMIN OFFICE			000-2620-420-000-0000-000-051	5,000.00
			Total Purchase Order	5,000.00
21	07/30/2013	**TIMBERLAKE CONSTRUCTION**	705 ROOF REPAIR FROM STORM DAM	
ROOF REPAIR FROM STORM DAMAGE CAUSED BY THE MAY STORMS			050-2630-430-000-0000-000-705	23,449.00
			Total Purchase Order	23,449.00
			Total Fund	106,349.41

Child Nutrition Programs Fund 2013-2014
Detail Encumbrance Listing
As of 08/05/2013

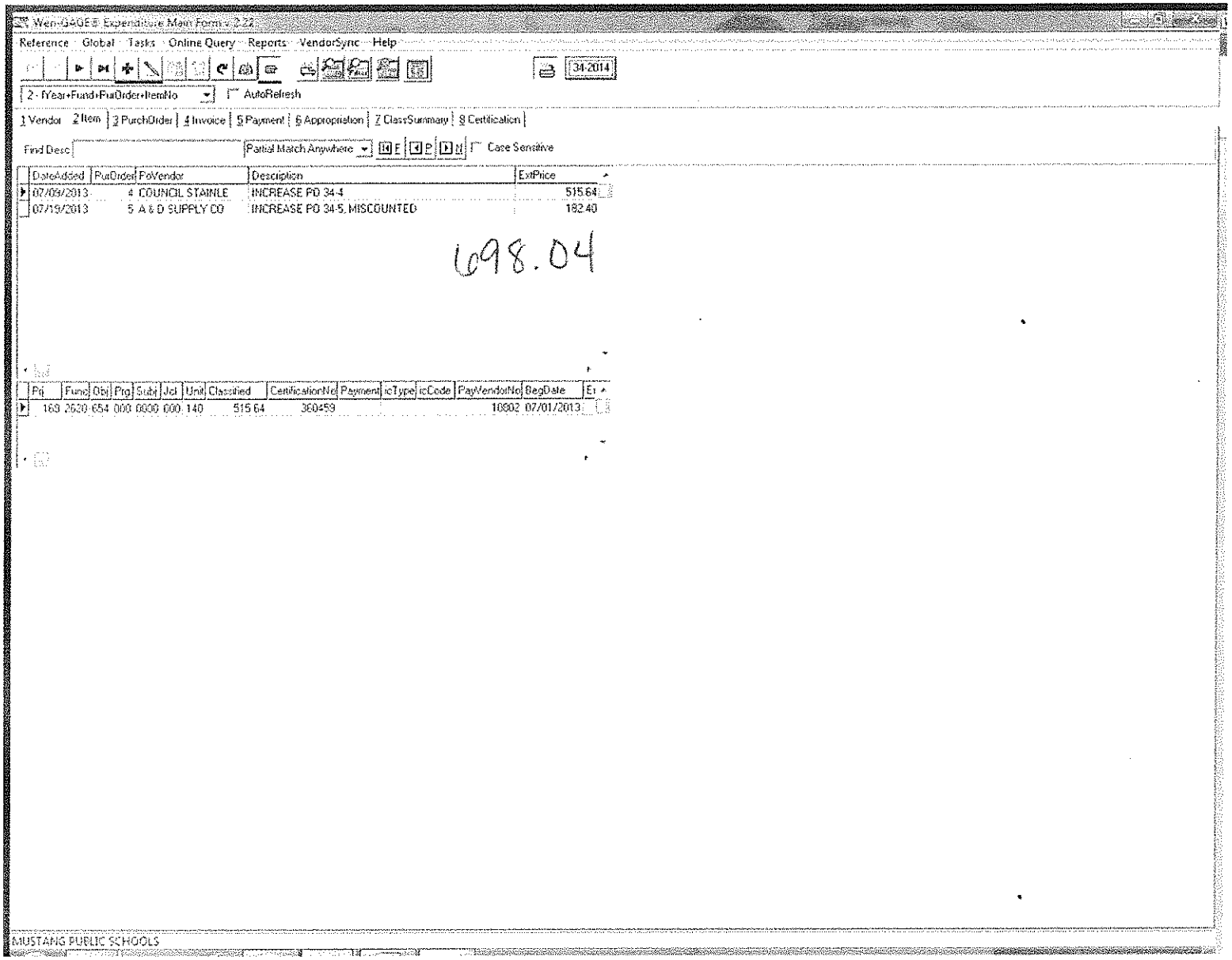
PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
130	07/08/2013	**ASSOCIATED APPLIANCE, INC.**	REPAIR PARTS & SMALL APPLIANCE	
REPAIR PARTS AND SMALL APPLIANCES			176-3140-618-700-0000-000-050	200.00
			Total Purchase Order	200.00
131	07/08/2013	**COMPLIANCE & SAFETY LLC**	SAFETY DVD'S	
KEEPING IT CLEAN TRAINING DVD FOR SCHOOL FOOD SERVICE SKU: CAF000-DVD-ESX			176-3140-615-700-0000-000-050	225.00
BACK SAFETY FOR SCHOOL EMPLOYEES TRAINING DVD SKU: BAK007-DVD-ESX			176-3140-615-700-0000-000-050	225.00
SAFETY ATTITUDES FOOD FOR THOUGHT TRAINING DVD SKU: TQM004-DVD-ESP			176-3140-615-700-0000-000-050	495.00
			Total Purchase Order	945.00
132	07/08/2013	**OFFICE DEPOT**	OFFICE SUPPLIES	
OFFICE DEPOT LRG CAPICITY MANUAL CASH DRAWER			176-3140-619-700-0000-000-050	224.40
SHARP EL-1705V PRINTING CALCULATOR			176-3140-619-700-0000-000-050	34.99
			Total Purchase Order	259.39
133	07/15/2013	**ALL STATE HOOD CLEANING, INC.**	HOOD VENT CLEANING	
HOOD VENT CLEANING			176-3140-429-700-0000-000-050	300.00
			Total Purchase Order	300.00
134	07/15/2013	**DELL COMPUTER CORP**	TRANSFER ROLLER FOR PRINTER	
TRANSFER ROLLER FOR 5100 CN PRINTER, ITEM #310-5814			176-3140-653-700-0000-000-505	28.49
			Total Purchase Order	28.49
135	07/15/2013	**HUNZICKER BROTHERS, INC.**	BREAKER AND WIRING	
BREAKER AND WIRING			176-3140-618-700-0000-000-505	339.04
			176-3140-618-700-0000-000-505	160.96
			Total Purchase Order	500.00
136	07/23/2013	**UNITED REFRIGERATION, INC.**	replace out compressor	
MHS refrigerator compressor went out. Under warranty. We purchase new one up front - they pay us back.			176-3140-651-700-0000-000-705	593.10
			176-3140-651-700-0000-000-705	6.90
			Total Purchase Order	600.00
137	08/05/2013	**BANK OF OKLAHOMA**	PETTY CASH FOR CNS	
NEEDED ADDITIONAL CHANGE FOR OPENING UP 2 MORE SCHOOLS.			176-5200-950-700-0000-000-050	200.00
			Total Purchase Order	200.00
			Total Fund	3,032.88

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
Child Nutrition Programs Fund 2013-2014

fYear	*Fund*	*P.O.*	*Vendor Name*	*Description*	*eDate*	*Classified*
2014	22	50002	DAVID MCELHANEY	PAYROLL	07/19/2013	3,650.62
2014	22	50003	CARMENE A KROUTIL	PAYROLL	07/19/2013	3,664.13
2014	22	50004	RACHEL E MARTIN	PAYROLL	07/19/2013	2,646.77
2014	22	50005	TAMARA DENISE BALES	PAYROLL	07/19/2013	4,568.58
2014	22	50006	SHARON A SMITH	PAYROLL	08/02/2013	952.57
					Total Printed:	15,482.67
					Total Balance Forward:	1,311,621.56
					Total to Date:	1,327,104.23

Bond Fund #32 2013-2014
Detail Encumbrance Listing
As of 08/06/2013

PurOrder	*Date*	To Whom Issued / Detail Description	Po Description / Classification	
2	07/22/2013	**SCHOOL OUTFITTERS**	140 STORAGE CABINETS 4 HORIZON	
(2) COMBO STORAGE CABINETS W/DOORS AND LOCK, ITEM# IRN-1055-C-BK			000-2620-654-000-0000-000-140	3,199.98
SHIPPING/HANDLING			000-2620-654-000-0000-000-140	611.00
			Total Purchase Order	3,810.98
			Total Fund	3,810.98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07/19/2013 5 A & D SUPPLY CO INCREASE PO 34-5, MISCOUNTED 182.40
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MUSTANG PUBLIC SCHOOLS

Bond Fund #34 2013-2014
Detail Encumbrance Listing
As of 08/06/2013

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
7	07/15/2013	**OKLAHOMA SURVEY COMPANY**	169 SURVEY FOR 80 ACRES	
BOUNDARY SURVEY FOR 80 ACRES, SPLITTING IT INTO A 20ACRE AND 60ACRE TRACT			169-4200-810-000-0000-000-050	1,500.00
			Total Purchase Order	1,500.00
8	07/22/2013	**ENVIRONMENTAL LOOP SERVICE, INC.**	157 VARIABLE DRIVES 4 PUMPS	
ADD VARIABLE DRIVES TO THE TWO PUMPS FOR GEOTHERMAL WELL SYSTEM AT MMS			157-2640-453-000-0000-000-505	16,344.00
			Total Purchase Order	16,344.00
			Total Fund	17,844.00

Bond Fund #35 2013-2014
Detail Encumbrance Listing
As of 08/06/2013

PurOrder	*Date*	To Whom Issued / Detail Description	Po Description / Classification	
10	07/15/2013	**LOWES CREDIT SERVICES**	160 APPLIANCES FOR HORIZON	
(4) FRIGIDAIRE 18.2 CU FT REFRIGERATORS, BLACK			160-2620-654-000-0000-000-140	1,652.72
(5) GE 1.4 CU FT 1100 WATT COUNTERTOP MICROWAVES, BLACK			160-2620-654-000-0000-000-140	581.25
(1) FRIGIDAIRE 4.4 CU FT COMPACT REFRIGERATOR, SILVER MIST			160-2620-654-000-0000-000-140	185.07
			Total Purchase Order	2,419.04
			Total Fund	2,419.04

Bond Fund #36 2013-2014
Detail Encumbrance Listing
As of 08/06/2013

PurOrder Date	To Whom Issued / Detail Description	Po Description / Classification	
22 07/10/2013	**APPLE INC.**	056TECHNOLOGY	
PROPOSAL #2100767993		168-1000-653-000-0000-000-056	9,296.00
MAC BOOK PRO 13 INCH 2.9 GHZ DUAL CORE INTEL CORE I7 TURBO BOOST			
APPLE CARE PROTECTION PLAN		168-1000-653-000-0000-000-056	1,281.00
		Total Purchase Order	10,577.00
23 07/10/2013	**ID SPECIALTIES, INC**	168TECHNOLOGY	
HID 2000 ICLASS CARD - PROXIMITY		168-2580-432-000-0000-000-056	3,100.00
		Total Purchase Order	3,100.00
24 07/10/2013	**FOLLETT SOFTWARE COMPANY**	168 TECHNOLOGY FOR CANYON	
MEDIA BOOK CANYON RIDGE INTERMIDATE QUOTE# 7516931 LIST# 9880173 LIST NAME - CANYON RIDGE OPENING COLLECTIONFollett software		167-1000-653-100-0000-000-145	62,972.96
		Total Purchase Order	62,972.96
25 07/10/2013	**FOLLETT SOFTWARE COMPANY**	167 TECHNOLOGY - HORIZON	
MEDIA BOOK HORIZON INTERMIDATE QUOTE# 7522961 LIST# 9902818 LIST NAME - MUSTANG HORIZON DNE 63,000		167-1000-653-100-0000-000-140	63,000.00
		Total Purchase Order	63,000.00
26 07/15/2013	**CHICKASAW TELECOM**	168 TECHNOLOGY - HORIZON	
APC 2KVA/1800W LCD R EXPANDABLE SINEWAVE		168-2580-530-000-0000-000-140	1,236.72
APC EXTERNAL BATTER RACK/TOWER FOR SMX22		168-2580-530-000-0000-000-140	730.68
APC 3KVA/2700W LCD R EXPANDABLE SINEWAVE		168-2580-530-000-0000-000-140	1,339.38
APC EXTERNAL BATTER RACK/TOWER FOR SMX22		168-2580-530-000-0000-000-140	2,192.04
		Total Purchase Order	5,498.82
27 07/15/2013	**LOWES CREDIT SERVICES**	160 SHELVING FOR HORIZON	
(17) WHITE FASTRACK RAILING ITEM246472		160-2620-654-000-0000-000-140	362.44
(51) WHITE FASTRACK UPRIGHTS, ITEM61990		160-2620-654-000-0000-000-140	241.23
(10) WHITE FASTRACK UPRIGHT, ITEM62680		160-2620-654-000-0000-000-140	89.30
(22) WHITE FASTRACK UPRIGHT ITEM69781		160-2620-654-000-0000-000-140	263.34
(32) WHITE FASTRACK BRACKETS ITEM84673		160-2620-654-000-0000-000-140	303.36
(180) WHITE FASTRACK BRACKETS ITEM246468		160-2620-654-000-0000-000-140	1,193.40
(4) TIGHTMESH WIRE SHELVING ITEM 283805		160-2620-654-000-0000-000-140	150.08
(27) LINEN WIRE RACK ITEM246450		160-2620-654-000-0000-000-140	543.78
(1) WARDROBE WIRE ITEM246403		160-2620-654-000-0000-000-140	17.08
(6) 4TIER CHROME WIRE SHELVING UNITS ITEM64014		160-2620-654-000-0000-000-140	341.88
		Total Purchase Order	3,505.89
28 07/15/2013	**SYNERGY DATA COM**	168 TECHNOLOGY	
WIREWORKS CAT6 RED 5 FOOT MOLDED BOOT PATCH CORD		172-2560-653-000-0000-000-140	732.24
WIREWORKS CAT6 GREEN FOOT MOLDED BOOT PATCH CORD		172-2560-653-000-0000-000-140	146.90
WIREWORKS CAT6 ORANGE 5 FOOT MOLDED BOOT PATCH CORD		172-2560-653-000-0000-000-140	90.40
WIREWORKS CAT6 BLACK 5 FOOT MOLDED BOOT PATCH CORD		172-2560-653-000-0000-000-140	81.20
WIREWORKS CAT6 ORANGE 3 FOOT MOLDED BOOT PATCH CORD		172-2560-653-000-0000-000-140	64.00
PAN CAT6 "E"		172-2560-653-000-0000-000-140	95.41

Bond Fund #36 2013-2014
Detail Encumbrance Listing
As of 08/06/2013

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
28	07/15/2013	**SYNERGY DATA COM**	168 TECHNOLOGY	
WIREWORKS CAT6 RED 5 FOOT MOLDED BOOT PATCH CORD			171-2560-653-000-0000-000-145	876.88
WIREWORKS CAT6 GREEN 5 FOOT MOLDED BOOT PATCH CORD			171-2560-653-000-0000-000-145	192.10
WIREWORKS CAT6 ORANGE 5 FOOT MOLDED BOOT PATCH CORD			171-2560-653-000-0000-000-145	119.78
WIREWORKS CAT6 BLACK 5 FOOT MOLDED BOOT PATCH CORD			171-2560-653-000-0000-000-145	45.20
WIREWORKS CAT6 ORANGE 3 FOOT MOLDED BOOT PATCH CORD			171-2560-653-000-0000-000-145	84.80
PAN 6" Rg6 "F" JUMPER			171-2560-653-000-0000-000-145	168.49
			171-2560-653-000-0000-000-145	34.01
			Total Purchase Order	2,695.41
29	07/15/2013	**THOMPSON EDUCATIONAL FURNISHINGS**	160 MEDIA FURNITURE 4 HORIZON	
(2) CHILL OUT STOOL DARK GRAY & LIGHT GREEN, ITEM158615			160-2620-654-000-0000-000-140	2,030.00
(1) CHILL OUT SQUARE, DARK GRAY, ITEM158600			160-2620-654-000-0000-000-140	1,366.00
(2) CHILL OUT OTTOMAN LILAC, ITEM158610			160-2620-654-000-0000-000-140	3,194.00
(2) CHILL OUT CORNER DARK GRAY & LIGHT GREEN ITEM158605			160-2620-654-000-0000-000-140	3,290.00
(4) CHILL OUT CONCAVE DARK GRAY, ITEM158620			160-2620-654-000-0000-000-140	6,672.00
HANDLING			160-2620-654-000-0000-000-140	250.00
			Total Purchase Order	16,802.00
30	07/24/2013	**C-NET SECURITY AND CABLE**	164 SECURITY CAMERAS 4 HZN	
(3) AVIGILON HD BULLET CAMERAS			164-2660-459-000-0000-000-140	3,105.00
(3) AVIGILON 4 PORT VIDEO ENCODERS FOR CAMERAS			164-2660-459-000-0000-000-140	1,035.00
LABOR FOR INSTALLATION			164-2660-459-000-0000-000-140	700.00
			Total Purchase Order	4,840.00
			Total Fund	172,992.08

Bond Fund #37 2013-2014
Detail Encumbrance Listing
As of 08/06/2013

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
4	07/11/2013	**CURTIS RESTAURANT SUPPLY**	166 new kitchen equip for MMS	
Delfield custom cashier's counter and beverage dispenser to match existing ones - to make 3rd line.			385-3140-731-700-0000-000-505	10,305.05
			Total Purchase Order	10,305.05
5	07/11/2013	**CURTIS RESTAURANT SUPPLY**	166 new kitchen equip at Horiz	
Traulsen Pass-Thru, 2 section heated units, 1 section refrigerated, S/S exterior & interior, + universal tray slides. 1-3yr service/labor, 5yr compressor & 2yr control warranty, standard			166-3140-731-700-0000-000-140	17,542.90
Traulsen Pass-Thru, 2 heated sections, 1 refrigerated section, S/S exterior & interior. Universal tray slides. 3 yr service/labor, 2 yr. control warr., standard			166-3140-731-700-0000-000-510	17,542.90
			Total Purchase Order	35,085.80
6	07/11/2013	**CURTIS RESTAURANT SUPPLY**	166 steamers for MMS & MHS	
AccuTemp E6 Double connected Evolutions double stacked steamer for Mustang Middle School in place of an old steamer that is not working			166-3140-731-700-0000-000-505	12,679.70
AccuTemp N61201E Double natural gas double connected Evolution double stacked steamer - in place of extra tilt skillet not needed at MHS			166-3140-731-700-0000-000-705	12,891.96
			Total Purchase Order	25,571.66
7	07/12/2013	**EDMOND MUSIC COMPANY**	165 BAND EQUIPMENT	
3.0 OCT BELLS WITH FIELD FRAME BERGERAULT KG-P30G			165-1000-655-000-0000-000-705	3,230.00
POWER AMP YAMAHA P 5000 S			165-1000-655-000-0000-000-705	462.00
JUPITER 523S BASS FLUTE- SILVER			165-1000-655-000-0000-000-705	2,038.00
MEINL WESTON 25 TUBA			165-1000-655-000-0000-000-705	38,240.00
CASE FOR MEINL WESTON 25 TUBA MTS 1209V			165-1000-655-000-0000-000-705	2,875.00
KING 2013 MELLOPHONE CASE			165-1000-655-000-0000-000-705	1,490.00
KING 2013 MARCHING BARITONE CASE			165-1000-655-000-0000-000-705	1,305.00
5.0 OCT MARIMBA YAMAHA YM5100ACWC			165-1000-655-000-0000-000-705	12,643.00
WOOD Eb CLARINET YAMAHA YCL681			165-1000-655-000-0000-000-705	3,098.00
PIANO 5FT BABY GRAND W/ COVER YAMAHA GB1KPE			165-1000-655-000-0000-000-705	10,650.00
PIANO DOLLY HEAVY DUTY WHEELS			165-1000-655-000-0000-000-705	650.00
4.3 OCT ACOUTALON MARIMBA ON MULTI FRAME II YAMAHA YMRD2400C			165-1000-655-000-0000-000-705	18,588.00
3.0 OCT GOLD BAR MATTE FINISH VIBRAPHONE ON MULTI FRAME II YAMAHA YVRD2700GC			165-1000-655-000-0000-000-705	20,964.00
			Total Purchase Order	116,233.00
8	07/12/2013	**MCCORMICK'S**	165 BAND EQUIPMENT	
AT 2035 WITH COMPLETE MOUNTING SOLUTION (INCLUDES RDC 10 CLAMP)			165-1000-655-000-0000-000-705	1,588.00
MICROPHONE STABDS, ROUND BASE BLACK ON STAGE			165-1000-655-000-0000-000-705	40.00
DOUBLE SUBWOOFER PASSIVE YAMAHA CW 218 V			165-1000-655-000-0000-000-705	1,675.00
15" SPEAKER, PASSIVE YAMAHA C 115V			165-1000-655-000-0000-000-705	1,019.90
DOUBLE SUBWOOFER CART MCCORMICKS			165-1000-655-000-0000-000-705	836.00
TALL SPEAKER FOR 215V SPEAKERS MCCORMICKS			165-1000-655-000-0000-000-705	900.00
CART FOR GIGRIG SOUND CART MCCORMICKS			165-1000-655-000-0000-000-705	390.00
CONQUEST 16 CHANNEL SNAKE XLR 50'			165-1000-655-000-0000-000-705	461.00
CONQUEST 20 CHANNEL XLR SNAKE 50'			165-1000-655-000-0000-000-705	557.25
75' SPEAKON CABLE WITH METAL ENDS 4 POLE MCCORMICKS			165-1000-655-000-0000-000-705	320.00
50' SPEAKON CABLE WITH METAL ENDS 2 POLE MCCORMICKS			165-1000-655-000-0000-000-705	174.00
6' SPEAKON CABLE WITH METAL ENDS 2 POLE MCCORMICKS			165-1000-655-000-0000-000-705	74.50
WIRING SOLUTION 2- 4 POLE SPEAKON JACKS AND 2- 2			165-1000-655-000-0000-000-705	170.00

Bond Fund #37 2013-2014
Detail Encumbrance Listing
As of 08/06/2013

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
8	07/12/2013	**MCCORMICK'S**	165 BAND EQUIPMENT	
POLE SPEAKON JACKS MCCORMICKS				
DTX 12 MOUNT YAMAHA			165-1000-655-000-0000-000-705	127.90
DTX12 STAND YAMAHA			165-1000-655-000-0000-000-705	248.00
SKB CASE FOR DTX 12 MULTI MCCORMICKS			165-1000-655-000-0000-000-705	314.00
DT 20 TRIGGER YAMAHA			165-1000-655-000-0000-000-705	38.95
INVERTER GENERATOR YAMAHA EF4500iSE			165-1000-655-000-0000-000-705	3,067.00
INVERTER GENERATOR COVER YAMAHA			165-1000-655-000-0000-000-705	64.95
MEGAVOX REHEARSAL SYSTEM DUAL CHANNEL WITH COLLAR MICS			165-1000-655-000-0000-000-705	1,523.00
MEGAVOX EXTENSION SPEAKER			165-1000-655-000-0000-000-705	400.00
MEGAVOX EXTENSION CABLE			165-1000-655-000-0000-000-705	35.00
MEGAVOX DR. BEAT CABLE			165-1000-655-000-0000-000-705	62.00
MEGAVOX SPEAKER STAND			165-1000-655-000-0000-000-705	198.00
MEGAVOX HARD CASE			165-1000-655-000-0000-000-705	410.00
			Total Purchase Order	14,694.45
9	07/12/2013	**PALEN MUSIC CENTER**	165 BAND EQUIPMENT	
YAMAHA FC4 SUSTAIN PEDAL			165-1000-655-000-0000-000-705	54.00
YAMAHA FC7 EXPRESSION PEDAL			165-1000-655-000-0000-000-705	93.00
YAMAHA FC5 SWITCH PEDAL			165-1000-655-000-0000-000-705	33.00
ALLIED TENOR SAX CASE			165-1000-655-000-0000-000-705	1,440.00
			Total Purchase Order	1,620.00
10	07/12/2013	**STEVE WEISS MUSIC**	165 BAND EQUIPMENT	
34" GONG ZILDJIAN P0501			165-1000-655-000-0000-000-705	529.00
40" GONG ZILDJIAN P0502			165-1000-655-000-0000-000-705	839.00
20" CLASSIC ORCHESTRAL SUSPENDED ZILDJIAN A0421			165-1000-655-000-0000-000-705	205.00
SHORT CYMBAL BOOM STAND YAMAHA CH50			165-1000-655-000-0000-000-705	221.50
CROTALE CASE ZILDJIAN P0638			165-1000-655-000-0000-000-705	240.00
DRUM CASE 14 X 6 HUMES AND BERG EP475BKSP			165-1000-655-000-0000-000-705	77.00
DRUM CASE 10 X 10 HUMES AND BERG EP451BKSP			165-1000-655-000-0000-000-705	77.00
DRUM CASE 10 X 12 HUMES AND BERG EP614BKSP			165-1000-655-000-0000-000-705	77.00
DRUM CASE 14 X 14 HUMES AND BERG EP503BKSP			165-1000-655-000-0000-000-705	94.00
DRUM CASE 18 X 20 HUMES AND BERG EP445BDBKSP			165-1000-655-000-0000-000-705	150.00
BASS DRUM - CONCERT YAMAHA CB-840CCS			165-1000-655-000-0000-000-705	2,521.00
			Total Purchase Order	5,030.50
11	07/12/2013	**SWEETWATER SOUND, INC.**	165 BAND EQUIPMENT	
AT2035 MICROPHONE WITH SHOCKMOUNT			165-1000-655-000-0000-000-705	1,013.20
SHURE 98 H/C MICROPHONE, WIRED			165-1000-655-000-0000-000-705	418.00
ON STAGE BOOM SIDE			165-1000-655-000-0000-000-705	101.68
WIND SCREEN FOR AT 2035 MICROPHONE			165-1000-655-000-0000-000-705	265.20
CONQUEST 6' XLR CABLE			165-1000-655-000-0000-000-705	458.70
CONQUEST 25'XLR CABLE			165-1000-655-000-0000-000-705	45.88
CONQUEST 30' XLR CABLE			165-1000-655-000-0000-000-705	49.28
CONQUEST 50'XLR CABLE			165-1000-655-000-0000-000-705	35.90
			165-1000-655-000-0000-000-705	6.98
PLANET WAVES 5' INSTRUMENT CABLE WITH COMPRESSION SPRINGS			165-1000-655-000-0000-000-705	26.98
CONQUEST 3' INSTRUMENT CABLE, 1/4IN			165-1000-655-000-0000-000-705	91.68
PLANET WAVES 8 CHANNEL XLR MALE BREAKOUT			165-1000-655-000-0000-000-705	84.99
PLANET WAVES 8 CHANNEL XLR FEMALE BREAKOUT			165-1000-655-000-0000-000-705	84.99
PLANET WAVES 5' CORE CABLE			165-1000-655-000-0000-000-705	25.49
PLANET WAVES 10' CORE CABLE			165-1000-655-000-0000-000-705	33.99
RACK EARS FOR 01V96 MIXER YAMAHA RK1			165-1000-655-000-0000-000-705	22.09
AA/ TRAY FOR MIGHTY GIG RIG SKB GIGRIGAVS			165-1000-655-000-0000-000-705	106.24

Bond Fund #37 2013-2014
Detail Encumbrance Listing
As of 08/06/2013

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
11	07/12/2013	**SWEETWATER SOUND, INC.**	165 BAND EQUIPMENT	
RADIAL PRO D2 STEREO DI BOX			165-1000-655-000-0000-000-705	637.45
76 KEYBOARD CASE SKB- 1SKB-R5220W			165-1000-655-000-0000-000-705	244.24
			165-1000-655-000-0000-000-705	244.24
88 KEY KEYBOARD CASE SKB 1SKB-R6020W			165-1000-655-000-0000-000-705	263.49
			Total Purchase Order	4,260.69
12	07/12/2013	**WENGER CORP.**	165 BAND EQUIPMENT	
RISERS 4FT X 8 FT 16IN HEIGHT			165-1000-655-000-0000-000-705	3,490.00
RISERS 4FT X 8FT 8IN HEIGHT			165-1000-655-000-0000-000-705	1,370.00
MOVE AND STORE CART FOR RISERS			165-1000-655-000-0000-000-705	546.00
			Total Purchase Order	5,406.00
13	07/12/2013	**WOODWIND BRASSWIND**	165 BAND EQUIPMENT	
YAMAHA MOX8 88KEY WORKSTATION			165-1000-655-000-0000-000-705	1,355.00
6" ZILL BELL ZILDJIAN A20001			165-1000-655-000-0000-000-705	66.00
9.5" ZIL BELL ZILDJIAN A20002			165-1000-655-000-0000-000-705	86.00
ORIENTAL CRASH OF DOOM 20" FX ZILDJIAN A0621			165-1000-655-000-0000-000-705	174.00
22" SWISH KNOCKER WITH 20 RIVETS ZILDJIAN A0315			165-1000-655-000-0000-000-705	205.00
18" CONSTANTINOPLE SUSPENDED ZILDJIAN K1012			165-1000-655-000-0000-000-705	228.00
20"CONSTANTINOPLE SUSPENDED ZILDJIAN K1014			165-1000-655-000-0000-000-705	258.00
18" CLASSIC ORCHESTRAL SUSPENDED ZILDJIAN A0419			165-1000-655-000-0000-000-705	175.00
18" MOLTO SYMPHONIC SUSPENDED SABIAN 21889			165-1000-655-000-0000-000-705	136.00
19" MOLTO SYMPHONIC SUSPENDED SABIAN 21989			165-1000-655-000-0000-000-705	146.00
20" MOLTO SYMPHONIC SUSPENDED SABIAN 22089			165-1000-655-000-0000-000-705	155.00
20" XS20 SUSPENDED SABIAN XS2023N			165-1000-655-000-0000-000-705	109.00
18" CHINESE SABIAN XS 1816			165-1000-655-000-0000-000-705	198.00
14" MINI CHINA ZILDJIAN K0881			165-1000-655-000-0000-000-705	138.00
16" ZHT CHINA ZILDJIAN ZHT16CH			165-1000-655-000-0000-000-705	72.00
LARGE MALLET BAG VIC FIRTH			165-1000-655-000-0000-000-705	740.00
TREEWORKS WINDCHIMES WITH DAMPENER AND HARD CASE TRE630			165-1000-655-000-0000-000-705	121.00
ENGLISH HORN FOX 500			165-1000-655-000-0000-000-705	6,560.00
WOOD OBOE FOX 450			165-1000-655-000-0000-000-705	10,942.00
FLUGEL HORN YAMAHA YFH631G			165-1000-655-000-0000-000-705	6,100.00
K-CONSTANTINOPLE 20" MED HEAVY VINTAGE ORCHESTRAL CRASH CYMBALS (PAIR) ZILDJIAN K1144			165-1000-655-000-0000-000-705	511.00
ALTO FLUTE- SILVER JUPITER 517S			165-1000-655-000-0000-000-705	1,928.00
			Total Purchase Order	30,403.00
14	07/15/2013	**AMUNDSEN FOOD EQUIPMENT**	166 ovens to replace old	
Double gas oven Hobart HGC502X			166-3140-731-700-0000-000-705	8,415.00
Double electric oven Hobart HEC502X			166-3140-731-700-0000-000-505	8,539.00
Double Gas Oven Hobart HGC502X for M.E.			166-3140-731-700-0000-000-105	8,415.00
			Total Purchase Order	25,369.00
15	07/15/2013	**OSWALT RESTAURANT SUPPLY**	166 shelving 4 Horizon storage	
MetroMax I shelving system on track for sliding shelves in a small storage space			166-3140-734-700-0000-000-140	13,800.00
			Total Purchase Order	13,800.00
16	07/15/2013	**SOUTHLAND FLOORING SUPPLIES**	159 FLOOR SUPPLIES FOR HORIZON	
ADHESIVE, COVE BASE, AND OTHER FLOORING SUPPLIES FOR HORIZON FLOORING PROJECT BEING DONE BY INHOUSE MIANTENANCE WORKERS			159-2620-618-000-0000-000-140	1,000.00
			Total Purchase Order	1,000.00
17	07/15/2013	**THOMPSON EDUCATIONAL FURNISHINGS**	160 TEACHER CHAIRS FOR DW	

Bond Fund #37 2013-2014
Detail Encumbrance Listing
As of 08/06/2013

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
17	07/15/2013	**THOMPSON EDUCATIONAL FURNISHINGS**	160 TEACHER CHAIRS FOR DW	
PURCHAE TWELVE (12) EXTRA TEACHER CHAIRS TO BE USED DISTRICT WIDE.			160-2620-654-000-0000-000-053	1,899.24
			Total Purchase Order	1,899.24
18	07/15/2013	**VIRCO INC**	160 SPECIAL ED ZUMA CHAIRS	
PURCHASE (120) SPECIAL ED ZUMA ROCKER CHAIRS OF VARIOUS SIZES TO BE USED DISTRICT WIDE.			160-2620-654-000-0000-000-050	8,326.40
			Total Purchase Order	8,326.40
19	07/22/2013	**BOSC, INC.**	150 FINANCIAL ADVISORY SRVC	
FINANCIAL ADVISORY SERVICES			150-2511-330-000-0000-000-050	16,000.00
EST FEES ASSOCIATED WITH THE BOND ELECTION			000-2511-330-000-0000-000-050	1,663.63
			Total Purchase Order	17,663.63
20	07/22/2013	**FENTON'S**	160 CONF FURN NMS	
PURCHASE A CONFERENCE TABLE AND CHAIRS FOR A CONFERENCE ROOM IN THE NMS FRONT OFFICE AREA.			160-2620-654-000-0000-000-053	2,370.00
			Total Purchase Order	2,370.00
21	07/22/2013	**FENTON'S**	160 ADMIN. OFC CHAIRS	
PURCHASE FOUR (4) OFFICE CHAIRS FOR THE ADMINISTRATION BUILDING.			160-2620-654-000-0000-000-053	2,152.24
			Total Purchase Order	2,152.24
22	07/24/2013	**SOONER FLOORING, INC**	159 COVE BASE FOR HORIZON	
COVE BASE FOR HORIZON			159-2620-654-000-0000-000-140	576.00
			Total Purchase Order	576.00
23	07/30/2013	**FENTON'S**	160 ADMIN RECEP FURNITURE	
PURCHASE TWO SETS OF HON RECEPTION SETUP FURNITURE FOR THE LOBBY OF THE ADMINISTRATION BUILDING. THIS INCLUDES NEW LOBBY CHAIRS AND DESK CHAIRS FOR THE USERS.			160-2620-654-000-0000-000-053	8,262.06
(6) LOBBY CHAIRS $ 1336.68 (2) DESK CHAIRS $ 631.68 (2) RECEPTION AREA SET UP SYSTEMS $ 6293.70				
			Total Purchase Order	8,262.06
			Total Fund	330,028.72

Mustang Public Schools Board of Education
Regular Board Meeting Minutes
July 08, 2013
Maxine and George Morris Alternative/Mustang Education Center
400 North Clear Springs Road,
Mustang, OK 73064
6:00 PM

AUTHORITY OF THE BOARD OF EDUCATION

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District I-069 of Canadian County, Oklahoma held a Regular Meeting on Monday, July 08, 2013 at 6:00 PM. The place and street of the meeting was the Maxine and George Morris Alternative/Mustang Education Center 400 North Clear Springs Road, Mustang, OK 73064.

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

Board President Chad Fulton called the meeting to order at 6:00 p.m. with Jim Davis, Amanda Strassle and Jeff Landrith present.

Jim Davis gave the invocation and Jeff Landrith led the Flag Salute.

Superintendent's Report

1. Board Correspondence
2. Storm Shelter Update
3. Storm Repairs update
4. Enrollment
5. Construction update

Board Reports - None

Following a report given by Deanna Mowrey, Chief Financial Officer, on a motion made by Jim Davis and seconded by Jeff Landrith, the board voted to approve the Schedule of Encumbrances:

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

Public Participation - NONE

Consent Agenda
On a motion made by Jim Davis and a second by Amanda Strassle, the board voted to approve all the following Consent 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 discussion, consideration and action on the following items that the Superintendent recommends be approved.

1. Board of Education Minutes:
   a. Regular Board Meeting, June 10, 2013
   b. Special Board Meeting, June 25, 2013

2. Donations:
   a. Donation from Cox Communications of three distribution filters valued at $6,000.00 to help develop and install a student broadcasting system at various schools in the district.
   b. Donation from Batteries Plus for MPS Elementary sites included 108 flashlights, 36 clamp flashlights, 96 headlamps and 800+ batteries.

3. Activity Accounts:
   a. Request to transfer $1,852.32 from Lakehoma Activity Fund #919 to Lakehoma Activity Fund #823.
   b. Request to transfer $3,168.00 from MMS Staff Account #934 to MMS General Activity Account #833.

4. Approval of the change order from Timberlake Construction for the MidHigh Renovation: This will be a net decrease to the contingency of $36,432.
   *PC#51 - Per RFI#55 relocate water lines over the MSB in basement area - $4,053
   *PC#54 - Per RFI#52 Provide items 1,2,3,4 & 6 to have the HVAC system functional for occupancy - $22,700
   *PC#56 - Provide door alarm to Media Center doors 145b & 145c – $2,424
   *PC#57 - Vinyl netting under the vinyl insulation in small gym – $5,499
   *PC#59 - Clarification on RTU's 5,6,7 & 8 - $1,756

5. Approval of the change order from Timberlake Construction for the following on the Sara Rd. Elementary: This will be a total decrease to the Construction Contingency by $83,529.61

   *PC#85 - RFP #33 Door canopy at 29C - $13,791.55
   *PC#92 - Exit light @ Rotunda - $2,622.32
   *PC#93 - Display rails - $4,446.83
   *PC#94 - Intercom at Art Room - $645.46
   *PC#95 - Ansul Water - $663.18
   *PC#96 - Concrete Bollards - $2,259.71
   *PC#97 - Door canopy paint - $1,453.41
   *PC#98 - Courtyard sidewalks - $45,433.40
   *PC#99 - High moisture flooring adhesive - $6,524.96
   *PC#101 -RFP 38R Stage revisions - $4,534.37
   *PC#102 -Restroom toilet partition pilaster - $1,154.42

6. Approval of surplus for the Athletic department for (2) Fiberglass Bronco Horse statues, due to age and weathering the elements.

7. Approval of surplus for the Athletic department from the HS Fieldhouse (9) Football helmets, (14) Shoulder pad units.

8. Approval of Conversion of Raw Commodities to Usable Product for the SY 2013-2014.

9. Renewal of Membership with Oklahoma State School Boards Association for SY 2013-2014 in the amount of $4,600.00.

10. Renewal of Policy Maintenance Service Agreement with Oklahoma State School Boards Association for the SY 2013-2014 in the amount of $500.00.

11. Renewal of Contract with Lesa Carter for the SY 2013-2014 providing consultation services for students who have been identified as Deaf or Hard of Hearing per the Individuals with Disabilities Act.

12. Renewal of Contract with Speech Pathway, LLC for SY 2013-2014 to provide Speech-Language Pathology services to students.

13. Renewal of Contract with Canadian County Health Department for SY 2013-2014 to perform services as part of the Autism Toddler Replication Program of Early Foundations.

14. Renewal of Contract with Hiland Dairy for the SY 2013-2014.

15. Renewal of Contract with U.S. Foodservice for prime vendor for SY 2013-2014.

16. Renewal of before/after school childcare contracts at all Elementary sites for the SY 2013-2014.

Business

1. On a motion made by Jeff Landrith and a second by Jim Davis the Board voted to approve the construction bids for County Line Elementary presented by Timberlake Construction excluding bid from Red Sky.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

2. On a motion made by Jim Davis and a second by Amanda Strassle the Board approved the amendment to the Timberlake 2012 Bond Projects contract for bids for County Line Elementary.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

3. On a motion made by Jim Davis and a second by Amanda Strassle the Board accepted the resignation of Jim Brown as Board member.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

4. On a motion made by Jim Davis and a second by Amanda Strassle the Board voted to declare Board Office No. 2 as vacant.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

5. On a motion made by Jim Davis and a second by Amanda Strassle the Board awarded Sara Lee Bakery Groups the bread contract for the SY 2013-2014 in the amount of $32,654.59.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

6. On a motion made by Jeff Landrith and a second by Amanda Strassle the Board awarded Curtis Restaurant Supply as our small equipment provider for the SY 2013-2014.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

7. On a motion made by Jim Davis and a second by Jeff Landrith the Board o awarded Go Fresh Produce as produce provider for the SY 2013-2014.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

New Business: Removal of Lia Thomas on Schedule "A"

On a motion made by Jim Davis and a second by Amanda Strassle the Board voted to convene in Executive Session at 6:37 p.m.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

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

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

3. Oklahoma Statutes Title 25, 307(B) (3): Discussing the purchase or appraisal of real property.

4. Proposed executive session pursuant to Oklahoma Statute Title 25, Section 307 (B) (1), and Oklahoma Statute Title 70, Section 5-118, to discuss individuals to be appointed to vacant Board Office No. 2.

On a motion made by Jeff Landrith and a second by Jim Davis the Board voted to return to Open Session at 7:37 p.m.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

Board Clerk Amanda Strassle gave statement that she, Jeff Landrith, Chad Fulton, Jim Davis, Sean McDaniel, Charles Bradley and Mike Kessler were in Executive Session with no action taken.

On a motion made by Jeff Landrith and a second by Amanda Strassle the Board approved Schedule "A" with the exclusion of Lia Thomas.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

On a motion made by Jim Davis and a second by Jeff Landrith the Board approved the surplus of District land located at 44th and Czech Hall Road.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

On a motion made by Jim Davis and a second by Jeff Landrith the Board approved the appointment of Mike Kessler to vacant Board Office No. 2.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

Administration of the oath of office was led by Board Clerk Amanda Strassle and recited by Mike Kessler.

On a motion made by Jim Davis and a second by Amanda Strassle the Board adopted a Resolution of Necessity for property owned by Joe and Lynda Reiter located at 921 S Snyder Dr., Mustang, Oklahoma

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

On a motion made by Mike Kessler and a second by Jim Davis the Board voted to adjourn at 7:45 p.m.

aye	_aye_	_aye__	_ aye_
Landrith	Strassle	Davis	Fulton

_____
Minutes Clerk

_____
Board President

Revised July 1, 2011

Mustang Public Schools
Request for transfer of Funds

From: 900 Spanish Club #110 Jill Mitchell
Activity Fund Name | Site | Sponsor Signature

Please transfer funds as indicated below:

	Account #	Activity Fund Account Name	Amount to be transferred
From:	#900	MW Spanish Club	$666.23
From:			$
From:			$
To:	#974	Canyon Ridge Spanish Club	$666.23
To:			$
To:			$

Reason for funds to be transferred: Spanish teacher and 5th grade students transfered to Canyon Ridge this upcoming year, 2013-14.

Sufficient funds in account to complete transaction: ✓ Yes / ___ No
(to be completed by Activity Fund Custodian)

Board approval: _____ Approved _____
Date Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: _____
Activity Fund Custodian

Kathy Blackwell 7/30/13
CR
or Deanna Morris 7/31/13

Revised July 1, 2012

Mustang Public Schools
Request for transfer of Funds

From: MEC Staff (Activity Fund Name) MEC (Site) Mike Ossenkop (Sponsor Signature)

Please transfer funds as indicated below:

	Account #	Activity Fund Account Name	Amount to be transferred
From:	921	MEC (Used as Staff)	$ 1821.51
From:			$
From:			$
To:	938	MEC Staff	$ 1821.51
To:			$
To:			$

Reason for funds to be transferred: Both accts are being used as "Staff" Accounts - please transfer balance in #921 to #938 & close #921

Sufficient funds in account to complete transaction: ✓ Yes ____ No
(to be completed by Activity Fund Custodian)

Board approval: _____ Approved _____
Date Disapproved _____

OK 8/1/13

Board President signature: _____

Transfer completed by: _____ Date: _____
Activity Fund Custodian

Memo

To: Mr. Charles Bradley and the Mustang Board of Education

Date: July 24th, 2013

From: Tracy Skinner, Director of Secondary Schools

Re: Mustang FFA trip to Tulsa State Fair

Please consider and/or act upon my recommendation to allow the Mustang High School FFA to attend the Tulsa State Fair October 1st-3rd in Tulsa, Oklahoma. Expenses are outlined in the attached out of district, overnight travel or out of state travel request form. The students and parents will be paying for their lodging and expenses. Thank you for your consideration.

Tracy Skinner
Director of Secondary School

To: Mustang Board Of Education

From: Mustang FFA

The Mustang FFA is requesting approval to attend the Tulsa State Fair. Oct. 1st through the 3rd, in Tulsa,OK. This will be an opportunity for 10 students to exhibit their livestock projects and represent Mustang Schools. Sponsors for this activity will be Mr. Harris and Mr. Griffin with parents of these students attending. The cost for this event will be transportation of livestock; we will use the 2 school Ag. Trucks.
Along with parents of students to haul livestock and their children to the Tulsa State Fair. Lodging for Mr. Griffin and Mr. Harris will come out of Ag. Ed. 412 account. Lodging and expense for students and parents will be at their own expense.

Thank You

Danny Griffin
Randy Harris

7/24/13

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

Date of Request: 7/23/13 Site: HS

Staff Member Making Request: Randy Harris / Danny Griffin

Name of Activity: Tulsa State Fair

Date/Dates of Activity: 10/~~1~~ 1-3

Location of Activity: Tulsa

Number of Days Students Will Miss School: 3

Number of Students Attending Activity: 10

Number and Name(s) of Sponsor(s) Attending Activity: 2 - Randy Harris
Danny Griffin

Estimate of Expenses For Trip:

		Fund	Estimated Cost
Type of Transportation	Ag Trucks	Paid by: 412	~~Fuel~~ 300
Registration Fee	~~0~~	Paid by:	
Meal Expense for Students	$25 per student per day	Paid by: Students + Boosters	
Meal Expense for Sponsors	2 days per sponsor	Paid by: 412	100 total
Room Rate for Students	$40.00 per student per night		
Number of Rooms 1 x Number of Nights = 2		Paid by: Students	Booster's
Room Rate for Sponsors	80.00		
Number of Rooms ~~2~~ 1 x Number of Nights = 2		Paid by: 412	160
Number of Days Substitute Will Be Required: ____ # of days 3 x $70.00 = 210 x # of sponsors 2 =		Paid by: Dist	420
		Estimated Total Costs:	980

Sponsor Signature: Randy Harris Danny Griffin 7/23/13 (Date)

Approved by Principal [signature] 7/24/2013 (Date)

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

Approved by Deputy Superintendent Chris Brady 7-26-13 (Date)

Revised: 09-11

2013 TULSA STATE FAIR
LIVESTOCK SHOW SCHEDULE

8:00 a.m.	PRCA Slack	Pavilion
1:00 p.m.	PRCA Team Roping	Mustang Arena
1:00 p.m.	Junior Market Broiler Show	Super Duty Exhibit Hall
7:00 p.m.	Night of Champions	Ford Truck Arena
10:00 p.m.	Move In: Junior Breeding Heifers	OK Ford Dealers & Expedition Barns

Friday, October 4, 2013 If nothing makes the Sale will leave Thurs 6 PM.

7:00 a.m.	Move In: Boer Goats, Junior Does, Youth Gilts, Llamas & Pigeons	Livestock Complex
8:00 a.m.	4-H & FFA Livestock Judging Contest	Mustang Arena
11:00 a.m.	Junior Livestock Auction	Ford Truck Arena
1:00 p.m.	Draft Horse Show	Mustang Arena
1:00 p.m.	Move In: Rabbits	Super Duty Exhibit Hall
1:00 p.m.	OCCA Heifer Futurity Show Back	Expedition Arena
1:30 p.m.	Junior Breeding Heifer Show Check In	Expedition & OK Ford Dealers Arenas
3:00 p.m.	Pigeon Show	Super Duty Exhibit Hall
3:00 p.m.	Weigh Cards Due: Purebred Gilts	Explorer Arena
4:00 p.m.	Junior Breeding Doe Showmanship	F-150 Arena
4:00 p.m.	Junior Breeding Heifer Showmanship	OK Ford Dealers Arena
5:00 p.m.	OCCA Heifer & Steer Sale	Expedition Sale Arena
5:00 p.m.	Youth Breeding Gilt Show: Berkshire, Duroc, Spotted & Yorkshire	Explorer Arena
6:00 p.m.	Weigh Cards Due: Commercial Gilts	Explorer Arena
7:00 p.m.	Simmental Futurity Sale	Expedition Sale Arena
7:00 p.m.	PRCA Rodeo with Justin Moore Concert	Pavilion
7:30 p.m.	Cowboy Mounted Shooting	Ford Truck Arena

Sale is 11 PM. Friday Oct 4th.

Saturday, October 5, 2013

7:00 a.m.	Intercollegiate Livestock Judging Contest	Pavilion
8:00 a.m.	Draft Horse Show	Ford Truck Arena
8:00 a.m.	Open Boer Goat Show	F-150 Arena
8:00 a.m.	Junior Breeding Heifer Show: Shorthorn, Shorthorn Plus, Chianina, Beefmaster, Brangus, Red Brangus, Brahman & Santa Gertrudis	Expedition Arena
8:00 a.m.	Junior Breeding Heifer Show: Gelbvieh, Salers, Charolais, Percentage Charolais, Red Angus, Angus & Hereford	OK Ford Dealers Arena
8:00 a.m.	Youth Breeding Gilt Show: Chester White, Hampshire, Poland China & Commercial	Explorer Arena
9:00 a.m.	Llama Show	Super Duty Arena
9:00 a.m.	Maine-Anjou Futurity Sale	Expedition Sale Arena
9:00 a.m.	Pigeon Show	Super Duty Exhibit Hall
9:00 a.m.	Rabbit Show	Super Duty Exhibit Hall
9:00 a.m.	RSNC Ranch Sorting	Mustang Arena
10:00 a.m.	Weigh Cards Due: Junior Breeding Does	F-150 Arena
1:00 p.m.	Draft Horse Pull	Ford Truck Arena
2:00 p.m.	Shorthorn Futurity Sale	Expedition Sale Arena
6:00 p.m.	Cattle Fitting Contest	OK Ford Dealers Arena
7:00 p.m.	Youth Breeding Gilt Sale	Explorer Arena
7:00 p.m.	PRCA Rodeo with Josh Abbott Band Concert	Pavilion
7:30 p.m.	Cowboy Mounted Shooting	Ford Truck Arena

2013 TULSA STATE FAIR
LIVESTOCK SHOW SCHEDULE

Sunday, September 29, 2013

8:00 a.m.	Color Breed Horse Show	Ford Truck Arena
8:00 a.m.	Great Plains Regional Dorset Show	F-150 Arena
8:00 a.m.	Open Beef Cattle Show: Angus, Simmental, Percentage Simmental, Santa Gertrudis & Supreme Champion Drive	OK Ford Dealers Arena
8:30 a.m.	Welsh Horse Show	Mustang Arena
9:00 a.m.	Junior Dairy Cattle Show: Brown Swiss, Ayrshire & Guernsey	Expedition Arena
11:00 a.m.	Junior Breeding Sheep Show	F-150 Arena
12:00 p.m.	Junior Dairy Cattle Show: Holstein, Milking Shorthorn & Jersey	Expedition Arena

Monday, September 30, 2013

8:00 a.m.	Roundup & Riding Club Day: Timed Events	Ford Truck Arena
9:00 a.m.	Roundup & Riding Club Day: Cattle Events	Mustang Arena

Tuesday, October 1, 2013 Will leave Ag Farm @ 8 AM

8:00 a.m.	Move In: Junior Barrows, Wether Lambs, Meat Goats, Steers & Broilers	Livestock Complex
9:00 a.m.	Cattle Dog Trial	Mustang Arena
11:00 a.m.	Sheep Dog Trial	Ford Truck Arena
4:00 p.m.	Junior Market Barrow Showmanship	Explorer Arena
4:00 p.m.	Junior Market Wether Lamb Showmanship	F-150 Arena
6:00 p.m.	Weigh Cards Due: Prospect Steers & Miniature Herefords	OK Ford Dealers Arena
7:00 p.m.	Weigh Cards Due: Meat Goats 74 & Under	Super Duty Arena
8:00 p.m.	Weigh Cards Due: Berkshire, Chester White, Duroc, Poland China, Spotted & Yorkshire Junior Market Barrows	Explorer Arena

Wednesday, October 2, 2013

8:00 a.m.	Commercial Cattle Grading Contest	Ford Truck Arena
8:00 a.m.	Junior Wether Market Lamb Show Classification & Turn In Weigh Cards	F-150 Arena
8:30 a.m.	Junior Wether Meat Goat Showmanship	Super Duty Arena
9:00 a.m.	Cattle Dog Trial	Mustang Arena
9:00 a.m.	Weigh Cards Due: Hampshire & Crossbred Junior Market Barrows	Explorer Arena
10:00 a.m.	Junior Prospect Steer Show	OK Ford Dealers Arena
11:00 a.m.	Weigh Cards Due: Junior Market Steers	Livestock Office
12:00 p.m.	Junior Market Barrow Show: Berkshire, Chester White, Duroc, Poland China, Spotted & Yorkshire	Explorer Arena
12:00 p.m.	Junior Market Wether Lamb Show: Southdown, Shropshire, Dorset, Speckle Face, Hair & Hampshire	F-150 Arena
12:00 p.m.	OCCA Steer Futurity Show Back	Expedition Arena
1:00 p.m.	Junior Wether Meat Goat Show: 74 pounds & under	Super Duty Arena
2:00 p.m.	Weigh Cards Due: Meat Goats 75 & over	Super Duty Arena
4:00 p.m.	Pre-Junior Miniature Hereford Steer Show	OK Ford Dealers Arena
5:00 p.m.	Junior Steer Showmanship	OK Ford Dealers Arena

Thursday, October 3, 2013

8:00 a.m.	Junior Market Barrow Show: Hampshire & Crossbred	Explorer Arena
8:00 a.m.	Junior Market Steer Show	Ford Truck Arena
8:00 a.m.	Junior Market Wether Lamb Show: Suffolk, Natural Colored & Crossbred	F-150 Arena
8:00 a.m.	Junior Wether Meat Goat Show: 75 pounds & over	Super Duty Arena

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 7/22/13 Site: MHS

Staff Member Making Request: Erin Patton

Name of Activity: Worldstrides Heritage Performance at the Valero Alamo Bowl

Date/Dates of Activity: December 27th - 31st

Location of Activity: San Antonio, TX - Sheraton Riverwalk

Number of Days Students Will Miss School: 0

Number of Students Attending Activity: 26

Number and Name(s) of Sponsor(s) Attending Activity: Erin Patton 250-4975
Kelly Dennison 306-5036 - 2 sponsors

Village Tours?

Estimate of Expenses For Trip:

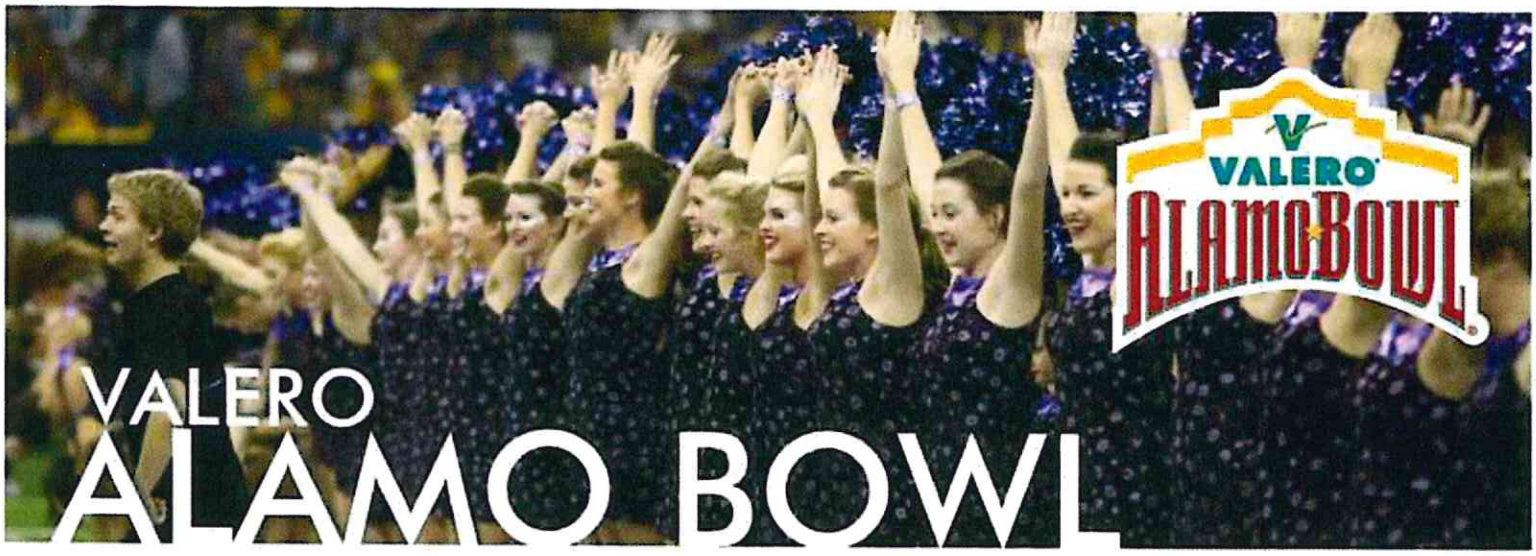
		Fund	Estimated Cost ~~to school~~
Type of Transportation	Activity Bus	Paid by: Booster	$3500
☆ Registration Fee	~~$1000~~	Paid by: Booster / Parents	$1000
Meal Expense for Students	$60	Paid by: Booster Parents	$1500
☆ Meal Expense for Sponsors	$60	Paid by: Booster	$120
☆ Room Rate for Students	Package $739 - everything performance wise included		
Number of Rooms 7 x Number of Nights = 4		Paid by: Booster	$19475.00
☆ Room Rate for Sponsors	$0 (Free) x 2		
Number of Rooms 1 x Number of Nights = 4		Paid by: N/A	N/A
Number of Days Substitute Will Be Required: 0		Paid by: N/A	N/A
# of days ___ x $70.00 = ___ x # of sponsors ___ =			
		Estimated Total Costs: ~~to school~~	$23,595.00

Sponsor Signature: Erin Patton 7/22/13 (Date)

☆ Fireworks fundraiser + additional fundraisers are providing funds for this opportunity.

Approved by Principal	7/29/2013 (Date)
Approved by District Athletic Director (if applicable)	8/6/13 (Date)
Approved by Deputy Superintendent	8-6-13 (Date)

Revised: 09-11



WorldStrides Heritage Performance programs and the Valero Alamo Bowl are looking for the most energetic, enthusiastic, and talented cheerleaders and dancers to perform during the 2013-14 Valero Alamo Bowl halftime show. This game played host to the Heisman Trophy Winner and one of the most exciting bowl games in the country and it just keeps getting better! Bring your performers to San Antonio this December to work with the best choreographers in the industry and perform at an event that averages more than 60,000 fans in attendance!

The 2013-14 Valero Alamo Bowl Package Highlights

Performance inclusions:

- Performance in the 2013 Alamo Bowl halftime show finale

Included group activities:

- Alamo Bowl game tickets
- Two breakfasts and two lunches

Benefits of traveling with WorldStrides Heritage Performance programs:

- Quality hotel accommodations
- Nationally acclaimed choreographers
- Souvenir gift for each participant
- Participation Plaque for each group
- Director's gift
- Show costume
- Ground transportation to and from all events
- Medical, accident, and liability insurance coverage
- Opportunity for students to earn high school academic credit
- Opportunity for directors to earn professional development

Optional group activities:*

- The Alamo
- Market Square
- SeaWorld®
- San Antonio Zoo
- Six Flags Theme Park
- Ripley's Attractions

*Optional group activities may require additional fees. Contact your WorldStrides Heritage Performance representative for details.

Call Today! 1-888-242-7597

www.worldstridesheritageperformance.org

WORLDSTRIDES HERITAGE PERFORMANCE programs

2013-14 Valero Alamo Bowl

Sample Itinerary

	Morning	Afternoon	Evening
DAY 1			
December 28th, 2013		Hotel and WorldStrides Heritage Performance Check-in Pep Rally (optional)	Director's Reception & Evening Halftime Show Rehearsals
DAY 2			
December 29th, 2013	Breakfast served at the hotel Morning Halftime Show Rehearsals	Halftime Show Rehearsals Continue	Evening Free to enjoy San Antonio
DAY 3			
December 30th, 2013	Breakfast served at the hotel Dress Rehearsal at the Alamo Dome		**Valero Alamo Bowl Kick-Off**
DAY 4			
December 31st, 2013	After a good night's rest, enjoy San Antonio a bit more before departing for home.		

Pricing per Person*			
Per Room	3 Nights	4 Nights	5 Nights
4 people	$679	$739	$799
3 people	$729	$805	$881
2 people	$828	$935	$1,042
1 person	$1,127	$1,326	$1,525

*Prices valid 1/16/13 through 6/30/13

SAN ANTONIO ACTIVITY SHEET

Contact your Destination Specialist today to reserve any of these recommended activities!

Alamo Bowl: December 2013

Karen Ewert – Dance/Cheer
Destination Specialist
(800) 223-4367 Ext. 49790
Fax (801) 433-9711
karenew@worldstrides.org

Beth Harris – Band
Destination Specialist
(800) 999-7676 Ext. 28744
Fax: (434) 982-8690
bethh@worldstrides.org

WORLD STRIDES® HERITAGE PERFORMANCE *programs*

Entertainment

Six Flags Fiesta Texas

Six Flags Fiesta Texas is a theme and water park that reflects the heritage and culture of its Southwest roots. The park occupies approximately 200 acres and features numerous adult and children's rides. Shows, thrilling rides and skill games are built around themes celebrating Texas and the Southwest! The park will be open reduced hours at a special price!

Admission-$32.00
Meal Vouchers-$14.00

SeaWorld®

SeaWorld® San Antonio, the world's largest marine life adventure park and family entertainment showplace, presents "One Ocean", a captivating and visually stunning new Shamu show that will take you on a sensational, breathtaking journey of curiosity and wonder!

Admission-$38.00
Meal Vouchers-$12.00

IMAX Theater

"Alamo- The Price of Freedom" is a 45-minute docudrama about the 13-day siege and fall of the Alamo. Watch the battle unfold, where 189 defenders fought & died for the cause of Texas liberty.

$8.00

Rio San Antonio Boat Cruise

Take a narrated cruise down the Rio River and hear some exciting history of San Antonio. Cruises are approximately 45 minutes long and cover 2 ½ miles of the picturesque San Antonio Riverwalk. **Each boat holds a maximum of 40

Monday through Friday before 5:30 pm-$115.00/boat
Weekends and after 5:30 pm-$144.00/boat

Ripley's Attractions!

Located in the heart of downtown- just across the street from historic Alamo Plaza, the Rivercenter Mall and the famous River Walk. Louis Tussaud's Wax Works has over 200 life-like wax figures and the Believe it or Not! museum is one of the newest and most interactive in the USA! The latest addition is Ripley's Moving Theater, the 4D virtual reality simulator where you actually ride with the movie!

Tickets for Wax and Believe it or Not!-$18.00
Tickets for all 3 attractions-Only $21.00

San Antonio Zoo

Open 9:00am to 5:00pm 365 days a year! Visit the home to over 3,500 animals representing 600 species on 56 acres. Enjoy animal shows and concessions. See why over 1,000,000 visitors enter the gates each year!

$9.50

Texas Ranger Museum and the Buckhorn Saloon

The Texas Ranger Museum is divided into three distinct areas: The Ranger Gallery, Tales of the Texas Rangers and Ranger Town. The Buckhorn Museum and Saloon gives you a taste of the Old West including wildlife exhibits from all over the world!

$14.00

Sightseeing

The Alamo

On the east side of Alamo Plaza is the most famous spot in Texas where 189 defenders fell on March 6, 1836, after repeated attacks by Mexican General Santa Anna's army. Mission San Antonio de Valero (The Alamo) was established in 1718 as the city's first mission. The chapel, one of the most photographed facades in the nation, and the Long Barracks are all that remain of the original fort. http://www.thealamo.org

Admission is free but donations are accepted

The Riverwalk (Paso Del Rio)

Paso Del Rio in the heart of downtown is the pride of the city! Lush green foliage lines the banks of this peaceful, historic river. Cobblestone walkways lead visitors to the river-level restaurants and shops. The river bubbles to the surface on the grounds of the University of the Incarnate Word and flows to downtown, threading its way through the city one level below the hustle and bustle of city streets. http://www.thesanantonioriverwalk.com

Free

Market Square

From 10am to 6pm, Market Square is alive with activity! Visitors browse through the 32 shops at 'El Mercado', an area patterned after an authentic Mexican market. In addition, there are 80 specialty shops in Farmers Market Plaza. Market Square is also the scene of many Hispanic festivals where food and beverage booths spring up alongside the Guadalajara lamps and the strains of mariachi music blend with the excitement of Mexican dances!

Free

Institute of Texan Cultures ----------
This 182,000-square-foot complex features 65,000 square feet of interactive exhibits and displays that tell the stories of Texans. Experience the history and cultural heritage of San Antonio and Texas!

Students-$6.00
Adults-$8.00

San Antonio Missions National Historic Park ----------
The Chain of missions established along the San Antonio River in the 18th century are reminders of one of Spain's most successful attempts to extend its New World dominion from Mexico. Representing both church and state, these missions were charged with converting the local Native Americans, collectively called Coahuiltecans, into devout Catholics and productive members of Spanish society. More than just churches on the Spanish Colonial frontier, the missions also served as vocational and educational centers, economic enterprises involved in agricultural and ranching endeavors and regional trade. http://www.nps.gov/saan

Admission is a requested $2.00 per person

Natural Bridge Caverns ----------
Texas' largest underground adventure! A vast and beautiful underworld, where time and nature collide to create the breathtakingly majestic and natural phenomenon. Tours leave every 30 minutes and last approximately 75 minutes. Cavern temperature is 70°F with high humidity. Wear comfortable walking shoes and enjoy the magnificent stalactites and stalagmites for an educational and awe inspiring experience. Expect a 45-minute drive from downtown San Antonio.

Students-$11.00
Adults-$13.00

Dining

Casa Rio ----------
Authentic Mexican cuisine located on the Riverwalk! Plated Menu: Guacamole Salad, Crisp Beef Taco, Cheese Enchilada, Rice, Refried Beans, & Flour Tortillas, served with iced tea, chips & salsa.

$21.00

County Line BBQ ----------
Chicken and beef ribs served family-style. Meal also includes heaping bowls of potato salad, coleslaw, beans, and fresh baked house bread and your choice of tea, soft drinks, or coffee. County Line Barbeque is located right on the Riverwalk!

$33.00

Hard Rock Café ----------
Choice of: Hard Rock Cheeseburger or Bacon Cheeseburger served with seasoned fries; Honey Mustard Grilled Chicken Sandwich topped with bacon, lettuce, tomato, & Jack cheese served with seasoned fries & coleslaw; Veggie Burger served with a fresh house side salad; BBQ Pork Sandwich served with seasoned fries, coleslaw & BBQ baked beans; Classic Chicken Caesar Salad topped with homemade garlic croutons. Dessert: chocolate chip cookie. Beverage: coffee, tea or soft drink.

Breakfast-$12.00
Lunch or Dinner-$18.00

Rainforest Café ----------
Enjoy a wild Safari themed meal at the Rainforest Café! Group menus include a variety of specialty foods ranging from Seafood, beef and chicken, to pizzas and pastas.

$18.00-$25.00

Spaghetti Warehouse ----------
Located about .5 mile east of The Alamo. Choose from Spaghetti with Meatballs, Incredible 15-Layer Lasagna, Four-Cheese Manicotti, Fettuccini Alfredo or a Grilled Chicken Caesar Salad. All entrees are served with a crisp salad, freshly baked sourdough bread and your choice of a soft drink.

$19.00

Golden Corral ----------
Located 5 miles south of downtown near the San Jose Mission.

All-you-can-eat menu- $16.00

Fuddruckers ----------
Two locations in San Antonio- Just off the Riverwalk on Alamo Plaza, and at 410 & Broadway near the San Antonio airport.

$10.00-$14.00

Luciano's at the North Star Mall ----------
A perfect place to eat if you're staying by the airport or just passing through. Located between 5th Ave. Saks & Dillard's. Meal includes beverage, house salad and your choice of Lasagna Formosa, Chicken Fettuccine Alfredo, or Chicken Parmigiano.

Lunch or Dinner- $15.00
With Appetizer & Dessert- $18.00

Prices subject to change without notice- last updated 1/17/13

WORLDSTRIDES®
HERITAGE
PERFORMANCE
programs

Schedule of Financial Deadlines
Bowl Game Programs

Registration

Group Deposit
Your non-refundable group deposit holds your spot at the event. A **minimum deposit of $1,000** is due at registration ($2,000 if less than 180 days prior to event).

June 1

Second Group Deposit
Your second installment is due on June 1 (or 30 days after registration whichever is later). The amount due is **$50 per expected number of travelers**. The total amount from this deposit will be credited to your account.

100 days prior to departure

65% of Trip Cost Due
65% of your total trip cost is due 100 days prior to departure.

November 1

Bowl Game Rooming Lists Due
On November 1, your hotel rooming lists are due. Once rooming lists are final, all cancellation penalties will apply to individual travelers who cancel even if the group is still planning to attend.

50 days prior to departure

Final Balance Due
Your remaining balance is due 50 days prior to trip departure.

30 days prior to departure

Late Add-on Balance Due
For any late additions to your itinerary, the final payment for these will be due no later than 30 days prior to departure.

2013 Cancellation Policy Summary
1. If the entire reservation is canceled by the school after registration, WorldStrides Heritage Performance will refund all amounts paid less the $1,000 initial deposit and all applicable airline, costume, and other cancellation fees.
2. If the school or participant cancels the reservation more than ninety days prior to departure, WorldStrides Heritage Performance will charge a $100 fee per person plus all applicable airline and other cancellation fees.
3. If the school or participant cancels the reservation less than ninety days but more than thirty days prior to departure, WorldStrides Heritage Performance will charge a 50% cancellation fee based on program price plus all applicable airline and other cancellation fees.
4. If the school or participant cancels the reservation less than thirty days prior to departure, no refund will be given.

Applicable to bowl game programs only. Updated 2.12.13

Mustang High School

~~906 South Heights Drive~~
Mustang, Oklahoma 73064
Tim Wade
Head Softball Coach

To Administration:

Mustang High School will be going to Broken Arrow for a softball tournament August 16-17,2013. Tim Wade and our HS Softball staff, Jerry Long, Harley Webb, Donna Wade are requesting board approval for Out of District and Overnight travel to Broken Arrow for this tournament. There is no cost to the district except 1 day of substitutes and the Activity bus for approximately 20 players & managers.

~~Thank you~~

Tim Wade & Staff

ok
Aug. 2, 2013

Mustang High School

~~906 South Heights Drive~~
Mustang, Oklahoma 73064
Tim Wade
Head Softball Coach

To Administration:

Overnight Travel Itinerary

Group: Mustang High School Softball
~~Trip Date: August 16-17, 2013~~
Trip Destination: Broken Arrow, OK
Travel Date: August 15(evening)
Departure Time: 7:30 pm
~~Departure Place: HS Softball Complex~~
Return Date/Time: August 17th /10:00 pm
Transportation Needed: Activity Bus
Cost to Student/Athlete: None
~~Hotel Address & Phone #: (918)254-1777~~
SpringHill Suites by Marriott
11015 E. 73rd Street
Tulsa, OK 74133

MUSTANG PUBLIC SCHOOLS

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

Date of Request: 7/24/13 Site: _____

Staff Member Making Request: Tim Wade

Name of Activity: Broken Arrow Softball Tournament

Date/Dates of Activity: August 16-17, 2013

Location of Activity: Broken Arrow, OK

Number of Days Students Will Miss School: 1

Number of Students Attending Activity: 20-25

Number and Name(s) of Sponsor(s) Attending Activity: Tim WADE, ~~Donna WADE~~ Jerry Long + Harley Webb

need conversation w/ Jim

Estimate of Expenses For Trip:

		Fund	#	Estimated Cost
Type of Transportation	Activity Bus	Paid by:		
Registration Fee	Entry Fee - Tourn.	Paid by:	Athletics	$200.00
Meal Expense for Students	$20.00 x 2 Days	Paid by:	Softball Booster 25	$1,000.00
Meal Expense for Sponsors	20.00 x 2 Days	Paid by:	Softball Booster 4	$160.00
Room Rate for Students	100.00 x 2 Nights			
Number of Rooms 6 x Number of Nights = 2		Paid by:	Softball Booster 6	$1,200.00
Room Rate for Sponsors	100.00 x 2 Nights			
Number of Rooms 3 x Number of Nights = 2		Paid by:	Softball Booster 3	$600.00
Number of Days Substitute Will Be Required: 1		Paid by:	District 3	$195.00
# of days 1 x $65.00 = 65.00 x # of sponsors 3 =				3355.00 Sub total
		Estimated Total Costs:		

Sponsor Signature: T E Wade (Date)

Approved by Principal _____ 7/26/13 (Date)

Approved by District Athletic Director (if applicable) _____ 7/25/13 (Date)

Approved by Deputy Superintendent _____ (Date)

USE OF FACILITY

Checklist for Administrator

_____	Date Packet was Picked Up
8/6	Date Returned
✓	Completed Use of Facility Form – 2030C (30 Days prior to request)
✓	Completed Felony Check & Sex Offenders Form (Must be notarized) Form – 2030D
✓	Attached Proof of Liability Insurance Certificate (Original)
_____	Date to Minutes Clerk
_____	Date of Board Meeting

(Revised June 2010)

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581

E-mail Address: rmeier5@cox.net

Telephone (Cell) 405-517-4173

Contact Person: Ray Meier

Telephone (Other) 405-376-9759

EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide basketball for Boys & Girls 5-14 living in MPS District

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri Aug 15th to March 7, 2014

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

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

Expected number of participants: 765 Expected number of audience (if applicable): 0

RESPONSIBILITIES OF THE APPLICANT:

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

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: (Yes) No Expires: May 2014

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

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

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

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

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

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

Total to be invoiced:

(office use only)

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

Number of participants: 765 Number of Mustang students participating: 765

Will admission be charged: Yes (No)

Special Equipment Needed: Basketball Goals

AGREEMENT:

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

Representative's Signature: Ray D Meier Date: 7/19/13

OFFICE USE

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date:

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

From 8/15 to 11/1 Gyms will only be used on Mon, Tue & Thur no Fridays will be used.

11/4 to 3/7/14 Mon, Tue, Thur, Fri will be used.

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Signature of Representative — 8/6/13 Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 6TH day of August, 2013

Signature of Notary Public

KATE JONES NOTARY #11006981 EXP 08/02/15 SEAL PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

Effective May 1, 2013

SUMMARY OF INSURANCE

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

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

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

GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2013 – May 1, 2014	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	Per Occurrence
			$1,000,000 (US)	Products/Completed Operations
			$2,000,000 (US)	General Aggregate
			$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

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

DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2013 – May 1, 2014	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

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

Transportation of participants

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

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

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

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

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

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

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

MAJOR EXCLUSIONS

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

UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2013 – May 1, 2014	29-UD-005852309	National Union Fire Insurance Company (AIG)	$10,000,000 (US)	Per Occurrence

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

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

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

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

For more specific information, please contact: Marsh U.S. Consumer (A Service of Seabury & Smith), P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

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

Liquor

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

Q. Does this policy cover the sale of alcoholic beverages?
A. In a limited sense, yes, but see response to question below.

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

Automobile

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

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

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

Bodily Injury

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

General Coverages

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

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

Q. Does this policy provide products liability coverage?
A. Yes.

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

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

Property

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

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

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

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

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

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

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

Q. What about Optimist sponsored float trips?
A. Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.

Q. If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
A. No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.

Is this an Accident Medical policy?

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

Claim Report Procedures

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

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/05/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh US Consumer a service of Seabury & Smith, Inc. P.O. Box 14521 Des Moines, IA 50306-4521	CONTACT NAME:	
	PHONE (A/C, No):	1-800-503-9227
	EMAIL ADDRESS:	plsdsteam@marshpm.com FAX (A/C, No): 1-515-365-3005
	PRODUCER CUSTOMER ID:	
INSURED Optimist International Optimist Club of Mustang P. O. Box 581 Mustang, OK 73064	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: New Hampshire Insurance Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LETR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY							
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [x] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
		X		01LX000917052-9	05/01/2013	05/01/2014	MED EXP (Any one person)	$ Excluded
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 1,000,000
	[ ] POLICY [ ] PROJECT [X] LOC							$
A	AUTOMOBILE LIABILITY							
	ANY AUTO						COMBINED SINGLE LIMIT (Each Occurrence)	$ 1,000,000
	ALL OWNED AUTOS						BODILY INJURY (Per person)	$
	SCHEDULED AUTOS	X		01LX000917052-9	05/01/2013	05/01/2014	BODILY INJURY (Per accident)	$
	X HIRED AUTOS						PROPERTY DAMAGE (Per accident)	$
	X NON-OWNED AUTOS							$
								$
A	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 10,000,000
	EXCESS LIAB CLAIMS-MADE			29UD005852309-9	05/01/2013	05/01/2014	AGGREGATE	$ 10,000,000
	DEDUCTIBLE							$
	RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Effective 08/15/2013 include as additional insured: Certificate Holder (CG2012) but only with respects to the named insured's negligence with regards to the Youth Basketball event to be held at Multiple locations in Mustang Public Schools on 08/15/2013 through 03/15/2014.

CERTIFICATE HOLDER	CANCELLATION
Mustang Public Schools 906 S. Heights Mustang, OK 73084	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/05/2013

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PRODUCER	CONTACT NAME:	
Marsh US Consumer a service of Seabury & Smith, Inc. P.O. Box 14521 Des Moines, IA 50306-4521	PHONE (A/C, No): 1-800-503-9227	
	EMAIL ADDRESS: plsdsteam@marshpm.com	FAX (A/C, No): 1-515-365-3005
	PRODUCER CUSTOMER ID:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Optimist International Optimist Club of Mustang P. O. Box 581 Mustang, OK 73064	INSURER A: New Hampshire Insurance Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LETR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY							
	[X] COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR	X		01LX000917052-9	05/01/2013	05/01/2014	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ Excluded
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[ ] POLICY [ ] PROJECT [X] LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
								$
A	AUTOMOBILE LIABILITY							
	[ ] ANY AUTO						COMBINED SINGLE LIMIT (Each Occurrence)	$ 1,000,000
	[ ] ALL OWNED AUTOS						BODILY INJURY (Per person)	$
	[ ] SCHEDULED AUTOS	X		01LX000917052-9	05/01/2013	05/01/2014	BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS						PROPERTY DAMAGE (Per accident)	$
	[X] NON-OWNED AUTOS							$
								$
A	[X] UMBRELLA LIAB [X] OCCUR						EACH OCCURRENCE	$ 10,000,000
	[ ] EXCESS LIAB [ ] CLAIMS-MADE			29UD005852309-9	05/01/2013	05/01/2014	AGGREGATE	$ 10,000,000
	[ ] DEDUCTIBLE							$
	[ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N [ ]						[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Effective 08/15/2013 include as additional insured: Certificate Holder (CG2012) but only with respects to the named insured's negligence with regards to the Youth Basketball event to be held at Multiple locations in Mustang Public Schools on 08/15/2013 through 03/15/2014.

CERTIFICATE HOLDER	CANCELLATION
Mustang Public Schools 906 S. Heights Mustang, OK 73084	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/05/2013

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PRODUCER Marsh US Consumer a service of Seabury & Smith, Inc. P.O. Box 14521 Des Moines, IA 50306-4521	CONTACT NAME:		
	PHONE (A/C, No):	1-800-503-9227	
	EMAIL ADDRESS:	plsdsteam@marshpm.com	FAX (A/C, No): 1-515-365-3005
	PRODUCER CUSTOMER ID:		
INSURED Optimist International Optimist Club of Mustang P. O. Box 581 Mustang, OK 73064	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: New Hampshire Insurance Co.		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INS LETR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY							
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
		X		01LX000917052-9	05/01/2013	05/01/2014	MED EXP (Any one person)	$ Excluded
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 1,000,000
	POLICY PROJECT X LOC							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Each Occurrence)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS	X		01LX000917052-9	05/01/2013	05/01/2014	PROPERTY DAMAGE (Per accident)	$
	X HIRED AUTOS							$
	X NON-OWNED AUTOS							$
A	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 10,000,000
	EXCESS LIAB CLAIMS-MADE			29UD005852309-9	05/01/2013	05/01/2014	AGGREGATE	$ 10,000,000
	DEDUCTIBLE							$
	RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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CERTIFICATE HOLDER	CANCELLATION
Mustang Public Schools 906 S. Heights Mustang, OK 73084	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 12 07 98

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR POLITICAL SUBDIVISIONS – PERMITS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Political Subdivision:

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

Section II – Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf, for which the state or political subdivision has issued a permit.

2. This insurance does not apply to:
   a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
   b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

SPECIMEN

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/05/2013

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PRODUCER Marsh US Consumer a service of Seabury & Smith, Inc. P.O. Box 14521 Des Moines, IA 50306-4521	CONTACT NAME: PHONE (A/C, No): 1-800-503-9227 EMAIL ADDRESS: plsdsteam@marshpm.com FAX (A/C, No): 1-515-365-3005 PRODUCER CUSTOMER ID:
INSURED Optimist International Optimist Club of Mustang P. O. Box 581 Mustang, OK 73064	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A: New Hampshire Insurance Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INS LETR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY x COMMERCIAL GENERAL LIABILITY CLAIMS-MADE x OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT x LOC	X		01LX000917052-9	05/01/2013	05/01/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ Excluded $ 1,000,000 $ 2,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS x HIRED AUTOS x NON-OWNED AUTOS	X		01LX000917052-9	05/01/2013	05/01/2014	COMBINED SINGLE LIMIT (Each Occurrence) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION $						EACH OCCURRENCE AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Effective 08/23/2013 include as additional insured: Certificate Holder (CG2012) but only with respects to the named insured's negligence with regards to the Youth Football Night event to be held at 906 S. Heights Mustang, OK 73064 Football Stadium on 08/23/2013.

CERTIFICATE HOLDER

Mustang Public Schools
906 S. Heights
Mustang, OK 73064

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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   a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
   b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

SPECIMEN

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USE OF FACILITY

Checklist for Administrator

_____ Date Packet was Picked Up

8/6 Date Returned

_____ Completed Use of Facility Form – 2030C
(30 Days prior to request)

_____ Completed Felony Check & Sex Offenders Form
(Must be notarized) Form – 2030D

_____ Attached Proof of Liability Insurance Certificate
(Original)

_____ Date to Minutes Clerk

_____ Date of Board Meeting

(Revised June 2010)

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581

E-mail Address: rmeier5@cox.net

Telephone (Cell) 405-517-4173

Contact Person: Ray Meier

Telephone (Other) 405-376-9759

EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide basketball for Boys & Girls 5-14yrs old living in MPS District

Date(s)/Day(s) Requested: Fridays 6pm-9pm Nov 15 - Mar 7, Saturdy Aug 23 - Mar 8 Sun Aug 25 - Mar 9

Facility **Entry** Time: Fri Sat 5:00 pm / Sun 12 noon 7:30 am pm

Facility **Exit** Time: Fri Sat 9:00 pm / Sun 5:00 pm 9:00 am pm

Actual Performance (if applicable) Start Time: Fri 6 PM Sat 9:00 am / Sun 1 pm pm

End Time: Sat Fri 9:00 am / Sun 5:00 pm am pm

Expected number of participants: 765 Expected number of audience (if applicable): 50 per hour

RESPONSIBILITIES OF THE APPLICANT:

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

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: (Yes) No Expires: May 2014

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

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

Horizon

Gym

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

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

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

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

Total to be invoiced:

(office use only)

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

Number of participants: 3,000 Number of Mustang students participating: 765

Will admission be charged: (Yes) No

Special Equipment Needed: Goals, Time Clock equip, Concession area

---

AGREEMENT:

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

Representative's Signature: Roy Melee Date: 7/23/13

OFFICE USE

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date:

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

Daring Girls Season 8/23 - 11/10 no Friday nights will be used. Horizon is the only facility needed for games on Saturdays & Sundays only. Nov 15 - March 9, 2014 games will be played on Fri, Sat and Sun at both Horizons and MNMS. We would like special consideration the weeks of Nov 4-8, Nov 11-15 and March 3-7. These are Pre-season or Post-season Tournament weeks. Depending on the number teams signed up to play gyms could be needed every night those weeks from 6pm - 9pm

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Peck 8/6/13

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 6TH day of August, 2013

Kate Jones

Signature of Notary Public

KATE JONES NOTARY PUBLIC STATE OF OKLAHOMA # 11006981 EXP. 02/15/15 SEAL

Adopted: 08-14-06

USE OF FACILITY

Checklist for Administrator

	Date Packet was Picked Up
8/6	Date Returned
—	Completed Use of Facility Form – 2030C (30 Days prior to request)
—	Completed Felony Check & Sex Offenders Form (Must be notarized) Form – 2030D
—	Attached Proof of Liability Insurance Certificate (Original)
	Date to Minutes Clerk
	Date of Board Meeting

(Revised June 2010)

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581

E-mail Address: rmeier5@cox.net

Telephone (Cell) 405-517-4173

Contact Person: Ray Meier

Telephone (Other) 405-376-9759

EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide basketball for Boy & Girls, 5-14 yr old living in MPS District

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri Nov 4 - March 7, 2014

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

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

Expected number of participants: 765 Expected number of audience (if applicable): 0

RESPONSIBILITIES OF THE APPLICANT:

- Read the Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form, 2030C. A copy of the board approved rental sheet is enclosed for your use in completing this form.
- Read and sign Felony Check and Sex Offender Registry statement (2030D). This form needs to be **notarized.**
- Provide a **certificate of insurance** for each request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the certificate expires during the timeframe that the facility and/or grounds have been approved for use.
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$100,000.00	Aggregated (all claims for anyone occurrence)

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Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: (Yes) No Expires: May 2014

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

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

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

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

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

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

Total to be invoiced:

(office use only)

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

Number of participants: 765 Number of Mustang students participating: 765

Will admission be charged: Yes (No)

Special Equipment Needed: Basketball Goals

AGREEMENT:

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

Representative's Signature: Ray D Meier Date: 7/23/13

OFFICE USE

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date:

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Ray D Ober 8/6/13

Signature of Representative Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 6th day of August, 2013

Kate Jones

Signature of Notary Public

KATE JONES NOTARY # 11006981 EXP. 08/02/15 SEAL PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

Mustang Public Schools

Memo

To: Charles Bradley

From: Deborah Beel

CC: File

Date: 7/8/2013

Re: Continuing Contract

Please consider for board approval the continuing contract between Mustang Public School and Canadian County Youth and Family Services for the 2013-2014 school year. Youth and Family Services provides emergency shelter, counseling, delinquency prevention, independent living and educational programs to students of Mustang at the cost of $1,500.00

CONTRACT
FY 13/14

Comes now **Mustang Public School System**, Mustang, Oklahoma (hereafter called ("School"), and Youth & Family Services, Inc. (hereafter called "YFS"), a non-profit, 501-C3 Corporation and agrees as follows:

1. The school, acting in the best interest of the school, students, and staff recognizes a duty to provide individual, group, and family counseling services; that there is a general benefit to the school to provide students with counseling in the area of school truancy, teen pregnancy, teen suicide, school problems, family problems, drug and alcohol problems, and crisis intervention.

2. The school recognizes that it has limited funds to provide these services and has determined that its available funds may be most efficiently administered by contracting for these services with a private organization engaged in similar activities.

3. YFS, being a non-profit organization engaged in similar activities, is willing to administer the school funds in accordance with the criteria set forth in paragraph #1 above.

4. YFS, agrees that no funds granted to it by the school will accrue directly or indirectly to the benefit of any private individual.

5. YFS, agrees that it will account to the school for the use of said funds at such time and in such form as it may designate.

6. YFS agrees to provide individual or group counseling services in the student's school by referral from the student, teacher, counselor, principal, or family in an effort to assist students with problems he/she may be having. Counseling services will be available to youth ages 12 through 17 and crisis intervention available to all ages.

7. The school, in consideration of the agreements of YFS and in accordance with the best interests of the students, hereby contract to provide: $1,500.00 (One thousand Five Hundred Dollars), to YFS for counseling services, informational services, and crisis intervention services on the terms set forth above.

Wherefore, for their mutual benefit, both parties hereto execute their signatures and bind themselves in accordance with the terms and conditions set forth herein for the school year 2013/2014.

Dated this _____ day of _____, 20___ in Canadian County.

Youth & Family Services:

By: _____
Title: Executive Director

Mustang Public School:

By: _____
Title: _____

Mustang Public Schools

Memo

To: Carol Wood

From: Deborah Beel

CC: File

Date: 7/17/2013

Re: Continuing PT Contract for 2013-2014

Please review and consider for board approval the continuing contract between Mustang Public Schools and Melody Thomason as a Physical Therapist for the 2013-2014 school year. This contract is for up to five days per week at the rate of $60.00 per hour and is paid from federal funds.

CONTRACT FOR PROFESSIONAL SERVICES
Physical Therapist

For and in consideration of the mutual terms, promises and agreements herein contained, together with other good and valuable consideration, this contract entered by and between **INDEPENDENT SCHOOL DISTRICT NO. I069 of CANADIAN COUNTY, OKLAHOMA,** (hereinafter referred to as **"MUSTANG"**) and **THOMASON, Melody,** (hereinafter referred to as **"THOMASON"**) as follows:

TERMS OF CONTRACT: The term of this contract shall commence on **July 1, 2013**, through **June 30, 2014**, at which time this contract shall automatically terminate. No contracted services of any kind or nature performed after the termination date.

CONTRACTED SERVICES: During the term of this contract, THOMASON agrees to provide the following services when and if requested by MUSTANG:

A. Review student medical records and physician's referrals;
B. Perform tests, measurements and other evaluative procedures to ascertain student's status and to establish performance baselines;
C. Record, evaluate and interpret findings and evaluative services;
D. Plan, prepare and establish appropriate written Individualized Education Program (IEP) plans;
E. Reassess and revise student programs as necessary and as student status changes;
F. Orient train and supervise professional and non-professional staff in the appropriate therapy methods needed to integrate services;
G. Confer with physicians and other health practitioners to obtain information and make recommendations and revisions in therapy programs;
H. Confer and make recommendations regarding orthotic, prosthetic, and other assisting devices.

All contracted services shall be performed by THOMASON, who shall be required to be, and remain, properly licensed and/or certified in appropriate professional areas to competently perform the contracted services. MUSTANG may at any time request credentialing, licensing and/or certification documentation from THOMASON, which documentation shall be immediately provided by THOMASON. All services shall be performed in accordance with the ethical and professional standards applicable to the professional services performed.

COMPENSATION: THOMASON shall be paid as full and total compensation for the contracted services, upon proper performance of services and receipt of proper billing supported by affidavits required by law, the sum of $60.00 per hour for all services rendered at the request of MUSTANG. The hours of coverage will be approximately seven (7) hours per day for a maximum of TWO (2) days per week. If mutually agreed, the amount of services required can be changed if necessary depending on caseload. The billing will specifically identify the student referred by Mustang, the Mustang representative making the referral, the services, the date or dates services were performed, in sufficient detail to allow MUSTANG to identify, without further inquiry, the propriety and validity of the billing. THOMASON shall submit billing statements on a monthly basis.

MUSTANG shall not be liable for any costs, expenses, or services of THOMASON pertaining to the contracted services except for the compensation herein set forth.

THOMASON and MUSTANG shall, at the request of MUSTANG, participate in a periodic review of the contracted services actually provided to evaluate the quality, cost effectiveness, and efficiency of services delivered. THOMASON shall keep and maintain records sufficient to enable such review. In addition, MUSTANG may, at any time, conduct a review and/or audit of the services provided by THOMASON.

COMPLIANCE WITH STATE AND FEDERAL LAWS: THOMASON shall at all times comply with the Civil Rights Act of 1964, and all other state and federal laws, rules and regulations applicable to the performance of contracted services.

THOMASON shall not allow, authorize or permit any principal, agent, officer, servant, professional, associate or employee of THOMASON, who has been convicted of a felony in any jurisdiction within the past ten (10) years, or who has been convicted in any state or federal court of any sex offense subject to the Sex Offenders Registration Act of this state or any other jurisdiction, to be on the premises of MUSTANG, to be on the premises of THOMASON during the performance of any contracted service, to work with or be around or in the presence of MUSTANG students, or to have access to any record of any kind related to MUSTANG students.

STUDENT RECORDS: Upon referral, MUSTANG shall make available to THOMASON only such information as is relevant to the services to be performed. THOMASON shall not release or disclose any information regarding any student referred by MUSTANG to third parties without the express written consent of MUSTANG, the express written consent of a custodial parent or legal guardian of the student, or a court order.

MUSTANG shall have unrestricted access to student records kept and maintained by THOMASON if the custodial parent or legal guardian of the student has given MUSTANG or THOMASON a release. If the custodial parent or legal guardian of the student refuses to execute such release, THOMASON will refer the student back to MUSTANG and the student will be ineligible to obtain any contracted services reimbursed or paid for by MUSTANG until and unless such releases are executed and the student is again referred to THOMASON by MUSTANG.

TERMINATION: This contract may be prematurely terminated by either party upon ten (10) days written notice to the other party.

STATUS AS INDEPENDENT CONTRACTOR: In the performance of all services herein specified, THOMASON, shall be an independent contractor and not an employee, agent, servant, principal, partner or joint venturer of or with MUSTANG. The means of carrying out the contracted professional services herein required shall be within the professional discretion of THOMASON provided, however, THOMASON shall perform all services in a timely, competent and professional manner and consistent herewith.

HOLD HARMLESS: THOMASON shall be exclusively responsible for, and hold MUSTANG fully and forever harmless from any and all liability, injury and damages of any kind or nature, to any MUSTANG student, patron or third party, caused directly or indirectly by any act, omission, negligence, or malpractice of THOMASON, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of THOMASON.

LIABILITY INSURANCE: THOMASON herewith agrees to keep in full force and effect, during and throughout the term of this contract, complete and comprehensive liability insurance in the minimum amount of $100,000.00 per occurrence insuring THOMASON, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of THOMASON, for any and all liability, injury and damages, of any kind or nature, to MUSTANG, it's students, and third parties, caused directly or indirectly by any act, omission, negligence, or malpractice of THOMASON, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of THOMASON. A copy of such policy shall be provided to MUSTANG upon request.

INTERPRETATION AND ALTERATION: This contract shall be interpreted and governed by the laws of the State of Oklahoma. This contract shall not be amended, altered or modified except by written agreement of both parties.

MUSTANG PUBLIC SCHOOLS by:

Melody R. Thomason

Sean McDaniel, Superintendent

Melody R. Thomason
12815 Torre Pines Ln
Yukon, OK 73099
(405) 517-8387

PRESIDENT, Mustang Board of Education

THIS CONTRACT NOT VALID UNLESS AND UNTIL APPROVED BY THE MUSTANG BOARD OF EDUCATION IN OPEN PUBLIC SESSION

AFFIDAVIT OF COMPLIANCE

(Regarding Prohibition of Felony & Sex Offenders on School Premises)

State of Oklahoma]
] ss
County of Oklahoma]

I, Melody Thomason, an independent contractor with and for the MUSTANG PUBLIC SCHOOLS, being first duly sworn upon oath, herewith allege and state as follows:

(1) That I have not ever been convicted in the State, the United States or another State, of any sex defense subject to the Sex Offenders Registration act nor am I subject to another State's or the federal sex offender registration provisions.

(2) That no employee who will be working on school premises during normal working hours, or with Mustang students, under the authority of the contract between myself and the Mustang Public Schools, has been convicted in this State, the United States or another State of any sex defense subject to the Sex Offenders Registration act or is subject to another State's or the federal sex offender registration provisions.

(3) That I have not been convicted of a felony offense within the past ten (10) years in this State, the United States, or another State.

(4) That no employee who will be working on school premises during normal working hours, or with Mustang students, under the authority of the contract between myself and the Mustang Public Schools, has been convicted of a felony offense within the past ten (10) years in this State, the United States, or another State.

(5) further understand that Title 57, Oklahoma Statutes, section 589 provides as follows to wit:

"it is unlawful for any person registered pursuant to the Sex Offenders Registration act to work with or provide services to children or to work on school premises, or for any person or business who offers or provides services to children or contract for work to be performed on school premises to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration act. Upon conviction for any violation of this shall be guilty of misdemeanor and/or punishable by a fine not to exceed One Thousand Dollars ($1000.00). In addition, the violator may be liable for civil damages."

Dated this the 19th day of July, 2013.

Melody Thomason

PRINT NAME Melody Thomason

Subscribed and sworn before me, a Notary Public in and for the State of Oklahoma, this the 19 day of July, 2013.

NOTARY PUBLIC

JANA CLASON NOTARY # 08007582 EXP. 07/30/16 PUBLIC STATE OF OKLAHOMA

MY COMMISSION EXPIRES: 07/30/16

NON-COLLUSION AFFIDAVIT

The following affidavit must be submitted, fully executed and notarized by all persons, entities, corporations or companies that desire to submit a bid for providing goods or services to this district

AFFIDAVIT

State of Oklahoma]
] ss
County of Oklahoma]

I, Melody Thomason, of lawful age and being first duly sworn upon oath, state that I am the designated agent, officer or official of Melody Thomason (hereinafter referred to as "bidder") duly authorized to submit that attached competitive bid for and on behalf of bidder, that I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached, and that I have been personally and directly involved in the proceedings leading to the submission of this bid on behalf of bidder and, therefore, further confirm and state, under oath as follows:

That there has been no collusion among bidders and/or between bidders and school district officials or employees regarding any matter relevant to the contract or project being bid or the bid therewith submitted by bidder;

That nothing of value has been given or offered to school district personnel by bidder, or the agents, officials, officers or employees of bidder, in return for special consideration in the letting of the contract pursuant to the bid to which this statement is attached;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any agreement to bid at a fixed price or to refrain from bidding;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any collusion with any school district official or employee as to quantity, quality of price in the prospective contract, or as to any other terms of such prospective contract;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any discussions between bidders and/or any school district official or employee whereby bidder, or any other bidder, would or could obtain an unfair competitive advantage or money or other thing of value would change hands relative to the consideration or awarding of the contract being herewith bid.

Signature of Affiant Melody Thomason

Subscribed and sworn before me, a Notary Public in and for the State of Oklahoma, this the 19 day of [illegible], 2013.

JANA CLASON NOTARY # 08007582 EXP 07/30/18 (SEAL) PUBLIC STATE OF OKLAHOMA

NOTARY PUBLIC

MY COMMISSION EXPIRES: 07/30/16

CONTRACT FOR PROFESSIONAL SERVICES
Certified Speech Language Pathologist (SLP)
2013-2014

For and in consideration of the mutual terms, promises and agreements herein contained, together with other good and valuable consideration, this contract entered by and between **INDEPENDENT SCHOOL DISTRICT NO. I069 of CANADIAN COUNTY, OKLAHOMA,** (hereinafter referred to as **"MUSTANG"**) **Greta Carter-Carter-Forcina** (hereinafter referred to as **"Carter-Carter-Forcina"**) as follows:

TERMS OF CONTRACT: The term of this contract shall commence on **August 15, 2013** through **May 31, 2014**, at which time this contract shall automatically terminate. No contracted services of any kind or nature performed after the termination date.

CONTRACTED SERVICES: During the term of this contract, **CARTER-CARTER-FORCINA** agrees to provide the following services when and if requested by MUSTANG:

1. Perform tests, measurements and other evaluations/screenings to ascertain student's status and to establish performance baselines.
2. Consult with teachers in relation to student's educational needs.
3. Participate in IEP meetings as requested by the Director of Special Services.
4. Provide required services to identified students of Mustang Public Schools.

All contracted services shall be performed by **CARTER-CARTER-FORCINA**, who shall be required to be, and remain, properly licensed and/or certified in appropriate professional areas to competently perform the contracted services. MUSTANG may at any time request credentialing, licensing a/or certification documentation from **CARTER-CARTER-FORCINA**, which documentation shall be immediately provided by **CARTER-CARTER-FORCINA**. All services shall be performed in accordance with the ethical and professional standards applicable to the professional services performed.

COMPENSATION: CARTER-CARTER-FORCINA, shall be paid as full and total compensation for the contracted services, upon proper performance of services and receipt of proper billing supported by affidavits required by law, the sum of $60.00, per hour for all services rendered at the request of MUSTANG. Total compensation will not exceed a total of 35 hours per week, without prior consent of MUSTANG administration. The billing will specifically identify the student referred by Mustang, the Mustang representative making the referral, the services, the date or dates services were performed, in sufficient detail to allow MUSTANG to identify, without further inquiry, the propriety and validity of the billing. **CARTER-CARTER-FORCINA** shall submit billing statements on a monthly basis.

MUSTANG shall not be liable for any costs, expenses, or services of **CARTER-CARTER-FORCINA** pertaining to the contracted services except for the compensation herein set forth.

CARTER-CARTER-FORCINA and MUSTANG shall, at the request of MUSTANG, participate in a periodic review of the contracted services actually provided to evaluate the quality, cost effectiveness, and efficiency of services delivered. **CARTER-CARTER-FORCINA** shall keep and maintain records sufficient to enable such review. In addition, MUSTANG may, at any time, conduct a review and/or audit of the services provided by **CARTER-CARTER-FORCINA**.

COMPLIANCE WITH STATE AND FEDERAL LAWS: CARTER-CARTER-FORCINA, shall at all times comply with the Civil Rights Act of 1964, and all other state and federal laws, rules and regulations applicable to the performance of contracted services.

CARTER-FORCINA shall not allow, authorize or permit any principal, agent, officer, servant, professional, associate or employee of **CARTER-FORCINA**, who has been convicted of a felony in any jurisdiction within the past ten (10) years, or who has been convicted in any state or federal court of any sex offense subject to the Sex Offenders Registration Act of this state or any other jurisdiction, to be on the premises of MUSTANG, to be on the premises of **CARTER-FORCINA** during the performance of any contracted service, to work with or be around or in the presence of MUSTANG students, or to have access to any record of any kind related to MUSTANG students.

STUDENT RECORDS: Upon referral, MUSTANG shall make available to **CARTER-FORCINA** only such information as is relevant to the services to be performed. **CARTER-FORCINA** shall not release or disclose any information regarding any student referred by MUSTANG to third parties without the express written consent of MUSTANG, the express written consent of a custodial parent or legal guardian of the student, or a court order. MUSTANG shall have unrestricted access to student records kept and maintained by **CARTER-FORCINA** if the custodial parent or legal guardian of the student has given MUSTANG or **CARTER-FORCINA** a release. If the custodial parent or legal guardian of the student refuses to execute such release, **CARTER-FORCINA** will refer the student back to MUSTANG and the student will be ineligible to obtain any contracted services reimbursed or paid for by MUSTANG until and unless such releases are executed and the student is again referred to **CARTER-FORCINA** by MUSTANG.

TERMINATION: This contract may be prematurely terminated by either party upon ten (10) days written notice to the other party.

STATUS AS INDEPENDENT CONTRACTOR: In the performance of all services herein specified, **CARTER-FORCINA**, shall be an independent contractor and not an employee, agent, servant, principal, partner or joint venturer of or with MUSTANG. The means of carrying out the contracted professional services herein required shall be within the professional discretion of **CARTER-FORCINA** provided, however, **CARTER-FORCINA** shall perform all services in a timely, competent and professional manner and consistent herewith.

HOLD HARMLESS: CARTER-FORCINA shall be exclusively responsible for, and hold MUSTANG fully and forever harmless from any and all liability, injury and damages of any kind or nature, to any MUSTANG student, patron or third party, caused directly or indirectly by any act, omission, negligence, or malpractice of **CARTER-FORCINA**, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of **CARTER-FORCINA**.

LIABILITY INSURANCE: CARTER-FORCINA herewith agrees to keep in full force and effect, during and throughout the term of this contract, complete and comprehensive liability insurance in the minimum amount of $100,000.00 per occurrence insuring **CARTER-FORCINA**, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of **CARTER-FORCINA**, for any and all liability, injury and damages, of any kind or nature, to MUSTANG, it's students, and third parties, caused directly or indirectly by any act, omission, negligence, or malpractice of **CARTER-FORCINA,** her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of **CARTER-FORCINA**. A copy of such policy shall be provided to MUSTANG upon request.

INTERPRETATION AND ALTERATION: This contract shall be interpreted and governed by the laws of the State of Oklahoma. This contract shall not be amended, altered or modified except by written agreement of both parties.

MUSTANG PUBLIC SCHOOLS by:

_____
Sean McDaniel, Superintendent

_____
PRESIDENT, Mustang Board of Education

Greta Carter-Forcina

Greta Carter-Forcina
3827 Marked Tree Dr
Edmond, OK 73013
Cell (405) 306-8421

THIS CONTRACT NOT VALID UNLESS AND UNTIL APPROVED BY THE
MUSTANG BOARD OF EDUCATION IN OPEN PUBLIC SESSION

CONTRACT FOR PROFESSIONAL SERVICES
Certified Speech Language Pathologist (SLP)
2013-2014

For and in consideration of the mutual terms, promises and agreements herein contained, together with other good and valuable consideration, this contract entered by and between **INDEPENDENT SCHOOL DISTRICT NO. I069 of CANADIAN COUNTY, OKLAHOMA,** (hereinafter referred to as **"MUSTANG"**) **WESTMORELAND Therapies, LLC** (hereinafter referred to as "WESTMORELAND") as follows:

TERMS OF CONTRACT: The term of this contract shall commence on **August 15, 2013** through **May 31, 2014**, at which time this contract shall automatically terminate. No contracted services of any kind or nature performed after the termination date.

CONTRACTED SERVICES: During the term of this contract, **WESTMORELAND** agrees to provide the following services when and if requested by MUSTANG:

1. Perform tests, measurements and other evaluations/screenings to ascertain student's status and to establish performance baselines.
2. Consult with teachers in relation to student's educational needs.
3. Participate in IEP meetings as requested by the Director of Special Services.
4. Provide required services to identified students of Mustang Public Schools.

All contracted services shall be performed by **WESTMORELAND**, who shall be required to be, and remain, properly licensed and/or certified in appropriate professional areas to competently perform the contracted services. MUSTANG may at any time request credentialing, licensing a/or certification documentation from **WESTMORELAND,** which documentation shall be immediately provided by **WESTMORELAND**. All services shall be performed in accordance with the ethical and professional standards applicable to the professional services performed.

COMPENSATION: WESTMORELAND, shall be paid as full and total compensation for the contracted services, upon proper performance of services and receipt of proper billing supported by affidavits required by law, the sum of $60.00, per hour for all services rendered at the request of MUSTANG. Total compensation will not exceed a total of 40 hours per week, without prior consent of MUSTANG administration. The billing will specifically identify the student referred by Mustang, the Mustang representative making the referral, the services, the date or dates services were performed, in sufficient detail to allow MUSTANG to identify, without further inquiry, the propriety and validity of the billing. **WESTMORELAND** shall submit billing statements on a monthly basis.

MUSTANG shall not be liable for any costs, expenses, or services of **WESTMORELAND** pertaining to the contracted services except for the compensation herein set forth.

WESTMORELAND and MUSTANG shall, at the request of MUSTANG, participate in a periodic review of the contracted services actually provided to evaluate the quality, cost effectiveness, and efficiency of services delivered. **WESTMORELAND** shall keep and maintain records sufficient to enable such review. In addition, MUSTANG may, at any time, conduct a review and/or audit of the services provided by **WESTMORELAND**.

COMPLIANCE WITH STATE AND FEDERAL LAWS: WESTMORELAND, shall at all times comply with the Civil Rights Act of 1964, and all other state and federal laws, rules and regulations applicable to the performance of contracted services.

WESTMORELAND shall not allow, authorize or permit any principal, agent, officer, servant, professional, associate or employee of **WESTMORELAND**, who has been convicted of a felony in any jurisdiction within the past ten (10) years, or who has been convicted in any state or federal court of any sex offense subject to the Sex Offenders Registration Act of this state or any other jurisdiction, to be on the premises of MUSTANG, to be on the premises of **WESTMORELAND** during the performance of any contracted service, to work with or be around or in the presence of MUSTANG students, or to have access to any record of any kind related to MUSTANG students.

STUDENT RECORDS: Upon referral, MUSTANG shall make available to **WESTMORELAND** only such information as is relevant to the services to be performed. **WESTMORELAND** shall not release or disclose any information regarding any student referred by MUSTANG to third parties without the express written consent of MUSTANG, the express written consent of a custodial parent or legal guardian of the student, or a court order. MUSTANG shall have unrestricted access to student records kept and maintained by **WESTMORELAND** if the custodial parent or legal guardian of the student has given MUSTANG or **WESTMORELAND** a release. If the custodial parent or legal guardian of the student refuses to execute such release, **WESTMORELAND** will refer the student back to MUSTANG and the student will be ineligible to obtain any contracted services reimbursed or paid for by MUSTANG until and unless such releases are executed and the student is again referred to **WESTMORELAND** by MUSTANG.

TERMINATION: This contract may be prematurely terminated by either party upon ten (10) days written notice to the other party.

STATUS AS INDEPENDENT CONTRACTOR: In the performance of all services herein specified, **WESTMORELAND**, shall be an independent contractor and not an employee, agent, servant, principal, partner or joint venturer of or with MUSTANG. The means of carrying out the contracted professional services herein required shall be within the professional discretion of **WESTMORELAND** provided, however, **WESTMORELAND** shall perform all services in a timely, competent and professional manner and consistent herewith.

HOLD HARMLESS: WESTMORELAND shall be exclusively responsible for, and hold MUSTANG fully and forever harmless from any and all liability, injury and damages of any kind or nature, to any MUSTANG student, patron or third party, caused directly or indirectly by any act, omission, negligence, or malpractice of **WESTMORELAND**, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of **WESTMORELAND**.

LIABILITY INSURANCE: WESTMORELAND herewith agrees to keep in full force and effect, during and throughout the term of this contract, complete and comprehensive liability insurance in the minimum amount of $100,000.00 per occurrence insuring **WESTMORELAND**, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of **WESTMORELAND**, for any and all liability, injury and damages, of any kind or nature, to MUSTANG, it's students, and third parties, caused directly or indirectly by any act, omission, negligence, or malpractice of **WESTMORELAND**, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of **WESTMORELAND**. A copy of such policy shall be provided to MUSTANG upon request.

INTERPRETATION AND ALTERATION: This contract shall be interpreted and governed by the laws of the State of Oklahoma. This contract shall not be amended, altered or modified except by written agreement of both parties.

MUSTANG PUBLIC SCHOOLS by:

_____
Sean McDaniel, Superintendent

_____
PRESIDENT, Mustang Board of Education

_____
Westmoreland Therapies, LLC
4404 N. Donald
Bethany, OK 73008
Cell (405) 234-7534

THIS CONTRACT NOT VALID UNLESS AND UNTIL APPROVED BY THE
MUSTANG BOARD OF EDUCATION IN OPEN PUBLIC SESSION

Mustang Public Schools

Memo

To: Carol Wood

From: Deborah Beel

CC: File

Date: 7/17/2013

Re: Continuing OT Contract for 2013-2014

Please review and consider for board approval the continuing contract between Mustang Public Schools and Stephanie Pyle as an Occupational Therapist for the 2013-2014 school year. This contract is for up to five days per week at the rate of $60.00 per hour and is paid from federal funds.

CONTRACT FOR PROFESSIONAL SERVICES
Occupational Therapist

For and in consideration of the mutual terms, promises and agreements herein contained, together with other good and valuable consideration, this contract entered by and between **INDEPENDENT SCHOOL DISTRICT NO. I069 of CANADIAN COUNTY, OKLAHOMA,** (hereinafter referred to as **"MUSTANG"**) and **Stephanie Pyle,** (hereinafter referred to as **"PYLE"**) as follows:

TERMS OF CONTRACT: The term of this contract shall commence on **August 15, 2013**, through **June 30, 2014**, at which time this contract shall automatically terminate. No contracted services of any kind or nature performed after the termination date.

CONTRACTED SERVICES: During the term of this contract, PYLE agrees to provide the following services when and if requested by MUSTANG:

A. Review student's applicable records and physician's referral;
B. Evaluate each referred student appropriately, formally, or informally;
C. Determine specific program needs and plans appropriate sensorimotor activities, therapeutic exercises, mobility training, self help skills, and the use of special rehabilitation equipment, if appropriate;
D. Orient train and supervise professional on nonprofessional staff in the appropriate therapy methods needed to integrate services;
E. Assess, modify, and improve each individualized occupational therapy program as the student changes and his/her needs change;
F. Provide periodic verbal and written reports, attend Individualized Education Program (IEP) meetings, as required;
G. Provide in-service training for staff and families, if required.

All contracted services shall be performed by PYLE, who shall be required to be, and remain, properly licensed and/or certified in appropriate professional areas to competently perform the contracted services. MUSTANG may at any time request credentialing, licensing and/or certification documentation from PYLE, which documentation shall be immediately provided by PYLE. All services shall be performed in accordance with the ethical and professional standards applicable to the professional services performed.

COMPENSATION: PYLE shall be paid as full and total compensation for the contracted services, upon proper performance of services and receipt of proper billing supported by affidavits required by law, the sum of $60.00 per hour for all services rendered at the request of MUSTANG. The hours of coverage will be approximately seven (7) hours per day for a maximum of four (4) days per week. If mutually agreed, the amount of services required can be changed if necessary depending on the caseload. The billing will specifically identify the student referred by Mustang, the Mustang representative making the referral, the services, the date or dates services were performed, in sufficient detail to allow MUSTANG to identify, without further inquiry, the propriety and validity of the billing. PYLE shall submit billing statements on a monthly basis.

MUSTANG shall not be liable for any costs, expenses, or services of PYLE pertaining to the contracted services except for the compensation herein set forth.

PYLE and MUSTANG shall, at the request of MUSTANG, participate in a periodic review of the contracted services actually provided to evaluate the quality, cost effectiveness, and efficiency of services delivered. PYLE shall keep and maintain records sufficient to enable such review. In addition, MUSTANG may, at any time, conduct a review and/or audit of the services provided by PYLE.

COMPLIANCE WITH STATE AND FEDERAL LAWS: PYLE shall at all times comply with the Civil Rights Act of 1964, and all other state and federal laws, rules and regulations applicable to the performance of contracted services.

PYLE shall not allow, authorize or permit any principal, agent, officer, servant, professional, associate or employee of PYLE, who has been convicted of a felony in any jurisdiction within the past ten (10) years, or who has been convicted in any state or federal court of any sex offense subject to the Sex Offenders Registration Act of this state or any other jurisdiction, to be on the premises of MUSTANG, to be on the premises of PYLE during the performance of any contracted service, to work with or be around or in the presence of MUSTANG students, or to have access to any record of any kind related to MUSTANG students.

STUDENT RECORDS: Upon referral, MUSTANG shall make available to PYLE only such information as is relevant to the services to be performed. PYLE shall not release or disclose any information regarding any student referred by MUSTANG to third parties without the express written consent of MUSTANG, the express written consent of a custodial parent or legal guardian of the student, or a court order.

MUSTANG shall have unrestricted access to student records kept and maintained by PYLE if the custodial parent or legal guardian of the student has given MUSTANG or PYLE a release. If the custodial parent or legal guardian of the student refuses to execute such release, PYLE will refer the student back to MUSTANG and the student will be ineligible to obtain any contracted services reimbursed or paid for by MUSTANG until and unless such releases are executed and the student is again referred to PYLE by MUSTANG.

TERMINATION: This contract may be prematurely terminated by either party upon ten (10) days written notice to the other party.

STATUS AS INDEPENDENT CONTRACTOR: In the performance of all services herein specified, PYLE, shall be an independent contractor and not an employee, agent, servant, principal, partner or joint venturer of or with MUSTANG. The means of carrying out the contracted professional services herein required shall be within the professional discretion of PYLE provided, however, PYLE shall perform all services in a timely, competent and professional manner and consistent herewith.

HOLD HARMLESS: PYLE shall be exclusively responsible for, and hold MUSTANG fully and forever harmless from any and all liability, injury and damages of any kind or nature, to any MUSTANG student, patron or third party, caused directly or indirectly by any act, omission, negligence, or malpractice of PYLE, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of PYLE.

LIABILITY INSURANCE: PYLE herewith agrees to keep in full force and effect, during and throughout the term of this contract, complete and comprehensive liability insurance in the minimum amount of $100,000.00 per occurrence insuring PYLE, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of PYLE, for any and all liability, injury and damages, of any kind or nature, to MUSTANG, it's students, and third parties, caused directly or indirectly by any act, omission, negligence, or malpractice of PYLE, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of PYLE. A copy of such policy shall be provided to MUSTANG upon request.

INTERPRETATION AND ALTERATION: This contract shall be interpreted and governed by the laws of the State of Oklahoma. This contract shall not be amended, altered or modified except by written agreement of both parties.

MUSTANG PUBLIC SCHOOLS by:

Sean McDaniel, Superintendent

PRESIDENT, Mustang Board of Education

Stephanie Pyle
11205 Folkstone Dr.
Yukon, OK 73099
283-0026

THIS CONTRACT NOT VALID UNLESS AND UNTIL APPROVED BY THE MUSTANG BOARD OF EDUCATION IN OPEN PUBLIC SESSION

AFFIDAVIT OF COMPLIANCE

(Regarding Prohibition of Felony & Sex Offenders on School Premises)

State of Oklahoma]
] ss
County of Oklahoma]

I, Stephanie Pyle, an independent contractor with and for the MUSTANG PUBLIC SCHOOLS, being first duly sworn upon oath, herewith allege and state as follows:

(1) That I have not ever been convicted in the State, the United States or another State, of any sex defense subject to the Sex Offenders Registration act nor am I subject to another State's or the federal sex offender registration provisions.

(2) That no employee who will be working on school premises during normal working hours, or with Mustang students, under the authority of the contract between myself and the Mustang Public Schools, has been convicted in this State, the United States or another State of any sex defense subject to the Sex Offenders Registration act or is subject to another State's or the federal sex offender registration provisions.

(3) That I have not been convicted of a felony offense within the past ten (10) years in this State, the United States, or another State.

(4) That no employee who will be working on school premises during normal working hours, or with Mustang students, under the authority of the contract between myself and the Mustang Public Schools, has been convicted of a felony offense within the past ten (10) years in this State, the United States, or another State.

(5) further understand that Title 57, Oklahoma Statutes, section 589 provides as follows to wit:

"it is unlawful for any person registered pursuant to the Sex Offenders Registration act to work with or provide services to children or to work on school premises, or for any person or business who offers or provides services to children or contract for work to be performed on school premises to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration act. Upon conviction for any violation of this shall be guilty of misdemeanor and/or punishable by a fine not to exceed One Thousand Dollars ($1000.00). In addition, the violator may be liable for civil damages."

Dated this the 25 day of July, 2013.

Stephanie Pyle

PRINT NAME Stephanie Pyle

Subscribed and sworn before me, a Notary Public in and for the State of Oklahoma, this the 25 day of July, 2013.

NOTARY PUBLIC

JANA CLASON NOTARY # 08007582 EXP. 07/30/16 STATE OF OKLAHOMA PUBLIC

MY COMMISSION EXPIRES:

07/30/16

NON-COLLUSION AFFIDAVIT

The following affidavit must be submitted, fully executed and notarized by all persons, entities, corporations or companies that desire to submit a bid for providing goods or services to this district

AFFIDAVIT

State of Oklahoma]
] ss
County of Oklahoma]

I, Stephanie Pyle, of lawful age and being first duly sworn upon oath, state that I am the designated agent, officer or official of Stephanie Pyle (hereinafter referred to as "bidder") duly authorized to submit that attached competitive bid for and on behalf of bidder, that I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached, and that I have been personally and directly involved in the proceedings leading to the submission of this bid on behalf of bidder and, therefore, further confirm and state, under oath as follows:

That there has been no collusion among bidders and/or between bidders and school district officials or employees regarding any matter relevant to the contract or project being bid or the bid therewith submitted by bidder;

That nothing of value has been given or offered to school district personnel by bidder, or the agents, officials, officers or employees of bidder, in return for special consideration in the letting of the contract pursuant to the bid to which this statement is attached;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any agreement to bid at a fixed price or to refrain from bidding;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any collusion with any school district official or employee as to quantity, quality of price in the prospective contract, or as to any other terms of such prospective contract;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any discussions between bidders and/or any school district official or employee whereby bidder, or any other bidder, would or could obtain an unfair competitive advantage or money or other thing of value would change hands relative to the consideration or awarding of the contract being herewith bid.

Signature of Affiant Stephanie Pyle

Subscribed and sworn before me, a Notary Public in and for the State of Oklahoma, this the 25 day of _____, 20 13.

(SEAL) JANA CLABON NOTARY # 08007582 EXP. 07/30/16 STATE OF OKLAHOMA PUBLIC

NOTARY PUBLIC

MY COMMISSION EXPIRES: 07/30/16

Memo

Date: 7/16/2013

To: Mr. Charles Bradley

From: Dr. Angela Mills

RE: ALCA Comprehend Contract

Please submit to the board for consideration and/or action upon the recommendation to renew for the 2013-2014 school year the ALCA contract in the amount of $21,216.25. This will allow MPS to store student data from OCCT, EOI, COGAT, DIBELS and WIDA in one data base. We have data stored with this vendor that goes back five years.

Respectfully submitted,

Angela Mills
Assistant Superintendent,
of Academic Services
Mustang Public Schools

Estimate

ALCA
1000 East Elm Street
Fairview, OK 73737

BILLED TO	DETAILS	TOTAL DUE
Mustang Public Schools 906 S Heights Dr Mustang, OK 73064-3542	June 12, 2013 Mustang Renewal 2013-14	$17,941.25

Attn: Ms. Angela Mills

Comprehend 2013-14

Item	Quantity	Price	Subtotal
OCCT Sites 12-13	9	$250.00	$2,250.00
OCCT Site ADM 12-13	9233	$1.25	$11,541.25
Membership, Basic Professional -- 2013-14 Basic Members are educators having basic access to Comprehend data (if available), curriculum standards, a virtual locker, and professional activities (e.g., online training and resources).	335	$5.00	~~$1,675.00~~
Membership, Student — 2013-14 Student members are learners who can complete online learning and assessment tasks, develop and maintain work samples and portfolios, and participate in moderated personal learning networks.	325	$3.00	~~$975.00~~
PD ALCA Professional Development ALCA offers a variety of Professional Development opportunities addressing over 100 topics within the eight educational domains. These domains include Data, Standards, Mapping, Planning, Curriculum, Assessments, Strategies, and PLCs. Most topics support administrators and teachers in addressing TLE, A-F Report Cards, Common Core and C3 standards, and/or PLC growth.	1	$1,500.00	$1,500.00
		Total:	$17,941.25

15,291.25

together
11,216.25

Estimate

ALCA
1000 East Elm Street
Fairview, OK 73737

BILLED TO	DETAILS	TOTAL DUE
Mustang Public Schools 906 S Heights Dr Mustang, OK 73064-3542	February 3, 2013 Mustang 2012-13	**$7,470.00**

Attn: Angela Mills

Item	Quantity	Price	Subtotal
CogAT District 12-13	1	$200.00	$200.00
CogAT Records 12-13	1400	$1.00	$1,400.00
Dibels Next District 12-13	1	$200.00	$200.00
Dibels Next Records 12-13	3825	$1.00	$3,825.00
EPAS District 12-13	1	$200.00	~~$200.00~~
EPAS EXPLORE Records 12-13	711	$1.00	~~$711.00~~
EPAS PLAN Records 12-13	634	$1.00	~~$634.00~~
WIDA District 12-13	1	$200.00	$200.00
WIDA Records 12-13	100	$1.00	$100.00
		Total:	$7,470.00

5,925

Memo

Date: 7/16/2013

To: Mr. Charles Bradley

From: Dr. Angela Mills

RE: Edgenuity Virtual Contract

Please submit to the board for consideration and/or action upon the recommendation to renew the Edgenuity Contract for the 2013-2014 school year at a cost of $25,400.00. This contract will secure 40 licenses for on-line course work.

Respectfully submitted,

Angela Mills
Assistant Superintendent,
of Academic Services
Mustang Public Schools

Edgenuity™

OK Consortium Order Form Mustang Public Schools

MUST BE RECEIVED BY MAY 31, 2013 Contract July 1, 2013 – June 30, 2014

Package	Cost	Quantity	Total
55 core and general elective courses plus: • 10 additional courses of choice at no additional cost • VT OK EOIs, SAT or ACT prep	$635 per license	40	25,400
Additional Options			
eLibrary Lesson Search	$2500 per site		
NWEA Integration	$3000		

Professional Services	Cost	Quantity	Total
Onsite Training	$2000/day		
Web Training (2-3 hour session)	$500/training		
Course Customization (district pacing)	$1000/course		

Hardware and Integration	Cost	Total
Dell Media Appliance	$800	
School Set-Up Fee (new clients only)	$500	

Total Cost $ 25,400

Dr. Lisa Griffin-Bliss
Account Executive
Lisa.Bliss@Edgenuity.com
213.268.8626

Return Form and PO to:
Dash SanMiguel
Dash.SanMiguel@Edgenuity.com
480.276.1195

Mustang Public Schools

Memo

To: Charles Bradley, Asst. Supt.

From: Deborah Beel DB

CC: File

Date: 7/18/2013

Re: Continuing Clinical Rotation Agreement

Please review and consider for board approval the continuing clinical rotation agreement between Mustang Public Schools and southern Nazarene University to provide clinical experiences for student nurses during the 2013-2014 school year. There is no cost to the district.

Southern Nazarene University
CHARACTER | CULTURE | CHRIST

July 16, 2013

RECEIVED
JUL 19 2013
BY: LC

Debbie Beal
School of Health
Mustang Public School
Mustang, OK 73064

Dear Debbie:

Please find enclosed two (2) contractual agreements between Southern Nazarene University and the Mustang Public Schools. Please have them signed by the administrator. Retain one (1) copy for your files and return the other copy to Southern Nazarene University School of Nursing.

If you have any questions regarding this contract, please contact Professor Mary Hibbert at 405/491-6612.

We appreciate the opportunities that you make available to our students. Thank you in advance for your assistance.

Sincerely,

Laura O'Neil, RN MS

Laura O'Neil RN MS
Associate Chair
Southern Nazarene University
School of Nursing

SCHOOL OF NURSING
6729 Northwest 39th Expressway Bethany, Oklahoma 73008 Office 405.491.6365 Fax 405.717.6264
www.snu.edu

CLINICAL ROTATION AGREEMENT

THIS AGREEMENT is made and entered into as of July 1, 2013 between Southern Nazarene University (the "School"), Mustang Public Schools, an Oklahoma _____ facility which owns and operates Mustang Public Schools (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately 12 (months/year(s)), commencing July 1,2013 and ending June 30, 2014 unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this Agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to _____ at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s); (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or physician's designee; and (v) a background check.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly, and to park in areas designated by the Facility.

i. The School shall be responsible for all actions, activities and affairs of Students, the Clinical Instructor and all Instructors during the Clinical Rotations to the extent required by law.

j. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references and all academic aspects of the Clinical Rotation programs.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable

notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility, and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Clinical Rotation begins, the Facility may refuse to allow any Student or Instructor to participate in the Clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation or any other reason.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who is not competent or qualified to participate in the Clinical Rotation.

e. The Instructors are duly licensed to practice Nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and regulations.

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct in all respects.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall immediately notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. State-Operated Institutions. This provision is applicable to Schools that are owned and operated by the State of Oklahoma. The School represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The School agrees to furnish verification of professional liability insurance covering the participating Students and Instructors. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. During the term of this Agreement, the School shall require Students and Instructors to maintain, and each Student and Instructor shall continuously maintain professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. The policies shall provide that they may not be cancelled or terminated without giving the Facility at least 30 days advance notice of cancellation or termination.

b. Institutions That Are Not State-Operated. This provision is applicable to Schools that are not owned and operated by the State of Oklahoma. During the term of this Agreement, the School shall require Students and Instructors to maintain, and each Student and Instructor shall continuously maintain professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverage's as may be acceptable to the Facility. Upon request, the School shall provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. The policy shall provide that it may not be cancelled or terminated without giving the Facility at least 30 days advance notice of cancellation or termination. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least 30 days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the 30 day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands, actions, costs expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School must require Clinical Instructors, Instructors and Students to, keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to, appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996, as it may be amended from time to time ("HIPAA") and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

16. Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. Section 4212.

17. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to, comply with the policies, rules, and regulations of the Facility as provided to the School by the Facility.

18. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

19. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

21. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

SCHOOL: Southern Nazarene University

By Laura Oneil, RN MS Date 7/16/13
(Signature)
Laura Chan
(Name & Title)

Address: 6729 NW 39th Expressway, Bethany, OK 73008

FACILITY: Facility Name: Mustang Public Schools

By _____ Date _____
(Signature)

_____
(Name & Title)
Address 906 S. Heights Drive, Mustang, OK 73064

MUSTANG PUBLIC SCHOOLS

Memo

To: Charles Bradley, Deputy Superintendent

From: **Tracy Skinner, Director of Secondary Schools**

Date: July 12, 2013

Re: MPS Education renewal contract for Gary Miller Juvenile Justice Center

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For the 2013-2014 school year, we are requesting the renewal contract to be board approved for 12 students of MPS to attend the CCJC Education Center for a total of $3, 189.00. The contract is attached to be signed if approved.

CANADIAN COUNTY EDUCATION CENTER

Gary Miller Children's Justice Center
7905 E. Highway 66
El Reno, Oklahoma 73036
(405) 262-6336

May 10, 2013

To Whom It May Concern:

Enclosed is your education contract to continue service with the Gary Miller Juvenile Justice Center. Please sign and return BOTH copies. You will be mailed a fully executed copy for your files after approved/signed by the County Commissioners. We appreciate your support and the scheduling of this item on your next board agenda to ensure it is in place before the first day of school 2013. Please return both contracts to:

Gary Miller Children's Justice Center
% Jahree Edwards
7905 E. Highway 66
El Reno, Oklahoma 73036

Sincerely,

Karen Carter

Karen Carter
Director of Student Services
Gary Miller Children's Justice Center
El Reno, Oklahoma 73036
(405) 264-5549

Education Contract
2013-2014 Fiscal Year

Agreement entered into as of the _____ day of _____, 2013, By and between Independent School District No. 09I069, Canadian County, Oklahoma, a/k/a Mustang Public Schools (MPS) and the Board of County Commissioners of Canadian County, Oklahoma (COUNTY) on behalf of the Canadian County Justice Center (CCJC).

WHEREAS, the CCJC is located within the boundaries of the El Reno Public Schools District (ERPS) and will include an alternative education facility to be used for alternative education students who are in the 6th grade through the 12th grades from various school districts within Canadian County, Oklahoma.

NOW THEREFORE, in consideration of their mutual covenants and obligations, and other good and valuable consideration, the parties hereto agree as follows:

1. CCJC Alternative Education Facility. The County will be responsible for the maintenance of the Canadian County Education Center. The CCJC will be responsible for providing and maintaining all furnishings, equipment, materials, supplies, textbooks and teaching aides used in the CCJC Education Center. The Education Facility will include five (5) classrooms and appropriate office space.

2. Education Facility Staff. The staff will consist of a director and an appropriate number of teachers (estimated to be 5). The staff will be hired by the Lead Educational Agency (LEA) which is El Reno Public Schools, subject to approval of the CCJC Director, and will be employees of the LEA. The staff will receive all compensation and benefits provided by the LEA to other employees in comparable positions and will be subject to all applicable policies of the LEA's Board of Education.

3. Staff qualifications/Certification. The LEA will be responsible for hiring only those persons who have the qualifications and certification required by law for the CCJC Education Program.

4. Program Certification. The LEA and the Education Program staff will, through joint efforts, take the steps necessary to obtain and maintain the necessary certification of the program.

5. Staff Compensation/Benefits Reimbursement. The County, through the CCJC will reimburse the LEA for all costs of compensation and benefits paid by the LEA to the Education facility Staff. The reimbursement payments will be made at regular intervals, preferably monthly. The LEA will provide documentation of the costs of such compensation and benefits.

VB 6.19.17

6. CCJC Alternative Education Program. The education program offered pursuant to this Agreement, will be separate from the educational services provided to those juveniles who are in detention at the CCJC. The Canadian County Education Center will not replace the alternative education program of the MPS, but will be available as a supplement or alternative to that program.

7. CCJC Education Program Students. Administration of the CCJC Education program will establish and enforce the student admission and enrollment criteria. Students in the sixth (6^{th}) through the twelfth (12^{th}) grades will be eligible for referral. The CCJC Education Center will accept qualifying students from the MPS and from other school districts that have entered into contracts with the COUNTY for such alternative education services.

8. Status of Students. MPS students who attend the CCJC Education Center will remain students of the MPS district and will be subject to the applicable graduation requirements of the MPS district. MPS will be responsible for maintaining the records and submitting the reports on the students in the CCJC Education Center that are required by state and/or federal law.

9. CCJC Education Program Term. The education services at the CCJC Education Center will be provided throughout the academic year of the MPS.

10. Number of Students. The number of students that the CCJC Education Center will be able to serve will be limited. In order to insure availability, the MPS agrees to pay the CCJC and/or the COUNTY for 12 students of the MPS to attend the CCJC Education Center during the 2013-2014 fiscal year, ending June 30, 2014. The CCJC Education Center will hold and reserve 12 spaces for MPS students and MPS will pay for that number of spaces, whether or not that many students actually attend the Program.

11. Payment. MPS will pay the CCPFA and/or the COUNTY, $3,189.00 for each space as designated in paragraph 10 hereinabove, for the remainder of the 2013-2014 fiscal year. MPS will pay the COUNTY, through the Canadian County Justice Center, the sum of $38,268.00 for utilization of the CCJC Education Program. Payments shall be made in ten monthly installments, beginning September, 2013 in the amount of $3,826.80 .

12. Transportation of Students. During the academic year, the MPS will be responsible for transportation of MPS students, if needed, to the CCJC Education Center.

13. Terms of Agreement. This Agreement shall be effective from the date it is executed by the parties through the end of the 2013-2014 fiscal year on June 30, 2014. This Agreement may be renewed for subsequent fiscal years, upon mutual ratification of the parties of all terms, including any modifications of the provisions in paragraphs 10 and 11 hereinabove.

Entered into as of the date first appearing above.

BOARD OF EDUCATION OF INDEPENDENT SCHOOL
DISTRICT NO. 09I069 CANADIAN COUNTY, OKLAHOMA
(Mustang Public Schools)
906 S. Heights
Mustang, Oklahoma 73064

By:

_____, President

Attest:

_____Board Clerk

BOARD OF COUNTY COMMISSIONERS OF
CANADIAN COUNTY, OKLAHOMA

By:_____
Dave Anderson, Chair & Commissioner

By:_____
Jack Stewart, Commissioner

By:_____
Phil Carson, Commissioner

ATTEST:

_____
Shelley Dickerson, County Clerk

SCHOOL STAFFING AGREEMENT

This School Staffing Agreement (hereinafter "Agreement") is entered into this 6th day of July, 2012, by and between **Mustang Public Schools** located at 906 S. Heights Dr. Mustang, OK 73064 , referred to in this Agreement as "SCHOOL," and **Maxim Healthcare Services, Inc.**, a Maryland Corporation including its affiliates and subsidiaries, with an office located at 2601 NW Expressway, Suite 107W, Oklahoma City, OK 73112, referred to in this Agreement as "MAXIM."

RECITALS

WHEREAS, SCHOOL requires health care personnel to provide nursing services to SCHOOL students (here in referred to as "STUDENT(s)") under the general supervision of the SCHOOL, and wishes to engage MAXIM to provide such personnel to supplement SCHOOL's staff.

WHEREAS, MAXIM employs health care personnel and is willing to provide such personnel to SCHOOL.

THEREFORE, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, and intending to be legally bound, SCHOOL and MAXIM hereby agree to the following terms and conditions.

ARTICLE 1. TERM OF AGREEMENT

Section 1.1 **Term.** This Agreement will be in effect for one (1) SCHOOL calendar year and will be automatically renewed at the end of the first year and each subsequent year unless terminated.

Section 1.2 **Termination.** Either party may terminate this Agreement at any time, with or without cause, by providing at least thirty (30) days advance written notice of the termination date to the other party. Such termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination.

ARTICLE 2. RESPONSIBILITIES OF MAXIM

Section 2.1 **Services.** MAXIM will, upon request by SCHOOL, provide one or more licensed health care providers (i.e RNs, LP(V)Ns, and CNAs (collectively, "Personnel") to provide one-to-one nursing services to physically and/or mentally disabled SCHOOL STUDENT(s), subject to availability of qualified Personnel. Services will be provided according to SCHOOL calendar year and includes, but are not limited to traveling to and/or from SCHOOL on transportation provided by SCHOOL. Subject to the terms of Section 6.8 of this Agreement, to the extent that MAXIM is unable to provide the type of healthcare provider requested by SCHOOL, MAXIM will provide SCHOOL with a higher skilled healthcare provider. MAXIM must, however, bill that higher skilled provider at that provider's fair market value rate.

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Section 2.2 **Personnel.** MAXIM will supply SCHOOL with Personnel who meet the following criteria:

1) Possess current state license/registration and/or certification, as applicable and appropriate for the services provided to SCHOOL.

2) Possess CPR certification, if required by applicable laws, regulations, or accreditation standards, to be presented to SCHOOL Administrator upon request.

3) Meet MAXIM and SCHOOL conditions of employment regarding health clearance (to include proof of pre-employment physical and TB skin testing), provision of professional references, and any other applicable hiring criteria, documentation of which will be kept in the MAXIM employee file.

4) Shall, preferably have at least one (1) year of relevant professional experience and one (1) year of specialty experience, which shall be documented by references and kept on file.

Section 2.3 **Nurse Pool.** MAXIM will establish a back-up Personnel pool to provide coverage in the event of Personnel sickness, vacation or unexpected termination, while still allowing for consistency in STUDENT's care.

Section 2.4 **Insurance.** MAXIM will maintain (at its sole expense), or require the individuals it provides under this Agreement to maintain, a valid policy of insurance evidencing general and professional liability coverage of not less than $1,000,000 per occurrence and $3,000,000 in the aggregate, covering the sole negligent acts or omissions which may give rise to liability for services provided under this Agreement. MAXIM will provide a certificate of insurance evidencing such coverage upon request by SCHOOL.

Section 2.5 **Employment and Taxes.** MAXIM will follow its standard employment policies and procedures to verify that all Personnel meet applicable licensing requirements. MAXIM, or its subcontractor, if applicable, will maintain direct responsibility as employer for the payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, worker's compensation, and unemployment insurance.

ARTICLE 3. RESPONSIBILITIES OF SCHOOL

Section 3.1 **Responsibility for Patient Care.** SCHOOL retains full authority for patient care while using MAXIM Personnel.

Section 3.2 **Individual Education Programs (IEP).** Services to be provided will be determined by the individual Student's IEP. SCHOOL will provide MAXIM with STUDENT's IEP and all duties will be carried out on SCHOOL premises including, but not limited to, the school bus or other mode of transportation when indicated by the student's IEP. SCHOOL agrees and guarantees, through all reasonable and necessary means, that the IEP will not contradict any aspect of STUDENT's plan of care, as established by STUDENT's physician.

Section 3.3 **Right to Dismiss.** If SCHOOL's Board or designee determines that anyone provided by MAXIM is incompetent, has engaged in misconduct, or has been negligent, SCHOOL may require such Personnel to leave the premises and will notify MAXIM immediately. SCHOOL's obligation to compensate MAXIM for such Personnel's services will be limited to the number of hours actually worked.

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MAXIM will not reassign such Personnel to SCHOOL without prior approval of the SCHOOL's Board or designee. MAXIM has the right to cure such incompetence by replacing incompetent Personnel with competent Personnel.

Section 3.4 **Insurance.** SCHOOL will maintain at its sole expense valid policies of general and professional liability insurance with minimum limits of $1,000,000 per occurrence and $3,000,000 annual aggregate covering the acts or omissions of its employees, contractors and agents which may give rise to liability in connection with the services under this Agreement. SCHOOL will give MAXIM prompt written notice of any material change in SCHOOL coverage.

Section 3.5 **Placement Fee.** For a period of twelve (12) months following that date on which MAXIM Personnel last work at shift at SCHOOL, SCHOOL agrees that it will take no steps to recruit, hire, or employ as its own employees or as a contractor, those Personnel provided by MAXIM during the term of this Agreement. SCHOOL understands and agrees MAXIM is not an employment agency and that Personnel are assigned to the SCHOOL to render temporary service(s) and are not assigned to become employed by the SCHOOL. The SCHOOL further acknowledges agrees that there is a substantial investment in business related costs incurred by MAXIM in recruiting, training and employing Personnel, to include advertisement, recruitment, interviewing, evaluation, reference checks, training, and supervising Personnel. In the event that SCHOOL, or any affiliate, subsidiary, department, or division of SCHOOL hires, employs, or solicits MAXIM Personnel, SCHOOL will be in breach of this Agreement. SCHOOL agrees to either (a) give MAXIM one hundred eighty (180) days notice of its intent to hire, continuing to staff Personnel through MAXIM for a minimum of thirty-six (36) hours per week through the one hundred eighty (180) days notice period OR (b) pay MAXIM a placement fee equal to the greater of five thousand dollars ($5000.00) or the sum of thirty percent (30%) of such Personnel's annual salary (calculated as Hourly Pay Rate x 2080 Hours x 30%).

ARTICLE 4. MUTUAL RESPONSIBILITIES

Section 4.1 **Orientation.** SCHOOL will promptly provide MAXIM Personnel with an adequate and timely orientation to SCHOOL. SCHOOL shall review instructions regarding confidentiality (including patient and employee), and orient MAXIM Personnel to the specific Exposure Control Plan of the SCHOOL as it pertains to OSHA requirements for bloodborne pathogens, as well as any of the SCHOOL's specific policies and procedures provided to MAXIM for such purpose.

Section 4.2 **Non-discrimination.** Neither MAXIM nor SCHOOL will discriminate on the basis of age, race, color, national origin, religion, sex, disability, being a qualified disabled veteran, being a qualified veteran of the Vietnam era, or any other category protected by law.

ARTICLE 5. COMPENSATION

Section 5.1 **Invoicing.** MAXIM will supply Personnel under this Agreement at the rates listed in Attachment A. MAXIM will submit invoices to SCHOOL every week for Personnel provided to SCHOOL during the preceding week. Invoices shall be submitted to the following address:

Mustang Public Schools
906 S. Heights Dr.
Mustang, OK 73064

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ATTN: Accounts Payable

Section 5.2 **Payment.** All amounts due to MAXIM are due and payable within thirty (30) days from date of invoice. SCHOOL will send all payments to the address set forth on the invoice.

Section 5.3 **Late Payment.** Payments not received within thirty (30) days from the applicable invoice date will accumulate interest, until paid, at the rate of one and one-half percent (1.5%) per month on the unpaid balance, equating to an annual percentage rate of eighteen percent (18%) or the maximum rate permitted by applicable law, whichever is less.

Section 5.4 **Rate Change.** MAXIM will provide SCHOOL least thirty (30) days advance written notice of any change in rates.

ARTICLE 6. GENERAL TERMS

Section 6.1 **Independent Contractors.** MAXIM and SCHOOL are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Neither MAXIM nor SCHOOL nor any of their respective agents or employees shall control or have any right to control the activities of the other party in carrying out the terms of this Agreement.

Section 6.2 **Assignment.** Neither party may assign this Agreement without the prior written consent of the other party, and such consent will not be unreasonably withheld. No such consent will be required for assignment to an entity owned by or under common control with assigner or in connection with any acquisition of all of the assets or capital stock of a party; provided however, the assigning party will provide notice of such transaction to the other party and remain fully responsible for compliance with all of the terms of this Agreement.

Section 6.3 **Indemnification.** MAXIM agrees to indemnify and hold harmless SCHOOL, and its directors, officers, and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the sole negligent performance of MAXIM, its directors, officers, employees, or agents under this Agreement only. SCHOOL agrees to indemnify and hold harmless MAXIM, its directors, officers, shareholders, employees, and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the negligent performance of SCHOOL, its directors, officers, employees, contractors, or agents under this Agreement.

Section 6.4 **Attorney's Fees.** In the event either party is required to obtain legal assistance (including in-house counsel) to enforce its rights under this Agreement, or to collect any monies due to such party for services provided, the prevailing party shall be entitled to receive from the other party, in addition to all other sums due, reasonable attorney's fees, court costs and expenses, if any, incurred enforcing its rights and/or collecting its monies.

Section 6.5 **Notices.** Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses below. Either party may change the

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address to which notices are sent by sending written notice of such change of address to the other party.

Mustang Public Schools
906 S. Heights Dr.
Mustang, OK 73064
ATTN:Accounts Payable

Maxim Healthcare Services, Inc.
7227 Lee Deforest Dr.
Columbia, MD 21046
ATTN: Contracts Department

COPY TO:

Maxim Healthcare Services, Inc.
2601 NW Expressway, Suite 107W
Oklahoma City, OK 73112
ATTN: **Accounts Manager**

Section 6.6 **Headings.** The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.

Section 6.7 **Entire Contract; Counterparts.** This Agreement constitutes the entire contract between SCHOOL and MAXIM regarding the services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document. No amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both parties, except as provided in Section 6.9.

Section 6.8 **Availability of Personnel.** The parties agree that MAXIM's duty to supply Personnel on request of SCHOOL is subject to the availability of qualified MAXIM Personnel. The failure of MAXIM to provide Personnel or the failure of SCHOOL to request Personnel results in no penalty to SCHOOL or any party claiming by or through it and shall not constitute a breach of this Agreement.

Section 6.9 **Compliance with Laws.** MAXIM agrees that all services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state or local laws and regulations or applicable accrediting body standards are modified, MAXIM reserves the right to notify SCHOOL in writing of any modifications to the Agreement in order to remain in compliance with such law, rule, or regulations.

Section 6.10 **Severability.** In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.

Section 6.11 **Governing Law, Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the State of Maryland, without regard to its principles of conflict of laws. Any dispute or claim form this Agreement shall be resolved exclusively in the federal and state courts of the State of Maryland and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.

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Section 6.12 **Limitation on Liability.** Neither MAXIM nor SCHOOL will be responsible for special, indirect, incidental, consequential, or other similar damages, including but not limited to lost profits, that the other party may incur or experience in connection with this Agreement or the services provided, however caused, even if such party has been advised of the possibility of such damages.

ARTICLE 7. CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

Section 7.1 **Confidentiality.**

A. MAXIM/SCHOOL Information. The parties recognize and acknowledge that, by virtue of entering into this Agreement and providing services hereunder, the parties will have access to certain information of the other party that is confidential and constitutes valuable, special, and unique property of the party. Each of the parties agrees that neither it nor his/her staff shall, at any time either during or subsequent to the term of this Agreement, disclose to others, use, copy, or permit to be copied, except pursuant to his duties for or on behalf of the other party, any secret or confidential information of the party, including, without limitation, information with respect to the party's patients, costs, prices, and treatment methods at any time used, developed or made by the party during the term of this Agreement and that is not available to the public, without the other party's prior written consent.

B. Terms of this Agreement. Except for disclosure to his/her legal counsel, accountant or financial or other advisors/consultants neither party nor its respective staff shall disclose the terms of this Agreement to any person who is not a party or signatory to this Agreement, unless disclosure thereof is required by law or otherwise authorized by this Agreement. Unauthorized disclosure of the terms of this Agreement shall be a material breach of this Agreement and shall provide the party with the option of pursuing remedies for breach or immediate termination of this Agreement in accordance with the provisions stated herein.

C. Patient/Customer Information: Neither party nor its employees shall disclose any financial or medical information regarding patients/customers treated hereunder to any third-party, except where permitted or required by law or where such disclosure is expressly approved by SCHOOL, MAXIM and patient/customer in writing. Further, each party and its employees shall comply with the other party's rules, regulations and policies regarding the confidentiality of such information as well as all federal and state laws and regulations including, without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act ("HITECH").

D. The obligations set forth in this Section shall survive the termination of this Agreement.

Section 7.2 **HIPAA/HITECH Obligations.** Each party and its respective staff shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of the other party, regarding the confidentiality of patient information, to include, without limitation, HIPAA and HITECH. In addition, if necessary, the parties agree to resist any effort to obtain access to such records or information in judicial proceedings, except such access as is expressly permitted by federal/state regulations.

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To the extent that SCHOOL may be a "Covered Entity" as defined by HIPAA, and would therefore be subject to applicable requirements, including, but not limited to, requirements to enter into certain contracts with their "business associates," by HIPAA, the parties acknowledge that a business associate agreement is not needed due to the nature of services provided by MAXIM. Specifically, the parties acknowledge that under HIPAA, Personnel provided hereunder are considered part of SCHOOL's workforce and to that end, all Protected Health Information ("PHI") is created, viewed, used, maintained and otherwise stored and safeguarded in SCHOOL's work environment. The parties further acknowledge that PHI is not exchanged between the parties in order for MAXIM to provide Personnel as part of SCHOOL's temporary workforce.

Notwithstanding the foregoing, MAXIM and all staff provided to SCHOOL hereunder shall comply with confidentiality, medical records and/or other applicable laws and regulations with regard to any and all information directly or indirectly accessed or used by MAXIM and their personnel, including without limitation HIPAA and HITECH.

SCHOOL and MAXIM have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Agreement as of the date set forth above.

MUSTANG PUBLIC SCHOOLS:	MAXIM HEALTHCARE SERVICES, INC.:
Signature	Signature
Chad Fulton, Board President	Brian C. Brown - Assistant Controller
Printed Name & Title	Printed Name & Title
8/13/2012	8-16-12
Date	Date

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ATTACHMENT A
MAXIM HEALTHCARE SERVICES, INC.
SCHOOL STAFFING RATES FOR
MUSTANG PUBLIC SCHOOLS

Charges will be based on the following hourly rate schedule effective 07/08/2012:

Rates.
Charges will be based on a rate of $30.00 per hour for services provided by a LPN, not to exceed ten (10) hours a day, and $40 per hour for services rendered by a RN, not to exceed ten (10) hours a day. Periods of work completed less than one (1) hour will be computed on a *pro rata* basis to the nearest quarter (1/4) hour. Time worked in excess of the hourly limit mentioned in this section will be reviewed on a per case basis to determine if the hours worked will be authorized and paid by SCHOOL.

MUSTANG PUBLIC SCHOOLS:

Signature

Chad Fulton, Board President
Printed Name & Title

8/13/2012
Date

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Rosetta Stone Ltd.
135 West Market Street
Harrisonburg, Virginia 22801
(P) 800-788-0822 (F) 540-437-2843
www.rosettastone.com

8/2/2013

Rosetta Stone Contact: Jacob Dobscha, Inside Territory Manager
Phone: (540) 236-7738
Email: jdobscha@rosettastone.com

Customer Address:

Kristina Green
Director of Federal Programs
Mustang Public Schools
906 S. Heights Dr
Mustang, OK 73064
US

Contact Phone: (405) 376-7996
Contact Email: greenk@mustangps.org

Billing Address:

Kristina Green
Director of Federal Programs
Mustang Public Schools
906 S. Heights Dr
Mustang, OK 73064
US

Billing Contact Phone: _____
Billing Contact Email: _____

Thank you for this opportunity to provide you with a quote for Rosetta Stone language-learning software. Rosetta Stone Ltd. has developed a library of interactive software and related user documentation marketed under its Rosetta Stone® brand. Rosetta Stone is deliverable via the Internet, third-party Learning Management Systems (LMSs), or CD-ROM (network or stand-alone). Rosetta Stone software and any related online services and user documentation are referred to collectively herein as "Rosetta Stone Product."

PRODUCT DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Rosetta Stone® Classroom Version 3 Online Fixed Term License in all commercially available languages and levels for use on Windows and Mac computers, iPad tablets, and select Android devices (the "License"). 1 set of Supplementary Materials CD-ROM will be provided per 25 licenses in each of the following languages: English US, Spanish (Latin America), French, German and Latin. Licenses are for named users for a subscription period specified below where all licenses start and end on the same date. Licenses may be transferred to other Authorized End Users during the subscription period.	125	USD 100.00	USD 12,500.00

Notes
• Any applicable sales, use, excise, property or other federal, state, county, municipal, local or foreign taxes, levies, VAT, GTS, or other indirect taxes, customs duties, tariffs, or other imposts are the responsibility of the purchaser; any such amounts included in this quote are estimates for informational purposes only. • Renewal: existing site expires 10/13/2013.
Industry : Education K-12

Pricing is valid through August 31, 2013.

Grand Total:	USD 12,500.00

TERM AND TERMINATION

This Order Form becomes effective upon its execution by both parties and continues in effect for a period of 12 months following the service activation date of October 13, 2013 (the "Term"). The Term of this Order Form is renewable upon mutual agreement of the parties.

Rosetta Stone, without prejudice to its other rights hereunder, may immediately and without notice, suspend the availability of the Rosetta Stone Product and/or terminate this Order Form in the event that Customer: (i) fails to make any payment when due or (ii) becomes insolvent or bankrupt or ceases paying its debts generally as they mature. Without derogation of Rosetta Stone's rights under the preceding sentence, either party may, without prejudice to its other rights, terminate this Order Form forthwith on duly providing written notice to the other party to that effect in the event that the other party neglects or fails to perform or observe any of the material covenants, conditions or agreements contained in this Order Form, and such default is continued for thirty (30) days after the date of the non-defaulting party's notice to the other party. In the event of the expiration or termination of this Order Form for any reason, all rights granted to Customer hereunder shall terminate, and Customer shall immediately discontinue, and cause your authorized users to immediately discontinue, all use of Rosetta Stone Product. In the event of the expiration or termination of this Order Form, Rosetta Stone shall have the right to notify all authorized users that their rights to access the Rosetta Stone Product have been terminated.

INVOICING AND PAYMENT TERMS

Rosetta Stone will invoice Customer for the total purchase price stated above upon execution of this Order Form. Invoices are payable on net 30 day terms, F.O.B. Point of Origin.

ACCEPTANCE

This quote also serves as an order form. In placing this order, customer accepts the terms and conditions described in the Enterprise License Agreement, available at www.rosettastone.com/legal. Please fax quote along with any applicable purchase order to 540-437-2843.

I (the Customer) have read and accept the Enterprise License Agreement (ELA). The ELA, together with this Rosetta Stone Order Form ("Order Form") constitute the entire Agreement between Rosetta Stone and Customer. CUSTOMER AND ROSETTA STONE AGREE THAT THE TERMS AND CONDITIONS OF THIS AGREEMENT SUPERSEDE ANY PROVISIONS OF ANY CUSTOMER DRAFTED PURCHASE ORDER AND SUPERSEDE ALL PROPOSALS, WRITTEN OR ORAL, AS WELL AS OTHER COMMUNICATIONS BETWEEN CUSTOMER AND ROSETTA STONE RELATING TO THE SUBJECT MATTER HEREOF. IN THE EVENT OF ANY CONFLICT BETWEEN THE TERMS OF THIS ORDER FORM AND THE ENTERPRISE LICENSE AGREEMENT, THE ORDER FORM SHALL GOVERN.

ROSETTA STONE LTD.	**MUSTANG PUBLIC SCHOOLS**
By: _____	By: _____
Authorized Signing Authority	Authorized Signing Authority
_____	_____
Printed Name/Title	Printed Name/Title
_____	_____
Date	Date

AGREEMENT BETWEEN THE CITY OF MUSTANG
AND MUSTANG PUBLIC SCHOOL SYSTEM
2013-2014 SCHOOL YEAR

This agreement entered into between the City of Mustang ("CITY") and the Independent School District No. I-069, Mustang Public School System ("SCHOOL");

Whereas, the SCHOOL has need for two or more full-time, on duty police officers to serve Mustang Public Schools, High School/Middle School campus in the boundaries of the CITY each day school is in session; and

Whereas, the CITY has determined that it is in the best interest of students and residents to provide protection services to the SCHOOL for the purposes, terms and conditions as stated herein;

Witnesseth, for the consideration as stated herein, the parties agree as follows:

1. The CITY will furnish the services of two (2) experienced Mustang police officers to the SCHOOL no earlier than 7:30 a.m. and no later than 4:30 p.m. each day SCHOOL is in session during the 2013-2014 SCHOOL year, a total of 173 days. The officers will work 8 ¼ consecutive hours within the stated time frame with a lunch break in accordance with established policy of the Mustang Police Department. In the event one or both of the assigned officers cannot be present, the CITY will not furnish a substitute officer for the designated period. The CITY agrees to refrain from scheduling both officers off at the same time for training, or any other regular foreseen event, unless a substitute officer is scheduled. The CITY further agrees to schedule required training and other necessary events through the SCHOOL principal to which the officer is assigned.

2. Both parties will approve the designation of the police officers assigned to the SCHOOL under the terms of this contract. The SCHOOL may request the replacement of the assigned officer, for cause, with thirty (30) days written notice to the Chief of Police, unless this requirement is waived at the sole discretion of the Chief of Police.

3. The primary duty of the assigned officers is to provide community policing law enforcement services on campus, including crime deterrence, crime detection, criminal investigation and apprehension of offenders. It is expressly provided that the services described in this Agreement will not include assignments or duties occurring outside the hours set forth herein or outside the municipal boundaries of the CITY. The CITY is committed to having on duty Mustang police officers working in the SCHOOL to deliver community policing law enforcement services and is willing to work with the SCHOOL to provide additional officers as requested by the SCHOOL when police staffing allows.

4. It is fully understood and agreed by the parties that the assigned officers are, at all times pertinent to this agreement, police officers commissioned by the State of Oklahoma and employed by the CITY. The assigned officers will, at all material times, be under the supervision of the Mustang Police Department. Direction, assignments and duties involving the officers will be coordinated between an appointed representative of the SCHOOL and the Mustang Chief of Police or his/her designee. The assigned officers shall at no time be considered to be in the chain of command of any SCHOOL administrator, or in any other way have their law enforcement actions controlled by any SCHOOL official or employee.

5. The SCHOOL will make reasonable efforts to provide the assigned officers an office area with appropriate furnishings where he/she would be available to students and or perform tasks related to this assignment.

6. In consideration for the services provided through this Agreement, the SCHOOL agrees to pay the CITY a total amount of $79,160.00 limited to FY13-14 only, which is the approximate equivalent cost

of 85% of two-thirds the annual salary, benefits and expenses to the CITY for two (2) experienced police officers. This amount will be paid in nine (9) equal monthly payments, payable on the day following the regular scheduled board meeting for the previous month's services. The first payment will be due on or before September 15, 2013.

7. Should the City's full-time commissioned police officer staffing decrease to a level which jeopardizes the safe and efficient delivery of critical police services to the city; the Chief of Police shall retain the right to suspend the school resource officer program in whole or in part based upon the staffing shortage. Reasonable efforts shall be made to maintain the officer assigned to Mustang High School. The SCHOOL at that time agrees to pay the CITY, $39,580.00, which is 85% of two-thirds the annual salary for one (1) experienced school resource officer, limited to FY13-14 only. The terms of payment shall be as agreed upon in paragraph six (6) of this agreement.

8. 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.

9. The CITY appoints the Chief of Police and the SCHOOL appoints the Superintendent as their respective designees for carrying out the terms of this Agreement, including the assignment of duties to the assigned police officer.

8-6-13

Mayor, City of Mustang — Date

President of Mustang Board of Education — Date

AGREEMENT WITH THE CANADIAN COUNTY SHERIFF'S DEPARTMENT AND MUSTANG PUBLIC SCHOOLS

This agreement entered into between the Canadian County Sheriff's Department and the Mustang Public School System in accordance with 74 O.S. 1991, Section 360.19;

Whereas, the Mustang Public School System (MPS) has need of one (1) full time, on duty, law enforcement officer covering Mustang North Middle School, Mustang Trails Elementary School, Mustang Creek Elementary School and Mustang Valley Elementary School each day school is in session; and

Whereas, the Canadian County Sheriff's Department has determined that it is in the best interest of students and residents to provide protection services to MPS for the purposes, terms and conditions as stated herein;

1. Canadian County Sheriff's Department will furnish the services of one (1) experienced officer to MPS no earlier than 7:30 a.m. and no later than 4:30 p.m. each day school is in session during the 2013-2014 school year, a total of 173 days. The officer will work 8 ½ consecutive hours within the stated time-frame with a lunch break in accordance with established policy of the Canadian County Sheriff's Department. In the event the assigned officer cannot be present, the Canadian County Sheriff's Department will furnish a substitute officer for the designated period.

2. Both parties will approve the designation of the officer assigned to MPS under the terms of this contract. MPS may request the replacement of an assigned officer with thirty (30) days written notice to the Canadian County Sheriff, unless this requirement is waived at the sole discretion of the Sheriff.

3. The primary duty of the assigned officer is to provide community policing law enforcement services on campus, including crime deterrence, crime detection, criminal investigation and apprehension of offenders. It is expressly provided that the services described in the Agreement will not include assignments or duties occurring outside the hours set forth herein or outside the boundaries of MPS.

4. It is fully understood and agreed by the parties that the assigned officer is, at all times, pertinent to this agreement, a deputy certified by the State of Oklahoma and commissioned by the Canadian County Sheriff's Department. The assigned officer will, at all material times, be under the supervision of the Canadian County Sheriff's Department. Direction, assignments and duties involving the officer will be coordinated between an appointed representative of MPS and the Canadian County Sheriff or designee.

5. MPS will make reasonable efforts to provide the assigned officer an area containing a desk where he/she would be available to students.

6. In consideration for the services provided through this Agreement, the MPS agrees to pay the Canadian County Sheriff's Department a total of $44,615.25 for one (1) law enforcement officer, which is the approximate cost of seventy-five (75) percent of the annual salary, benefits and expenses to the Canadian County Sheriff's Department for One (1) experienced law enforcement officer. This amount will be paid in nine (9) equal monthly payments, payable on the Tuesday following the regular scheduled board meeting for the previous month's services. The first payment will be due on or before September 15, 2013, in the amount of $4,957.25.

7. This Agreement may be canceled by either party upon thirty (30) days written notice to the Chairman of the governing body of the other party.

8. The Canadian County Sheriff's Department appoint the Canadian County Sheriff and MPS appoint the Superintendent as their respective designee for carrying out the terms of the Agreement, including the assignment of duties to the assigned officer.

_____ _____
Canadian County Sheriff's Department Date

_____ _____
President of Mustang Board of Education Date

Approved this date _____.

Board of Commissioners of Canadian County

_____

_____

_____

Attested by:

_____
Canadian County Clerk

S. A. &I. 127 (2003)

CERTIFICATE AND MUNICIPAL ORDER TO COUNTY CLERK AND COUNTY TREASURER

CLEVELAND COUNTY Oklahoma, JULY 1, 20 13

To the County Clerk and County Treasurer of OKLAHOMA County, Oklahoma.

We, the undersigned, presiding officer and Clerk of the Governing Board of (City, Town, Multi-County Library, Board of Education, School District, (state which) BOARD OF EDUCATION of MUSTANG SCHOOLS I-069 in said County, State of Oklahoma, hereby authorize you, from and after the date hereof, for the current term or for the remainder of such current term in case of appointment to fill vacancy, such authority to continue until the end of such term, and no longer, unless sooner revoked, to pay over any public funds collected for the aforesaid municipality in accordance with the provisions of 68 Okl.St.Ann. § 2923, to CFO/TREASURER Address 906 S. HEIGHTS DR, MUSTANG, Oklahoma as TREASURER of said Municipality for the term stated; and his legal qualifications for said office are hereby certified to be truly and correctly stated as follows:

Date Elected or Re-elected AUG 12 20 13 Date Appointed or Re-appointed AUG 12, 20 13 Filed Surety Bond in sum of $1,000,000.00 Dollars (ONE MILLION) with THE OHIO CASUALTY as Surety (Note 1) Date of Bond JULY 1, 20 2013 Bond Term begins JULY 1, 20 13 Expires JULY 1, 20 2014 If Bond is executed by an authorized Bond Company, give Number of Bond 1597462 Date Bond was approved by Governing Board AUGUST 12, 20 13 Record of Approval of Bond and subscribing to oath of office recorded in the minutes of the Governing Board at page ____ Under date of _____, 20 ___

Said new Bond is in custody and control of MUSTANG PUBLIC SCHOOLS (Note 2), or was, deposited with CFO/TREASURER for safekeeping.

(If Treasurer was Re-elected or Re-appointed, fill out the following:)

Bond for previous term executed by THE OHIO CASULTY Bond No. 1597462 And was for the term beginning JULY 1, 20 13, and ending JUNE 30, 20 14

Title 51 Okl.St.Ann. § 4, reading: "When the incumbent of any office is re-elected he shall qualify as above required; but his bond shall not be approved until he has produced or fully accounted for all public funds and property in his control, under color of office during the expiring term, to the person or authority to whom he should account, and the fact and date of such satisfactory exhibit shall be endorsed upon the new bond before its approval" has been complied with. Said exhibit was prepared by SHELLY PAVLIK.

Approved on AUGUST 12, 20 13 by BOARD OF EDUCATION and endorsement made.

Signed and Certified at MUSTANG, Oklahoma, this 12TH day of AUGUST, 20 13

_____
Presiding Officer

CHAD FULTON- BOARD PRESIDENT
Official Title

ATTESTING OFFICER'S SEAL

ATTEST: _____
Attesting Officer

AMANDA STRASSLE- BOARD CLERK
Official Title

Note 1 : Extension Certificates ineffective for new term. New Bond required for each term. (Attorney General)

Note 2: Treasurer should not have custody of his own bond. If Financial Secretary of City serves both as Clerk and Treasurer, Mayor or other chief officer should have custody.

Note 3: See 11 Okl.St.Ann. § 8-105, for governing bond for Treasurer of a Town; 11 Okl.St.Ann. § 8-101, for Cities; 70 Okl.St.Ann. § 5-115, for Treasurer of a Board of Education, either City or Town; and 65 Okl.St.Ann. § 4-105, for Multi-County Library.

CERTIFICATE AND
MUNICIPAL ORDER

OF _____
Name of Municipality

County of _____

State of Oklahoma, to the County Clerk and County Treasurer

Qualifying _____

_____ Okla.,
as Treasurer of said Municipality.

Received and Filed this _____ day of
_____ 20 _____

_____
County Clerk- County Treasurer

_____
Deputy

Amount of Bond _____

Date of Bond _____ 20 _____

Bond Expires _____ 20 _____

SURETIES

_____

_____

_____

Mustang Public Schools
Kindergarten Report Card
2013 - 2014

Student Name:
School:
Teacher:

Markings	
3 --- Mastery	
2 --- Progressing	
1 --- Unsatisfactory	

Assessments	Fall	Winter	Spring
STAR EL (Fall- 469, Winter- 519, Spring- 574)			
First Sound Fluency (Fall -10, Winter- 30)			
Letter Naming Fluency (Fall - 8, Winter-27, Spring - 40)			
Phoneme Segmentation (Winter- 20, Spring - 40)			
Nonsense Word Fluency (Winter - 17, Spring - 28)			
Credentialed Reading			
Credentialed Math			

Reading	1st	2nd	3rd	4th
Identifies 26 uppercase letters				
Identifies 26 lowercase letters				
Knows 26 letter sounds				
Reads 50 sight words				
Hears rhyming words				
Produces rhyming words				
Identifies key ideas and details in literature				
Identifies key ideas and details in informational text in science and social studies				
Reads CVC words (i.e. cat, log, sun)				
Writing	**1st**	**2nd**	**3rd**	**4th**
Demonstrates fine motor skills				
Writes letters				
Writes first and last name correctly				
Participates in whole group/interactive writing activities				
Participates in writing activities independently				
Participates in writing activities using inventive spelling				
Writes at least one complete sentence				
Social Studies / Science	**1st**	**2nd**	**3rd**	**4th**
Names a strategy to keep your body healthy				
Identifies community helpers				
Names the days of the week in sequence				
Names the months of the year in sequence				
Names the seasons				
Gives a characteristic of each season				
Names a healthy food				
Personal Skills	**1st**	**2nd**	**3rd**	**4th**
Asks and answers questions appropriately				
Knows phone number				
Knows birth date				
Identifies left and right				
Attends to personal tasks				
Attendance	**1st**	**2nd**	**3rd**	**4th**
Days Absent				
Times Tardy				

Math	1st	2nd	3rd	4th
Write numbers 0-20				
Counts sets 0-20				
Builds sets 0-20				
Counts 0-100 (Counts to ____)				
Counts by 10's to 100				
Identifies numbers 0-20 in random order				
Identifies 5 basic shapes (square, triangle, circle, rectangle, hexagon)				
Sorts objects by attributes				
Identifies coins (penny, nickel, dime, quarter)				
Understands positional words				
Compares two objects by measurable attributes				
Idenitifies shapes as 2-D or 3-D (flat or solid)				
Joins simple shapes to form larger shapes				
Demonstrates more than one way to decompose a number (i.e. 5=4+1 or 5=2+3)				
Fluently adds to 5				
Fluently subtracts to 5				
Tells time to the hour				
Compares groups of objects (>,<,=)				
Compares numbers from 0-10				
Work Habits / Behavior Skills	**1st**	**2nd**	**3rd**	**4th**
Follows directions given				
Demonstrates self-control				
Follows class and school procedures				
Completes assignments/tasks in a timely manner				
Thinks and works independently				
Demonstrates respect				
Special Classes	**1st**	**2nd**	**3rd**	**4th**
Art				
Music				
Physical Education				
Media				

Kindergarten Letter Recognition

Uppercase Letters					Lowercase Letters					Sounds				
Letter	1st	2nd	3rd	4th	Letter	1st	2nd	3rd	4th	Letter	1st	2nd	3rd	4th
A	☐	☐	☐	☐	a	☐	☐	☐	☐	A	☐	☐	☐	☐
B	☐	☐	☐	☐	b	☐	☐	☐	☐	B	☐	☐	☐	☐
C	☐	☐	☐	☐	c	☐	☐	☐	☐	C	☐	☐	☐	☐
D	☐	☐	☐	☐	d	☐	☐	☐	☐	D	☐	☐	☐	☐
E	☐	☐	☐	☐	e	☐	☐	☐	☐	E	☐	☐	☐	☐
F	☐	☐	☐	☐	f	☐	☐	☐	☐	F	☐	☐	☐	☐
G	☐	☐	☐	☐	g	☐	☐	☐	☐	G	☐	☐	☐	☐
H	☐	☐	☐	☐	h	☐	☐	☐	☐	H	☐	☐	☐	☐
I	☐	☐	☐	☐	i	☐	☐	☐	☐	I	☐	☐	☐	☐
J	☐	☐	☐	☐	j	☐	☐	☐	☐	J	☐	☐	☐	☐
K	☐	☐	☐	☐	k	☐	☐	☐	☐	K	☐	☐	☐	☐
L	☐	☐	☐	☐	l	☐	☐	☐	☐	L	☐	☐	☐	☐
M	☐	☐	☐	☐	m	☐	☐	☐	☐	M	☐	☐	☐	☐
N	☐	☐	☐	☐	n	☐	☐	☐	☐	N	☐	☐	☐	☐
O	☐	☐	☐	☐	o	☐	☐	☐	☐	O	☐	☐	☐	☐
P	☐	☐	☐	☐	p	☐	☐	☐	☐	P	☐	☐	☐	☐
Q	☐	☐	☐	☐	q	☐	☐	☐	☐	Q	☐	☐	☐	☐
R	☐	☐	☐	☐	r	☐	☐	☐	☐	R	☐	☐	☐	☐
S	☐	☐	☐	☐	s	☐	☐	☐	☐	S	☐	☐	☐	☐
T	☐	☐	☐	☐	t	☐	☐	☐	☐	T	☐	☐	☐	☐
U	☐	☐	☐	☐	u	☐	☐	☐	☐	U	☐	☐	☐	☐
V	☐	☐	☐	☐	v	☐	☐	☐	☐	V	☐	☐	☐	☐
W	☐	☐	☐	☐	w	☐	☐	☐	☐	W	☐	☐	☐	☐
X	☐	☐	☐	☐	x	☐	☐	☐	☐	X	☐	☐	☐	☐
Y	☐	☐	☐	☐	y	☐	☐	☐	☐	Y	☐	☐	☐	☐
Z	☐	☐	☐	☐	z	☐	☐	☐	☐	Z	☐	☐	☐	☐

Sight Words

	1st	2nd	3rd	4th		1st	2nd	3rd	4th
a	☐	☐	☐	☐	me	☐	☐	☐	☐
the	☐	☐	☐	☐	you	☐	☐	☐	☐
I	☐	☐	☐	☐	do	☐	☐	☐	☐
see	☐	☐	☐	☐	little	☐	☐	☐	☐
red	☐	☐	☐	☐	come	☐	☐	☐	☐
blue	☐	☐	☐	☐	on	☐	☐	☐	☐
yellow	☐	☐	☐	☐	are	☐	☐	☐	☐
green	☐	☐	☐	☐	said	☐	☐	☐	☐
brown	☐	☐	☐	☐	can	☐	☐	☐	☐
black	☐	☐	☐	☐	of	☐	☐	☐	☐
orange	☐	☐	☐	☐	he	☐	☐	☐	☐
purple	☐	☐	☐	☐	she	☐	☐	☐	☐
we	☐	☐	☐	☐	here	☐	☐	☐	☐
to	☐	☐	☐	☐	yes	☐	☐	☐	☐
go	☐	☐	☐	☐	down	☐	☐	☐	☐
like	☐	☐	☐	☐	was	☐	☐	☐	☐
at	☐	☐	☐	☐	some	☐	☐	☐	☐
am	☐	☐	☐	☐	no	☐	☐	☐	☐
my	☐	☐	☐	☐	how	☐	☐	☐	☐
have	☐	☐	☐	☐	zero	☐	☐	☐	☐
what	☐	☐	☐	☐	five	☐	☐	☐	☐
look	☐	☐	☐	☐	two	☐	☐	☐	☐
is	☐	☐	☐	☐	four	☐	☐	☐	☐
and	☐	☐	☐	☐	three	☐	☐	☐	☐
for	☐	☐	☐	☐	one	☐	☐	☐	☐

1st Quarter

Comments:

2nd Quarter

Comments:

3rd Quarter

Comments:

4th Quarter

Comments:

MUSTANG PUBLIC SCHOOLS
FIRST GRADE REPORT CARD
2013 - 2014

Student Name:
School:
Teacher:

FIRST QUARTER				
LANGUAGE ARTS SKILLS	1st	2nd	3rd	4th
Knows consonant sounds				
Knows short vowel sounds				
Reads one syllable words				
Participates in daily writing activities				
PENMANSHIP	1st	2nd	3rd	4th
Copies letters on lined paper				
Writes first and last name correctly				
MATH SKILLS	1st	2nd	3rd	4th
Identify and composes 2 dimensional shapes				
Recognizes numbers 0-120 at random				
Writes numbers 0-30				
Counts from 0-30 by ones				
Counts by 5's to 120				
Counts by 10's to 120				
Identifies coins and values				
WORK HABITS AND BEHAVIOR SKILLS	1st	2nd	3rd	4th
Demonstrates self-control				
Follows directions given				
Stays on task and completes assignments in a timely manner				
Shows respect for others				
ART, MUSIC AND PHYSICAL EDUCATION	1st	2nd	3rd	4th
Art				
Music				
Physical Education				
ATTENDANCE	1st	2nd	3rd	4th
Days Absent				
Times Tardy				

First Quarter Comments:

MARKINGS
3 --- Satisfactory Performance / Mastery
2 --- Progressing
1 --- Unsatisfactory

SECOND QUARTER			
LANGUAGE ARTS SKILLS	2nd	3rd	4th
Reads long vowel words with final e			
Reads words with blends			
Reads words with digraphs			
Writes narrative texts			
Uses capital letters			
Uses end marks			
Writes simple sentences			
Correctly spells frequently used words when writing			
PENMANSHIP	2nd	3rd	4th
Writes on lined paper correctly			
Uses proper spacing			
MATH SKILLS	2nd	3rd	4th
Writes numerals 31 - 60			
Recognizes numerals 31 - 60 randomly			
Uses models to represent place value 1's and 10 's			
Writes time to the hour and half-hour			
Uses models to solve addition facts 0-20			
Measures objects to the nearest inch			

Second Quarter Comments:

Assessment	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Sight Words (out of 25)				
Books Read				
STAR EL (1st-602, 2nd- 645, 3rd-684, 4th-723)				
STAR NCE (40)				
Oral Reading Fluency (3rd-35, 4th-47)				
Credentialed Reading				
Credentialed Math				

THIRD QUARTER		
LANGUAGE ARTS SKILLS	3rd	4th
Reads words with special vowels		
Adds or deletes a letter sound to change a word		
Understands what is read		
Writes opinion texts		
Uses English grammar correctly when writing		
Uses capitalization correctly in writing		
Correctly spells frequently used words		
PENMANSHIP	3rd	4th
Applies proper handwriting skills in daily work		
MATH	3rd	4th
Counts by 2's to 20		
Writes numbers 61-90		
Recognizes numbers 61-90 randomly		
Uses models to solve subtraction facts		
Reads and interprets graphs		
Uses models to represent place value 1's, 10's, 100's		
Compares numbers by using less than, greater than and equal to		
Identifies shape attributes		

Third Quarter Comments:

FOURTH QUARTER	
LANGUAGE ARTS SKILLS	4th
Sounds 2 syllable words, compound words, and contractions	
Writes informative/explanatory texts	
Uses English grammar correctly when writing	
Alphabetizes to the first letter	
Spells correctly 3 and 4 letter words	
MATH SKILLS	4th
Write numbers 91-120	
Recongnizes numbers 91-120 randomly	
Identifies fractional parts (one-fourth, one-third, one-half)	
Identifies 3D shapes	
Adds within 100	
Subtract multiples of 10	
Demonstrates fluency with addition facts to 20	
Demonstrates fluency with subtraction facts to 20	

Fourth Quarter Comments:

Student Name:_____
is recommended for placement in _____ for next year.

Revised Fall 2013

Mustang Public Schools
Second Grade Report Card
2013 - 2014

Student Name:

School:

Teacher:

Reading - Literature	1st	2nd	3rd	4th
Identifies supporting details in literature				
Identifies the beginning, middle, and end in literature				
Compare and contrast two texts				
Oral Reading Fluency				
Reads on grade level				
Reading - Informational Text	**1st**	**2nd**	**3rd**	**4th**
Identifies main idea in informational text				
Identifies supporting details in informational text				
Reading - Foundational Skills	**1st**	**2nd**	**3rd**	**4th**
Knows and applies grade level phonics and decoding skills				
Writing	**1st**	**2nd**	**3rd**	**4th**
Writes opinion texts				
Writes informative/explanatory texts				
Writes narrative texts				
Speaking and Listening	**1st**	**2nd**	**3rd**	**4th**
Participates in collaborative conversations				
Expresses ideas clearly				
Produces complete sentences when appropriate				
Language - Conventions of Standard English	**1st**	**2nd**	**3rd**	**4th**
Uses correct grammar, capitalization, and punctuation when writing				
Uses plural nouns correctly				
Uses irregular verbs correctly				
Understands the meanings of closely related verbs and adjectives				
Spelling - Conventions of Standard English	**1st**	**2nd**	**3rd**	**4th**
Generalize spelling patterns when writing words				
Art, Music and Physical Education	**1st**	**2nd**	**3rd**	**4th**
Art				
Music				
Physical Education				
Attendance	**1st**	**2nd**	**3rd**	**4th**
Days Absent				
Times Tardy				

First Quarter Comments:

Second Quarter Comments:

Third Quarter Comments:

Fourth Quarter Comments:

Markings	Credentialed	
3 --- Satisfactory Performance / Mastery	Reading	
2 --- Progressing	Math	
1 --- Unsatisfactory		

Math Concepts	1st	2nd	3rd	4th
Use addition to solve one-step word problems to 100				
Use addition to solve two-step word problems to 100				
Use subtraction to solve one-step word problems to 100				
Use subtraction to solve two-step word problems to 100				
Fluently adds within 20 (90% in 3 minutes)				
Fluently subtracts within 20 (90% in 4 minutes)				
Determine if a group of objects has an odd or even number of members (using pictures numbers, with explanation)				
Understand 3-digit numbers represent hundreds, tens, and ones				
Count within 1,000; Skip-count by 5's				
Count within 1,000; Skip-count by 10's				
Count within 1,000; Skip-count by 100's				
Compare two 3-digit numbers using symbols(>,<,=)				
Fluently add within 100 without regrouping				
Fluently subtract within 100 without regrouping				
Fluently add within 100 with regrouping				
Fluently subtract within 100 with regrouping				
Measure the lengths of objects in standard units				
Measure to determine how much longer one object is than another				
Tell time to the nearest 5 min. using an analog clock				
Solve word problems involving dollar bills & coins				
Read and interpret a bar graph				
Draw a picture & bar graph to represent data				
Partition circles and rectangles into 2, 3, or 4 equal shares				

Assessment	F	W	SP	BMK
DORF				(87)
% Accurate				(97)
STAR NCE				(50)
STAR EL SS				(783)
STAR Math NCE				(50)
+ Fact Test				(90%)
- Fact Test				(90%)

*Benchmark values represent end-of-year benchmark goals.

Recommended Placement for 20 _____ is Grade _____

Activity Fund Handbook

Mustang Public Schools

Revised August 2013

Mustang Board of Education

The Board of Education, on August 12, 2013, adopted the following resolutions concerning the regulation of the Mustang Public Schools Activity Fund for the school year 2013-2014.

ATTEST:

_____ _____
President Vice President

_____ _____
Clerk Member

_____
Member

Authority for Activity Funds

Under the general provisions of Title 70, Section 5-129, the Board of Education shall exercise control over all Activity Funds.

LIST OF APPROVED ACTIVITY FUND ACCOUNTS

THE MAIN ACCOUNT NUMBER SHOULD BE ENTERED IN THE PROJECT FIELD

Please use this number on deposit slips and correspondence

801-705 MHS INDUSTRIAL ARTS

802-705 MHS YEARBOOK (Annual)

803-705 MHS ATHLETICS

801 -Boys Cross Country
802 -Softball
803 -Varsity Football
804 -Volleyball
805 -Wrestling
806 -Varsity Girls Basketball
807 -Varsity Boys Basketball
808 -Girls Tennis
809 -Boys Tennis
810 -Girls Golf
811 -Boys Golf
812 -Varsity Girls Track
813 -Varsity Boys Track
814 -Girls Soccer
815 -Boys Soccer
816 -Varsity Baseball
817 -Cheerleading
818 -Pom-Pon
819 -9th Football
820 -9th Boys Basketball
821 -9th Girls Basketball
822 -9th Girls Track
823 -9th Boys Track.
825 -9th Baseball
826 -Girls Cross Country
827 -Athletic Training
828 -Vending Commissions
829 -Concession Sales
848 -Metro Conference
849 -0.S.S.A.A.

804-705 MHS BAND

Prog 901 HS Band
Prog 902 HS Fundraising Sales
Prog 903 HS Fees
Prog 904 HS Concession Sales

805-705 MHS BOYS BASKETBALL

Program 829 - Concessions

806-705 MHS BOYS SOCCER

Prog 929 – Concessions

807 COUNSELING

807-135 Centennial
807-110 Valley
807-145 Canyon Ridge
807-125 Creek
807-105 ME
807-140 Horizon

808 MEDIA

808-705 MHS
808-510 MNMS
808-505 MMS
808-145 Canyon Ridge
808-140 Horizon
808-135 Centennial
808-130 Mustang Ed Center
808-125 Creek
808-120 Trails
808-115 Lakehoma
808-110 Valley
808-105 Mustang Elem

809-705 MHS S.A.D.D.

810 ACTIVITY

810-510 MNMS
810-505 MMS
810-145 Canyon Ridge
810-140 Horizon
810-135 Centennial
810-130 Mustang Ed Center

810 Activity Continued
- 810-125 Creek
- 810-120 Trails
- 810-115 Lakehoma
- 810-110 Valley
- 810-105 Mustang Elem

811-705 ENRICHMENT ORGANIZATION

812 ART
- 812-705 MHS
- 812-145 Canyon Ridge
- 812-140 Horizon
- 812-135 Centennial
- 812-125 Creek
- 812-120 Trails
- 812-115 Lakehoma
- 812-110 Valley
- 812-105 Mustang Elem

813 – MUSIC
- 813-705 MHS
- 813-510 MNMS
- 813-505 MMS
- 813-145 Canyon Ridge
- 813-140 Horizon
- 813-135 Centennial
- 813-125 Creek
- 813-115 Lakehoma

814-705 FFA
815-705 F.C.C.L.A
816-705 FRENCH Club
817-705 FRESHMAN CHEERLEADERS
818-705 MHS GENERAL FUND
819-705 MHS GIRLS BASKETBALL
820-705 MHS GIRLS TRACK
821-705 MHS GIRLS VOLLEYBALL
822-705 GOLF
823 OPEN
824 OPEN
825 OPEN
826 OPEN
827 OPEN
828-705 MHS KEY CLUB
829-505 SOUTH ATHLETICS
830-505 SOUTH BAND
831-505 SOUTH CHEERLEADERS
832-505 SOUTH FCA
833 OPEN
834-505 SOUTH SKILLS FOR LIVING
835-505 SOUTH SPIRIT CLUB

836-505 SOUTH SCIENCE CLUB
837-510 NORTH CHEERLEALERS

838 STUDENT COUNCIL
- 838-705 MHS
- 838-510 MNMS
- 838-505 MMS
- 838-145 Canyon Ridge
- 838-140 Horizon
- 838-120 Trails

839 OPEN
840-505 SOUTH YEARBOOK
841 OPEN
842-705 MHS NAT'L HONOR SOCIETY
843 OPEN
844-510 MNMS ATHLETICS
- Prog-909 MS Metro Conf Dues

845-510 MNMS BAND
846 OPEN
847 OPEN
848-705 MHS POM-PON
849-510 MNMS SPIRIT CLUB
850-510 MNMS SCIENCE CLUB
851-510 MNMS SPEECH CLUB
852 OPEN
853 OPEN
854-510 MNMS YEARBOOK
855-705 MHS JR/SR CLASS PROM
856-705 MHS SCIENCE CLUB
857-705 MHS SENIOR CLASS
858-705 SPECIAL OLYMPICS
859-705 MHS DRAMA CLUB
860 OPEN
861-705 MHS VARSITY CHEERLEADERS
862 OPEN
863-705 SCHOLARSHIP FUND
864-705 MHS D.E.C.A

865-705 MHS BASEBALL
Prog 929-CONCESSIONS
866-510 NORTH 6TH GRADE
867-051 ADMIN STAFF
905 ADMIN
906 FROG
868 OPEN
869 OPEN
870 OPEN
871-705 MHS GIRLS SOFTBALL
872-705 MHS SPANISH CLUB
873 OPEN
874-105 M.E.A.D.
875-120 TRAILS DRUG FREE CLUB
876-705 MHS 9TH/VARSITY FOOTBALL
877-050 GIFTED AND TALENTED
878-054 TRANSPORTATION
879 OPEN
880-705 BOYS & GIRLS TENNIS
881-115 LAKEHOMA DRUG FREE LEADERS
882-705 MHS CROSS COUNTRY
883-705 MHS GIRLS SOCCER
884-050 CHISHOLM TRAILS FOOD SERV
885-505 MMS BUILDERS CLUB
886-510 MNMS BUILDERS CLUB
887-705 MHS DEBATE CLUB
888 OPEN
889 OPEN
890 RENAISSANCE
890-705 MHS
890-510 MNMS
890-505 MMS
890-145 Canyon Ridge
890-140 Horizon
891 READING
891-505 MMS
891-145 Canyon Ridge
891-140 Horizon
891-955 Trails
892 OPEN
893 OPEN
894-505 MMS SPECIAL LIFE SKILLS
895-505 MMS TECHNOLOGY STUD ASSOC
896-705 MHS ACADEMIC TEAM
897 OPEN
898-705 MHS ATHLETIC TRAINING
899-510 MNMS TECHNOLOGY STUDENTS
900-110 VALLEY SPANISH CLUB
901-130 MEC P.A.S.S.
902 STAFF
902-705 MHS
902-510 STAFF
902-505 MMS
902-145 Canyon Ridge
902-140 Horizon
902-135 Centennial
902-130 MEC
902-125 Creek
902-120 Trails
902-115 Lakehoma
902-110 Valley
902-105 Mustang Elem
903-705 MHS ADVANCED PLACEMENT
904-705 MHS GROUNDS IMPROVEMENT
905 OPEN
906-705 HS FRESHMAN F.C.C.L.A.
907 OUTDOOR CLASSROOM
907-510 MNMS/Creek
907-145 Canyon Ridge
907-140 Horizon
907-135 Centennial
907-110 Valley
908-510 MNMS GOLF
909 OPEN
910 OPEN
911 OPEN
912 OPEN
913 OPEN
914 CRI ATHLETICS
915-510 MNMS TRACK/CROSS COUNTRY
916 OPEN
917 OPEN
918-510 MNMS FOOTBALL
919 - OPEN
920-130 MEC PRE-K
921 OPEN
922-705 MHS SPECIAL EDUCATION
923 OPEN

924-705 MHS MUSICAL
925-705 MHS WRESTLING
926-705 MHS JROTC
927-705 MHS ATHLETIC STAFF
928 OPEN
929 OPEN
930 OPEN
931 OPEN
932 OPEN
933 OPEN
934 OPEN
935 OPEN
936 145 – CRI SCIENCE CLUB
937 OPEN
938 OPEN
939-051 ADMINISTRATION
939-900 STAFF
939-907 COFFEE/WATER
940-705 MHS TECHNOLOGY EDUCATION
941-705 MHS BOYS TRACK
942-705 MHS BUSINESS PROF OF AMERICA
943 OPEN
944-050 SPECIAL NEEDS
945 OPEN
946-705 MHS E.C.O.
947 OPEN
948 OPEN
949-120 TRAILS HONOR CHOIR
950 OPEN
951-120 TRAILS SPECIAL ED
952 OPEN
953 OPEN
954 OPEN
955 OPEN
956 OPEN
957-120 TRAILS PE ACCOUNT
958 OPEN
959-705 MHS SPANISH NAT'L HONOR SOC
960-705 MAC CHOIR
961-705 MHS VIDEO CLUB
962-705 MHS SWIM TEAM
963 ARCHERY CLUB
963-505 MMS
963-145 Canyon Ridge
963-140 Horizon
963-125 Creek
964 OPEN
965 OPEN
966 OPEN
967-051 STUDENTS IN NEED
968-705 MHS H.O.S.A
969 OPEN
970 OPEN
971-145 CANYON RIDGE YEARBOOK
972-145 CRI COMM/BROADCASTING
973-145 CRI TECHNOLOGY
974-145 CRI SPANISH
975 OPEN
976-145 CRI ACADEMIC TEAM
977-145 CRI SPECIAL EDUCATION
978 OPEN
979 OPEN
980 OPEN
981 OPEN
982 OPEN
983 OPEN
984 OPEN
985-140 HORIZON ATHLETICS
986 OPEN
987 OPEN
988-140 HORIZON SCIENCE
989 OPEN
990 OPEN
991-140 HORIZON YEARBOOK
992-140 HORIZON COMMUNICATIONS
993-140 HORIZON TECHNOLOGY STUDENT
994 OPEN
995 OPEN
996-140 HORIZON ACADEMIC TEAM
997-140 HORIZON SPECIAL EDUCATION
998-110 VALLEY PE ACCOUNT

801. Industrial Arts Club - H.S.

Receipts: Membership fees, donations, gavel sales, interest, approved fundraising projects in the name of the organization.

Disbursements: Materials for fund raising projects, t-shirt and meeting expenses, entry fees, payment of dues, judges expenses, scholarships, wood working equipment, reimbursements for supplies, equipment.

802. Annual - H.S.

Receipts: Yearbook sales, candy sales, interest, approved fundraisers, yearbook ads, senior congratulations, senior picture fees, donations.

Disbursements: Cost of publishing yearbook, purchase computers, staff workshop fees, supplies directly connected with publishing yearbook, such as cameras, film, film developing, fund raising supplies, printer, software upgrade, yearbook or technology related workshop fees, t-shirts.

803. Athletics - H.S.

Receipts: Athletic admissions, student vending commissions, interest, letter jacket fees, state reimbursements, conference dues, donations, concessions, money raised from golf tournament, approved fundraisers, sponsorships.

Disbursements: Purchase of athletic training supplies and equipment, all-state jackets, flowers, mileage/registration reimbursements, athletic training and awards, letter jacket fees, entry fees, awards, game officials, security and gate worker fees, change boxes, supplies, conference expenses, chair person and metro conference fees, student insurance, t-shirt expenses, travel, school spirit promotions and supplies, all state programs, fundraiser expenses, reimbursement for travel to and from events, sport banquets. (Example: Meals, lodging, coach clinic fees, etc.,) first aid supplies, professional magazine subscriptions, homecoming, coaches clothes, reimbursement to the District, speaker fees, scholarships, refunds, OSSAA, OCA, medals and trophies, coaches gear, homecoming/senior night supplies, uniforms, green and token fees, concession and hospitality supplies, chemicals, fertilizers, paint for field maintenance, equipment repair, software fee, technology, membership dues, beautification.

804. Band - H.S.

Receipts: Approved fundraisers, concessions, interest, concert gates, banquet fees, sales of instrument parts and music, donations, fees paid for contests.

Disbursements: Concession supplies, entry fees, fundraising supplies, uniform cleaning and banquet expenses, awards, clinician fees, travel, flowers, material for flag corps, instructional consultant fees, band room equipment, repair to equipment, program printing, transportation, refunds, dues, staff clothes, band instruments and accessories.

805. Boys Basketball - H.S.

Receipts: Approved fund raising conducted by the organization, interest, supplies sold to students, donations, entry fees.

Disbursements: Purchase of athletic supplies/equipment, travel expenses, meals, team meals, lodging, mileage, first aid supplies, awards, clinic, professional magazines, coaches clothes, t-shirts, donations, entry fees, homecoming flowers, locker room improvement, basketball instructional tapes, banquet expenses, team camp fees.

806. Boys Soccer – H.S.

Receipts: Approved fundraising functions conducted by the organization. Donations, interest, concession sales, supplies sold to students, t-shirt sales, shoot-a-thon donations, candy sales, tournament entry fees, alumni and tournament gate fees, camp fees, clinic fees, vending machine commissions, uniform cleaning fees.

Disbursements: Purchase of athletic supplies/equipment, travel expenses (i.e. meals, team meals, lodging, mileage, charter bus fees, airfare), field maintenance, first aid supplies, fundraising expenses, awards, concession supplies, clinic fees, professional magazines, coaches clothes, t-shirts, sports banquet, trainer/lay coach fees, uniform cleaning fees, coach association fees, entry fees, filming fees and supplies, hospitality room refreshments and supplies, clinic/camp worker fees.

807-Site Counseling Activities

Receipts: Dues, donations, interest, field trip fees, orders, workshop fees, grants, red ribbon week t-shirts, approved fundraisers.

Disbursements: Anti-drug, audio/visual research or classroom teaching materials, workshop/field trip fees, advertising costs, guest speaker or assembly expenses, party expenses, promotional materials, balloons, flyers, t-shirts, supplies, equipment/furniture, printing expenses, professional and parent resources, awards and certificates, fundraiser expenses, decorations, hospitality, materials to support outreach activities, clothing and toys to benefit student s at school sites.

808-Site Media

Receipts: Overdue book fines, interest, lost book fines, student copy fees, donations, approved fundraising campaigns in the name of the organization, technology and storage media sales, poster sales, book fairs, recycling, and grant funds.

Disbursements: Purchase of audio/visual materials, fundraiser expenses, material for class/students, project and technology, media instruction supplies, software, books, periodicals, instructional materials, technology services, book fair expenses, expenses to replace or repair lost books or equipment, research or curriculum materials, bulletin board supplies, media center decor, furnishings, materials and equipment, expenses (such as fees, mileage, food) for speakers, promotion, incentives, and materials for media center

programs, entry fees, judges expenses, contest awards, reimbursement to sponsor for media purchases, media staff development, workshops, mileage, membership dues, professional association meetings and conferences expenses, field trip, materials to support outreach activities, printing, student refreshments, photography supplies, refunds, equipment and services, video conferencing costs, grant expenditures, after school club expenses, digital/online subscriptions and training/professional development cost, registrations and fax machine phone line.

809. S.A.D.D. - H.S

Receipts: Approved fund raising campaigns, interest, donations, dues, field trip fees.

Disbursements: Speaker fees, club parties, meeting refreshments, fundraising expenses, donations, service projects, travel expense to conferences, registration fees, decoration supplies, refreshments for workshops, dues, fees, red ribbon week expenses, new student work shop expenses, club t-shirts, field trip expenses.

810 – SITE Activity Account

Receipts: Picture commissions, student newspaper fees, interest, donations, yearbook sales, book orders, special student activity apparel, field trip fees, student vending commissions, student store sales, approved fundraisers, party supplies for classrooms, sale of school agendas, McDonald's night, book fairs, weekly readers fees,

Disbursements: Student awards, student and administrator learning materials, speaker fees, refunds, membership fees, office supplies and furniture, professional magazines, seasonal decorations, school beautification improvements/landscaping supplies, workshop expenses, party items, fundraiser supplies, school agendas, photography supplies and equipment, field trip fees, book orders, classroom supplies, yearbooks, weekly readers, adult visitor lunches, flowers for recognition and awards, parent/student refreshments, costume rentals and purchase, special student activity apparel, student store expenses, student newspapers, assembly entertainment, incidental supplies, staff meeting supplies or materials, media supplies, postage, field trip refunds, recognition and awards for students, plants, decorations, pictures, posters, computers, technology, bus driver & mileage for field trips, incidental supplies, technology equipment/supplies, playground equipment.

811. Enrichment Organization

Receipts: Camp/class fees and interest, donations.

Disbursements: Reimbursements to the District for certified instructors salaries, instructor meals, travel expenses, coach registration fees, camp refreshments, refunds on class fees, materials for class/camp instruction, scholarships, camp shirts/awards/insurance, camp concession supplies, postage.

812-Site ART

Receipts: Board approved fundraisers, interest, field trip fees, donations, dues, concession/gate sales, convention/meeting expense, registration/workshop fees, apparel sales, community service projects, summer camp fees, student artwork sales.

Disbursements: Purchase of supplies/equipment educational resources (DVD's, videos, magazines, etc.) convention and workshop expenses, fundraiser expenses, field trip expenses, refreshments, lighting, apparel expense, donations, technology, community service projects, dues, flowers, speaker fees, mileage reimbursement for travel pertaining to activities, artist in residence, awards/recognitions, installation materials for art exhibits, graphic design software and related equipment, student artwork sales.

813-Site MUSIC

Receipts: Approved fundraising functions conducted by and in the name of the organization, concession sales, interest, contest entry fees, uniform rental fees, donations, charter bus fees, apparel sales, field trips.

Disbursements: Contest entry fees, clinician fees, refunds, accompanist fees, audio/visual material, music, equipment, choreograph demonstration fees, sound technician fees, refreshments for rehearsals or concerts, t-shirts, field trip fees, uniforms, flowers for accompanist, costume rental, office supplies, fees for guest speaker, advertising costs, programs, charter bus expenses, fundraiser expenses, meal expenses for concert, contests, program props, music/software, music instruments, student incentive prizes/meals, equipment repairs, technology

814. F.F.A. - H.S.

Receipts: Sausage sales, approved fundraisers, interest, entry fees, dues, donations, test fees, jackets, hats, metal, plant sales.

Disbursements: Entry fees, dues, banquet supplies, equipment for showing animals, vet bills, awards, fund raising expenses, class supplies, jackets, hats, flowers, livestock judges fees, registration fees, teaching materials, sponsor expenses, green house supplies, related travel expenses and meal/lodging/mileage expenses, professional memberships, and workshop fees

815. F.C.C.L.A - H.S.

Receipts: Carnation/bake sales, approved fundraisers, interest, workshop/field trip fees, cluster/national/district/regional dues and fees, luncheons, dues, convention/meeting fee registrations, shirts, cook book sales, car wash, monogramming/personalizing fees, reception/banquet fees, donations, charters, food sales, raffles.

Disbursements: Awards, dues, flowers, banquet/reception expenses, film and film processing, travel, district/regional/state/cluster/national dues and fees, fund raising

expenses, food supplies and decorations for meetings, workshop fees, donations, monogramming/personalizing expenses.

816. French Club - H.S.

Receipts: Dues, approved fundraisers, interest, field trip fees, t-shirt sales, donations, National French test fees, practice materials and berets.

Disbursements: Party expenses, field trip expenses, t-shirts, berets, fundraising supplies, French week expenses, film processing, educational incentives class room technology, travel, National French test expenses including practice materials.

817. Freshmen Cheerleaders - H.S.

Receipts: Candy sales, interest, awards for wining contests, t-shirts, approved fundraisers, uniform rental fees, donations, tryout, reception/banquet fees, community service projects, workshops, clinics, uniform, shoes, poms, camp wear/supplies, and camp fees.

Disbursements: Coaching fees, clinic/camp fees, music, videos, uniforms, poster/ homecoming supplies, flowers/tryout contestants, assembly supplies/outfits, candy to throw at games, reimbursements for sponsor expenses, lodging, meals, judges fees, competitions expenses, awards, community service projects, equipment, fundraiser expenses, film/film processing, transportation.

818. Mustang High School

Receipts: Pictures, interest, student snack/vending commissions, parking fees, ACT/AP test fees, book orders, donations, field trip fees, approved fundraisers, entry fees, and student fees.

Disbursements: Speaker fees, reception expenses, academic Allstate jackets, salary reimbursements, parking decals, mileage, subscriptions, travel expenses, student registration fees, repair & service on equipment, open house, baccalaureate, ACT prep instructors, refunds, awards, graduation expenses, visitors lunches, contest entry fees, judges meals, office supplies, acknowledgments, book orders, scholarships, NHS advisor fees, state & national office student organization campaigns expenses, business related simulation games, AP testing, refunds, campus supplies, senior awards, science fair expenses, workshop registration fees, campus upkeep and beautification needs, office equipment and supplies, classroom supplies/equipment, enrollment, handbook publications, field trip fees, donation to project graduation, professional development for staff, equipment, awards ceremony, fees, donations, storage building/units rental/movement/purchase, fundraiser expenses.

819. Girls Basketball - H.S.

Receipts: Donations, interest, and approved fundraising campaigns in the name of the organization.

Disbursements: Purchase of athletic supplies/equipment, travel expenses, meals, team meals, lodging, refunds, mileage, first aid supplies, awards, clinic, professional magazines, coaches clothes, t-shirts, trainer/lay coach fees, sports banquet.

820. Girls Track - H.S.

Receipts: Donations, interest, approved fundraising functions conducted by the organization.

Disbursements: Purchase of athletic supplies/equipment, uniforms, travel expenses, meals, team meals, lodging, mileage, first aid supplies, awards, clinic fees, professional magazines, coaches clothes, t-shirts, sports banquet expenses.

821. Girls Volleyball - H.S.

Receipts: Concession sales, interest, approved fundraising campaigns in the name of the organization and donations.

Disbursements: Purchase of athletic supplies/equipment, professional magazines, trainer/lay coach fees, travel expenses, meals, team meals, lodging, mileage, other travel related expenses, flowers, first aid supplies, awards, clinic/team camp fees, coaches clothes, t-shirts, sports banquet, coaching workshop fees, travel to workshop.

822. Golf - H.S.

Receipts: Donations, interest, Board approved fundraising campaigns in the name of the organization.

Disbursements: Purchase of athletic supplies/equipment, travel expenses, meals, team meals, mileage, first aid supplies, awards, clinic fees, fundraiser expenses, professional magazines, coaches clothes, t-shirts, sports banquet expenses.

823-827 OPEN

828. Key Club - H.S.

Receipts: Approved fundraising projects conducted in the name of the organization, dues, interest, donations, and athletic event concessions.

Disbursements: Speaker fees, club parties, community/club projects, fundraising expenses, convention expenses, T-shirts.

829. Athletics – South M.S.

Receipts: Athletic admissions, t-shirt sales, interest, concession sales, donations, athletic shoes/equipment/clothing purchased by students and faculty, sport entry fees, approved fundraisers in the name of the organization and conference dues.

Disbursements: Purchase of athletic supplies and equipment, t-shirt expenses, gate workers fees, entry fees, fundraiser expenses, awards, game/security officials, change box, insurance, conference dues, concession equipment and supplies, clothing, hospitality room refreshments, coach clothing expenses, refunds, travel expenses to and from events, meals, lodging, gas, etc., sports banquet expenses, coach workshop/clinic expenses, purchase equipment, staff travel, meals and lodging expenses, professional magazine subscriptions, coaches books and manuals.

830. Band – South M.S.

Receipts: Approved fundraisers, interest, sales of instrument parts and music, uniform cleaning fees, fees received for contest, donations, and band supplies.

Disbursements: Entry fees for music contests, clinician, awards, uniform cleaning, newspaper, purchase and repair of equipment, refunds, music and supplies, summer camp and scholarship fees, accompanist, field trips, postage, refreshments/food for band students in relation to band activities, transportation expenses to attend away contest, fund raising expenses, convention fees, annual membership fees, convention/clinic expenses, donations.

831. Cheerleaders – South M.S.

Receipts: Approved fundraising campaigns in the name of the organization, interest, uniform deposit, sale of old uniforms, cheer clinic.

Disbursements: Expenses for cheerleader supplies, appropriate cheerleader activities and flowers for athletic assembly, parade float expenses, refunds, travel reimbursement to sponsor, cheerleader tryouts, refreshments, appropriate items for recognition for cheerleader performance, camp/coaching fees and uniform expenses, fundraiser expenses.

832. F.C.A. – South M.S.

Receipts: Dues, approved fundraising campaigns in the name of the organization, interest, profits from concession sales, donations, game day fees.

Disbursements: Fund raising expenses, game day expenses, purchase refreshments and music for meetings, purchase of fruit baskets for senior citizens and food items for organization activities, provide partial scholarships for student members desiring to attend FCA summer camps.

833 - OPEN

834. Skills for Living - South M.S.

Receipts: Approved fundraising, interest, student vending commissions, sewing projects in the name of the organization, donations.

Disbursements: Classroom supplies, fundraiser expenses, items to update class supplies, sewing projects, sewing project supplies, sewing machine repairs.

835. Spirit Club – South M.S.

Receipts: Dues, approved fundraisers, interest, donations, uniform fees.

Disbursements: Supplies for the spirit club for promotional events for the athletic program, assembly/parade supplies, refreshments for the club members and athletic teams, purchase uniforms, supplies for spirit club events.

836. Science Club - South M.S.

Receipts: Club dues, approved fundraising campaigns in the name of the organization, interest, materials, fees for science fair boards, donations, concessions.

Disbursements: Entry fees, trophies, meals for Science Fair judges, science fair expenses, fundraiser expenses, science curriculum hardware and software, staff registration, meal and travel reimbursements.

837. Cheerleaders - North M.S.

Receipts: Approved fundraisers in the name of the organization, interest, donations, school spirit items, lost uniform fees, cheer clinic fees, uniform deposits.

Disbursements: Expenses for cheerleading supplies, tryouts, competitions or clinics, fundraising expenses, refunds, pep assembly, spirit booster supplies, recognition and awards, uniform replacements, uniform and mascot cleaning and repairs.

838 –SITE STUDENT COUNCIL

Receipts: Approved fund raising campaigns in the name of the organization, interest, student store sales, donations, concession sales,

Disbursements: Student store supplies, film, film processing, middle school conference expenses, valentine candy/paper, refreshments for meetings and activities relating to student council, newspaper subscription, supplies for teacher recognition, awards for

student clubs, awards, school improvement projects/community service agencies sanctioned by the student council, concession expenses and purchase of Christmas candy/paper, gift certificates and awards, banquet expenses, approved fundraisers, Christmas gifts for needy families, donation to project graduation.

839 -OPEN

840. Yearbook- South M.S.

Receipts: Yearbook sales, approved fundraisers, interest, donations.

Disbursements: Cost of publishing yearbook, supplies directly connected with publishing yearbook, cameras, film, film processing, supplies, refunds, photographer fees, fee for cover design, advertising and acknowledgements.

841 - OPEN

842. National Honor Society - H.S.

Receipts: Annual dues, t-shirt and insignia sales, interest, donations, approved fund raising campaigns in the name of the organization.

Disbursements: Honor/membership cards, camera and film expenses, NHS convention expenses, certificates, hoods, clothing and food, donations, office supplies, induction ceremony expenses, fall/spring social expenses, speaker fees, scholastic entry fees, OANHS dues, t-shirts, insignia plaques, computer equipment and supplies, banquet expenses, leadership week promotion activities, meeting expenses, fundraising expenses, service project expenses, OANHS convention expenses.

844. Athletics–North M.S.

Receipts: Athletic admissions, entry fees, interest, donations, concessions, approved fundraisers.

Disbursements: Purchase of athletic supplies, uniforms, equipment, concession supplies, purchase of athletic training supplies and equipment, mileage/registration reimbursements, entry fees, awards, game officials, security/gate worker fees, change boxes, supplies, conference expenses, chair person and Metro Middle School Athletic Conference fees, t-shirt expenses, travel, school spirit promotions/supplies, golf tournament expenses, fundraiser expenses, reimbursement for travel to and from events, sports banquets, (Example: Meals, lodging, coach clinic fees, etc.,) first aid supplies, professional magazine subscriptions, coaches clothes, lodging/food for coaches clinics & workshops, donations.

845. Band - North M.S.

Receipts: Sale of band accessories and equipment, interest, contest fees, field trip fees, approved fund raising, donations, t-shirt sales

Disbursements: Clinical fees, purchase of band accessories and equipment, annual dues to organizations, awards, entry fees, fundraiser supplies, accompanists, field trip fees, refreshments for extra rehearsals, postage, transportation expenses, refunds, private lessons for specialty instruments, western days refreshments after parade, convention fees, equipment repairs, student incentive prizes/meals, technology.

846 - OPEN

847 – OPEN

848. Pom-Pon Squad - H.S.

Receipts: Ribbon sales, donations, interest, awards from competition, admission to tryouts, clinics, t-shirt sales, hosting competitions, candy sales, fundraisers, fees for uniforms, food sales, resale items.

Disbursements: Coaching fees, national/regional competitions, clinic/camp fees, purchase uniforms, poster, paints, sports supplies, homecoming expenses, flowers for events, reimbursements for sponsors and coaches expenses, judges fees, choreography, transportation, alterations, printing, lodging/food, western day parade expenses, parent night picnic, pep rally supplies, film, video, scrapbook supplies and awards, banquet expenses, candy sales, purchase high light video, donations.

849. Spirit Club - North M. S.

Receipts: Ribbon and pin sales, interest, donations, membership dues, uniform sales, board approved fundraising efforts in the name of the organization.

Disbursements: Fund raising expenses, meeting refreshments, sponsor reimbursements for supplies, uniforms, spirit boosters, supplies, float supplies, uniform/mascot cleaning and repairs, locker decorations, event fees, guest speaker.

850. Science Club - North M.S.

Receipts: Dues, field trip fees, interest, donations, approved fundraisers.

Disbursements: Teaching aids and equipment, fundraiser expenses, science fair supplies, awards, field trip fees, guest speaker fees, contest entry fees, supplies, party expenses.

851. Speech Club - North M.S.

Receipts: Field trip fees, dues, interest, donations, play tickets, approved fundraisers, production videos sales.

Disbursements: Play royalties, field trip fees, party expenses, advertising expenses, play production expenses, (makeup, paint), scripts, curriculum support materials, wood props, costume and light rental, guest speaker fees, stage props, reimbursement to sponsor for supplies, refreshments, awards, theatrical equipment, puppets, fund raising expenses.

852 - OPEN

853 – OPEN

854. Yearbook - North M.S.

Receipts: Yearbook sales, advertising sales, interest, workshop fees, donations, approved fundraisers.

Disbursements: Cost of publishing yearbook and supplement, fundraising expenses, film, camera, film processing, computer, typewriter, printer, software, postage, supplies, photo processing, workshop fees, training expenses, reimbursement to sponsor for supplies, equipment and training expenses, student-refreshments/food, repair expenses.

855. Jr-Sr Prom - H.S.

Receipts: Sale of tapes, prom fees, interest, picture sales, approved fundraisers, promotions, donations.

Disbursements: Fund raising expenses, reimbursement to the general fund for salary, equipment, decorations, printing, t-shirt expenses, fundraising expenses, entertainment, refunds, room rental, refreshments, advertising, invitation expenses, security, video expenses, student memento's, donations to Project Graduation.

856. Science & Math Club - H.S.

Receipts: Approved fundraisers, dues, interest, fees, donations, recycling.

Disbursements: Science fair supplies, film supplies and processing, field trip/speaker fees, contest/banquet expenses, meeting supplies, sponsor expenses, activity expenses.

857. Senior Class-H.S.

Receipts: Fees, approved fundraisers, interest, donations, shirt sales.

Disbursements: Programs, tassels, caps, gown rentals, organist, decorations, purchase of color yearbook pages, facility rental, expenses for graduation ceremony, book orders, awards, expenses for baccalaureate, donation to project graduation, field trips, speaker fees, assembly fees, student incentives.

858. Special Olympics

Receipts: Donations, concessions, interest, approved fundraising sales.

Disbursements: Housing, registrations fees, t-shirts, refreshments, fundraiser expenses, supplies, hats, uniforms, screen printing, embroidery.

859. Drama Department/Club- H.S.

Receipts: Entry fees, approved fundraising, interest, concessions, field trip fees, donations and ticket sales, banquet fees, T-shirt sales, video copies sold to students, script replacement fees, transportation service, fees, costume & prop replacement fees, student memberships (National Forensic League and International Thespian Society), advertising, and royalty fees.

Disbursements: Entry fee, banquet expenses, awards, reimbursements for tournaments and contest expenses of the sponsor, hotel expenses, royalty fees, costume rental fees, camera, VCR, printer, sound and lighting equipment, reimbursements to sponsor, professional fees, spring trip expenses, hotel, charter bus, video equipment, show tickets, tours, membership fees. Concession supplies, scholarship, production expenses, guest speaker/professional presenter fees, performance expenses, student workshop and camp fees, rentals, professional development seminars, technology equipment and software, food reimbursements to students for National tournament, food for rehearsal and tournaments, promotional supplies (shirts, jackets, programs, videos, posters etc.).

860 – OPEN

861. Varsity Cheerleaders - H.S.

Receipts: Ribbon sales, donations, interest, awards from competition, admission to tryouts, clinics, t-shirt sales, hosting competitions, candy sales, fundraisers, fees for uniforms, food sales, powder puff, catering, mother's day out.

Disbursements: Coaching fees, national/regional competitions, clinic/camp fees, purchase uniforms, poster, paints, sports supplies, homecoming expenses, flowers for events, reimbursements for sponsors and coaches expenses, judges fees, choreography, transportation, alterations, printing, lodging/food, western day parade expenses, parent night picnic, pep rally supplies, film, video, scrapbook supplies and awards, candy sales, banquet expenses, uniform monogramming, purchase high light video, coaches uniforms, candy, senior gifts, community service projects & donations, photography fees.

862.

863. Scholarship Fund

Receipts: Donations for scholarships, interest.

Disbursements: Awarded each year to one senior student with the highest grades in the upper math course taken at Mustang High School. Strong academics in Math/Science. Scholarships will be awarded according to scholarship criteria.

864. D.E.C.A. — H.S.

Receipts: Approved fundraisers, interest, workshop/field trip fees, state/national fees, dues, convention/meeting fees, registrations, t-shirts, banquet fees, charter, district and state fees, donations, concession sales, entry fees for car show/fashion show, talent show gate, other school assemblies.

Disbursements: Awards/engraving, dues, flowers, banquet expenses, photo processing, state/national fees, mileage reimbursements, equipment, software, instructional materials, business supplies, convention fees, fundraiser expenses, speaker fees, transportation expenses, travel expenses (lodging, food etc.) food supplies, decorations for meetings, workshop fees, professional magazines, reimbursements to sponsor and students, concession supplies, payment for security at events, donations, payment to students of consignment money for used Prom Dress & accessory sales.

865. Varsity Baseball - H.S.

Receipts: Approved fundraisers, interest, concession sales, fees, equipment resale, donations.

Disbursements: Fundraising expenses, concession supplies, travel expenses to and from events, reimbursement to sponsor for expenses/meals, lodging, refunds, purchase of athletic supplies, equipment, awards and clinic fees, instructional videos, banquet expenses, field maintenance and improvements supplies, awards, coach clinic expenses, meals, lodging.

866. Sixth Grade — North Middle School

Receipts: Donations, interest, approved fundraisers, book cover sales.

Disbursements: Purchase of rewards, food & drinks, motivational items, supplies for students, fundraising expenses, supplies/equipment for classroom and teachers.

867. Administration

Receipts: Interest, donations, vending commissions and approved fundraisers.

Disbursements: Refreshments for student meetings, supplies, postage, technology, furniture/fixtures and equipment, refund to sponsor for supplies, refunds to students for direct payment of an activity by board approval, acknowledgements, landscaping, all expenses necessary and directly beneficial for the operation of the organization.

868 - OPEN

869 - OPEN

870 - OPEN

871. Girls Softball - H.S.

Receipts: Approved fundraisers in the name of the organization, interest, concession sales, and donations.

Disbursements: Purchase of athletic supplies/equipment, concession supplies/workers, travel expenses, meals, team meals, lodging, mileage, first aid supplies, awards, fundraiser expenses, refunds, clinics, instructional fees, camp/clinic fees, lay coach fees, professional magazines, coaches clothes, t-shirts, sports banquet.

872. Spanish Club - H.S.

Receipts: Club dues, various cultures related activities, interest, approved fundraisers, shirts, donations, field trips, registration/entry fees.

Disbursements: Party expenses, interest, field trips, shirts, fundraiser expenses, food/supply expenses for any/all culture related activities/holidays, miscellaneous classroom items/student incentive, registration/entry fees.

873 – OPEN

874. M.E.A.D. - Mustang Elementary Against Drugs

Receipts: Approved fundraisers, interest, donations.

Disbursements: Speaker fees, club parties, meeting refreshments, fund raising expenses, supplies/equipment for service projects, awards, gifts, donations.

875. Drug Free Club - Trails

Receipts: Dues, donations, field trip fees, interest, workshop fees, grants, approved fundraisers.

Disbursements: Anti-drug, audio/visual research or classroom teaching materials, workshop and field trip fees, advertising costs, guest speaker or assembly expenses, party expenses, anti-drug promotional materials for student body expenses acquired in providing service projects to benefit the student body, D.A.R.E. items, and donations.

876. Varsity/9th Football - H.S.

Receipts: Approved fundraisers, interest, student travel fees, travel warm-ups, team workout attire fees, equipment resale, donations.

Disbursements: T-shirts, team meals, sports banquets, athletic supplies, equipment, awards, registrations, travel expenses to and from events, meals, lodging, mileage, first aid supplies, awards, fundraiser expenses, clinic fees, coaches clothes, professional magazine subscriptions, instructional videos, flowers, acknowledgements, uniforms, video equipment, equipment repairs, computer software/technology, membership fees, coaches clinic expenses, donations.

877. Gifted & Talented

Receipts: Approved fundraiser, interest, donations.
Disbursements: Awards, incentives, t-shirts, field trips, audio-visual equipment, refreshments, paper goods, speaker fees, school beautification and improvement projects, class supplies, books, education videos, computer software, compact discs, fundraiser expenses, mileage reimbursements, student/professional magazine subscriptions, photography supplies and equipment, seasonal decorations, film processing, reimbursement to sponsors, research materials, repair expenses, hospitality and meeting refreshments, donations.

878. Bus -Transportation

Receipts: Vending commissions, interest, and donations.

Disbursements: Flowers for employees/family, supplies for disadvantaged patrons, incidentals for holiday parties, food supplies, uniforms, donations.

879 – OPEN

880. Tennis Boys/Girls - H.S.

Receipts: Approved fundraising, interest, donations, tournament entry fees.

Disbursements: Purchase of athletic equipment/ supplies, travel expenses of the sponsor, meals, lodging, mileage, fundraiser expenses, first aid supplies, awards, clinics, professional magazines, coaches clothes, team t-shirts, team meal, sport banquet, donations.

881. Lakehoma Leaders Drug Free Club

Receipts: Dues, donations, field trip and D.A.R.E. fees, interest, workshop fees, approved fundraisers, t-shirt sales, materials with anti-drug messages.

Disbursements: Anti-drug audio/visual, research or classroom teaching aid materials, workshop and field trip fees, advertising costs, guest speaker or assembly expenses, party expenses, anti-drug promotional materials for student body, pencils, balloons, flyers, workshop fees, t-shirt supplies, expenses acquired in providing service projects to benefit the student body, tokens of appreciation, professional and parent resources, equipment, furniture, donations.

882. Cross Country Boys/Girls-H.S.

Receipts: Donations, interest, approved fundraisers.

Disbursements: Purchase of athletic supplies/equipment, travel expenses, meals, lodging, mileage, first aid supplies, materials to build yard signs, fundraiser expenses, out of state trips, awards, clinic, professional magazines, coaches clothes, team t-shirts, refunds, sport banquet, donations.

883. Girls Soccer - H.S.

Receipts: Approved fundraisers, concession sales, clothing fees, instructional clinic fees, interest, and donations.

Disbursements: Purchase of athletic supplies/equipment, travel expenses of the sponsor, meals, team meals, lodging, mileage, concession supplies, refunds, clothing expenses, coach association fees, first aid supplies, awards, clinic fees, professional magazines, fundraiser expenses, coaches clothes, team t-shirts, sports banquet, trainer/ lay coach fees, homecoming flowers for team members, senior night, any expenses related to MHS Girls Soccer account, donations.

884. Chisholm Trail Food Service Association

Receipts: Dues, assessment fees, interest, approved fundraisers, donations, scholarships.

Disbursements: Registration fee, professional meeting expenses, hotel and meal expenses, fundraiser supplies, reimbursement to sponsor/members for expenses and supplies, speaker fees, flowers, awards, meals for officers and retirees, door prizes, employee retirement party supplies, scholarship for graduating students/reimbursements to members for conference fees, monetary help, toys and/or food for needy family, postage and cards, banquet expenses, awards, outside presenter fees, donations, reimbursements of no more than 10 employees per year $50 each for the successful completion of the online certification program through School Nutrition Association and donations.

885. Builder's Club – South M.S.

Receipts: Dues, approved fundraisers, interest, t-shirt sales, and donations.

Disbursements: School projects, community service projects, awards, fundraiser expenses, club parties, t-shirt expenses, field trip and travel expenses, charitable donations, refreshments, supplies for needy families, support for other organizations and our members, clothing and food donations, school beautification, club dues, 8th grade recognition, ink cartridges, books for media center/class rooms.

886. Builder's Club - North M.S.

Receipts: Field trip fees, approved fundraisers, interest, donations.

Disbursements: Field trip fees, refreshments, supplies, help to needy families, professional meeting fees directly relating to Builders Club or parent affiliate Kiwanis club, supplies for meetings, support for other organizations and our members, awards, fundraiser expenses, travel reimbursement, clothing and food donations, school beautification, 8th grade recognition, dues, t-shirts, club parties, community/club projects, teacher appreciation, donations.

887. Debate Team – H.S.

Receipts: Approved fundraising, concession sales, interest, donations, banquet fees, t-shirts /sweatshirt fees, hotel fees, t-shirt sales and entry fees from visiting schools.

Disbursements: Banquet expenses, awards, judging expenses, reimbursements for tournaments and contest expenses of the sponsor, hotel expenses, fundraiser expenses, royalty fees, membership fees, concession supplies, camp scholarships, reimbursement to sponsor, donations.

888 – OPEN

889 - OPEN

890 – RENAISSANCE

Receipts: Donations, fees for Renaissance t-shirts,/luncheons, interest approved fundraisers; conference fees.

Disbursements: Purchase of t-shirts, motivational items for students and teachers, decorations staff appreciations items, fundraiser expenses, end-of-school recognition awards for Renaissance students, refreshments for meetings and parties, donations.

891 - READING

Receipts: Student store sales, interest, approved fundraisers, concession sales and donations.

Disbursements: Student incentives, student rewards, recognition, reading program, student store supplies, materials, technology for reading teachers, donations.

892 - OPEN

893 – OPEN

894. Special Life Skills – South M.S.

Receipts: Donations, candy/concession sales, interest, baked potato sales, approved fundraisers.

Disbursements: Housing, registration fees, uniforms, shirts, laundry supplies, refreshments, classroom supplies, paper goods, cooking supplies, student meals, coach/sponsor expenses, film/film processing, postage, entry fees, equipment, coaches meals, materials/supplies for the classroom such as kitchen appliances, storage, life skills materials, donations.

895. Technology Student Assoc. – South M.S.

Receipts: Membership dues, donations, interest, approved fundraisers.

Disbursements: Registration fees, travel expenses, lodging, meals, supplies, equipment, materials, fundraiser expenses, donations.

896. Academic Team- H.S.

Receipts: Fees received from other schools invited to compete at MHS, interest, concession sales, and donations.

Disbursements: National Academic Competition fees, transportation, lodging and meals for the students, achievement awards, tournament expenses, concession supplies, buzzers for tournaments, professional expenses for workshops, donations.

897 – OPEN

898. Athletic Training- H.S.

Receipts: Approved fundraisers, interest, physical fees and donations.

Disbursements: Athletic training equipment, fundraiser expenses, payment to physical exam workers, clothing, attending athletic training conferences, subscriptions to athletic training journals, travel expenses, mileage etc., membership dues, donations, office supplies.

899. Technology Students – North M.S.

Receipts: Membership dues, donations, interest, approved fundraisers, competition fees and uniforms.

Disbursements: Registration fees, travel expenses, lodging, meals, fundraiser expenses, supplies, equipment, materials, fund raising supplies, donations, uniform expenses.

900. Spanish Club – Valley Elementary

Receipts: Approved fundraisers, interest, student fees, donations and entry fees.

Disbursements: Purchase of supplies/equipment, refreshments, periodicals, instructional materials, Mercado expenses, donations.

901. P.A.S.S. – Ed Center

Receipts: Approved fundraisers, interest, monetary and in kind donations, book order/field trip fees, sales of student generated projects, recycling, pictures, and book fair sales.

Disbursements: Awards, incentives, t-shirts, technology and other equipment, general supplies, student refreshments, paper goods, speaker fees, service learning projects, books, educational videos, mileage & travel expenses/reimbursements, workshop/conference registrations, field trip expenses, meals, donations, office/classroom/building/program supplies, materials & furnishings, beautification, & decorations, student programs & climate of the building, donations to various organizations, flowers, costume rentals & purchases, school improvement expenses.

902-SITE STAFF ACCOUNTS

Receipts: Donations, interest, staff generated vending proceeds and approved fundraisers.

Disbursements: Food, beverage, materials and supplies for meetings, recognitions, fundraiser supplies and expenses, flowers and motivational materials, donations, athletic equipment, uniforms, travel expenses, clinic/workshop fees, mileage/registration reimbursements, membership fees, beautification, office supplies/furniture, T-shirts, motivational speakers, classroom and media supplies.

903. Advanced Placement

Receipts: A.P. test fees, interest, donations

Disbursements: A.P. test expenses, meal, mileage, supply reimbursements, registration fees, materials, test monitor fees, training expenses, reimbursements to district for salary, testing fee, refunds.

904. MHS Grounds Improvement

Receipts: Revenue from students, interest, approved fundraisers, donations

Disbursements: Purchase of supplies and equipment needed to improve grounds, interest, expenses, recognition materials, refreshments for student beautification committee, and all expenses necessary and directly beneficial for the operation of the organization, fundraiser supplies.

905- OPEN

906. F.C.C.L.A. HS FRESHMAN

906 Receipts: Carnation/bake sales, approved fundraisers, interest, workshop/field trip fees, cluster/national/district/regional dues and fees, luncheons, dues, convention/meeting fee registrations, shirts, cook book sales, car wash, monogramming/personalizing fees, reception/banquet fees, donations, charters, food sales, raffles.

Disbursements: Awards, dues, flowers, banquet/reception expenses, film and film processing, travel, district/regional/state/cluster/national dues and fees, fund raising expenses, food supplies and decorations for meetings, workshop fees, donations, monogramming/personalizing expenses, trees & shrubs, beautification.

907-SITE OUTDOOR CLASSROOM/SCIENCE CLUB

Receipts: Donations, interest, dues, class fees, approved fundraisers.

Disbursements: Equipment and materials, reimbursements for supplies, landscaping and services performed for outdoor classroom, presenter fees, contest entry fees, supplies for science contest, awards, field trip fees, film/film processing, professional resources, refunds, professional workshop fees and materials, fundraiser supplies, convention and workshop expenses, meal/mileage reimbursements, reimbursement to district for staff salary, supplies for science club, hoses, fishing poles, construction and maintenance of the one room school houses, repair costs, plants, general maintenance and upkeep, fish, habitat construction

908. Golf- North M.S.

Receipts: Donations, interest, Board approved fundraising campaigns in the name of the organization.

Disbursements: Golf equipment, uniforms, weight room equipment, travel expenses, team meals, clinic fees, fundraiser expenses, tournament expenses, donations, awards, team t-shirts, coaches clothing, banquet expenses.

909. OPEN

910. OPEN

911. OPEN

912. OPEN

913. OPEN

914. CANYON RIDGE ATHLETICS

Receipts: Athletic admissions, t-shirt sales, interest, concession sales, donations, athletic shoes/equipment/clothing purchased by students and faculty, sport entry fees, approved fundraisers in the name of the organization and conference dues.

Disbursements: Purchase of athletic supplies and equipment, t-shirt expenses, gate workers fees, entry fees, fundraiser expenses, awards, game/security officials, change box, insurance, conference dues, concession equipment and supplies, clothing, hospitality room refreshments, coach clothing expenses, refunds, travel expenses to and from events, meals, lodging, gas, etc., sports banquet expenses, coach workshop/clinic expenses, purchase equipment, staff travel, meals and lodging expenses, professional magazine subscriptions, coaches books and manuals.

915. Track and Cross Country Boys/Girls – North M.S.

Receipts: Donations, approved fundraisers, interest, t-shirt sales, entry fees.

Disbursements: Purchase of athletic supplies/equipment, first aid supplies, facility construction, fundraiser expenses, awards, coaches clinic fees, coaches clothing, team t-shirts, banquet expenses, donations.

916 – OPEN

917. OPEN

918. Football – North M.S.

Receipts: Donations, approved fundraisers, interest, fees for purchased items by students.

Disbursements: Safety equipment, shirts/shoes/shorts for players and coaches, field maintenance equipment/supplies, team meals, coaches clinic fees, uniforms, weight room equipment and fundraiser expenses, reimbursement to coaches for clinic expenses, mileage/meals/lodging, donations.

919 - OPEN

920 –MEC PRE-K

Receipts; Approved fundraisers, interest, monetary and in kind donations, book order/field trip fees, sales of student generated projects, recycling, pictures, book fair.

Disbursements: Awards, incentives, t-shirts, technology and other equipment, general supplies, student refreshments, paper goods, speaker fees, service learning projects, books, educational videos, mileage travel expenses/reimbursements, workshop/conference registrations, field trip expenses, meals, office, classroom building and program supplies, materials furnishings, beautification and decorations, student

programs climate of the building, donations to various organizations, flowers, costume rentals purchases, school improvement expenses.

921 - OPEN

922. Special Education –High School

Receipts: Popcorn sales, interest, baked goods and other food sales, luncheons, craft /balloon sales, school supply sales, aluminum can sales, candy sales, approved fundraisers, donations, card sales.

Disbursements: Fundraiser supplies, community based instructional expenses, purchase of classroom equipment, materials and supplies, awards and incentives, food for special occasions and for cooking instruction, special Olympic expenditures, and donations.

923 - OPEN

924. Musical – High School

Receipts: Approved fundraisers, interest, ticket, advertising, video, t-shirt, concession sales, donations.

Disbursements: Royalty, accompanist and costume rental fees, lighting/sound equipment, concession supplies, ticket/program supplies, materials for set construction, props, make-up supplies, production expenses and choreographer fees, video production costs, donations.

925. Wrestling – High School

Receipts: Approved fundraisers, student travel fees, interest, travel warm-ups, team workout attire fees, equipment resale and donations.

Disbursements: T-shirt, team meals, sport banquet, athletic supplies/equipment, awards, registrations, travel expenses, lodging, mileage, first aid supplies, fundraiser expenses, clinic fees, coaches clothing, professional magazine subscriptions, instructional videos, flowers, acknowledgements, donations.

926. Jr. R.O.T.C. – High School

Receipts: Approved fundraisers, interest, donations, event entry fees and summer camp fees, concession sales.

Disbursements: Cadet military ball expenses, competition entry fees, fundraiser expenses, field trip and summer camp fees, supplies and equipment for the color guard, drill, marksmanship, saber, orienteering, cadet/ranger challenge and academic challenge teams, uniforms, t-shirts, jackets, hats and accessories, food and refreshments, awards, classroom equipment, video tapes, DVD's, films and development, reimbursement of JROTC related travel (mileage) expenses, donations.

927. Staff – H.S. Athletics

Receipts: Donations, interest, staff generated vending proceeds and approved fundraisers.

Disbursements: Food, beverage, materials and supplies for meetings, recognitions, fundraiser supplies and expenses, flowers and motivational materials, donations, athletic equipment, uniforms, travel expenses, clinic/workshop fees, mileage/registration reimbursements, membership fees, beautification, office supplies/furniture, T-shirts, motivational speakers, field maintenance, equipment repair.

928 THROUGH 935 OPEN

936 Canyon Ridge Science Club

Receipts: Club dues, approved fundraising campaigns in the name of the organization, interest, materials, fees for science fair boards, donations, concessions

Disbursements: Entry fees, trophies, meals for Science Fair Judges, science fair expenses, fundraiser expenses, science curriculum hardware and software, staff registration, meal and travel reimbursements.

937 – OPEN

938 – OPEN

939. ADMINISTRATION STAFF ACCOUNT

Receipts: Donations, interest, staff generated vending proceeds and approved fundraisers.

Disbursements: Food, beverage, materials and supplies for meetings, awards and recognitions, reimbursements, donations, flowers.

940. Technology Education – H.S.

Receipts: Membership dues, interest, donations, approved fundraisers, and interest.

Disbursements: Registration fees, travel expenses, lodging, meals, fundraiser expenses, supplies, equipment, materials and fundraising supplies, donations.

941. Boys Track – H.S.

Receipts: Approved fundraisers, interest, student travel fees, travel warm-ups, team workout attire fees, equipment resale, donations.

Disbursements: T-Shirts team meals, sport banquet, athletic supplies/equipment, awards, registrations, travel expenses to and from events, meals, lodging, mileage, first aid supplies, fundraiser expenses, clinic fees, coaches clothing, professional magazine subscriptions, instructional videos, flowers and acknowledgements, donations.

942. Business Professionals of America –High School

Receipts: Approved fundraisers, workshop/field trip fees, state/national competitive fees, luncheons, state and national dues, convention/meeting fees and registration, donations, shirts, interest.

Disbursements: Awards, donations, dues, reception/banquet expenses, film and film processing, travel, workshop/field trip fees, state/national competitive fees, luncheon fees, state/national dues, convention/meeting fees and registration, shirts, speaker fees, mileage and reimbursements, equipment, fundraiser expenses, food supplies and decorations for meetings, advertising, refunds, supplies for printer, printing supplies, CD's, DVD's, stationery supplies, etc.

943 - OPEN

944. Special Needs – Mustang Public Schools

Receipts: Donations, interest and fundraisers.

Disbursements: Clothing, shoes, and school supplies to benefit district students in need.

945 – OPEN

946. ECO Club – H.S.

Receipts: Dues, fundraising, interest, t-shirts, field trip, concession sales, donations.

Disbursements: Club parties, field trip expenses, t-shirts, fundraising supplies, Earth Day activities, recycling supplies, donations.

947 - OPEN

948 – OPEN

949. Honor Choir – Trails Elementary

Receipts: Donations, fundraising, choir shirt sales, fees, interest.

Disbursements: Fundraising supplies, clinician fees, workshop fees for sponsor, music, music/choir supplies, technology, professional magazines, professional development expenses, awards, t-shirts, entry fees, accompaniment fees, field trips, professional memberships, instructional materials, instruments, student refreshments, donations.

950 – OPEN

951. Special Ed. – Trails Elementary

Receipts: approved fund-raisers, donations, fees, interest.

Disbursements: Fundraiser supplies, workshop fees and supplies, technology, professional books and magazines, professional development expenses, special events, field trip expenses, community based instruction trips, classroom supplies, classroom curriculum, special classroom activities, dues, advertising, and donations.

952 – 956 OPEN

957. Mustang Trails – Trails PE Activity Acct

Receipts: Approved fundraisers, donations, field trip fees, interest

Disbursements: Purchase equipment and supplies, repair equipment, promotional incentives, student refreshments, professional workshop expenses, fundraiser expenses, student awards, recognitions, and certificates, field trips, printing and/or copying costs and donations.

958 - OPEN

959. Spanish National Honor Society – H.S.

Receipts: Approved fundraisers, interest, convention dues, meeting dues, workshop fees, t-shirt sales, fees for logo attire or merchandise, field trip fees, National Spanish test and resources for preparation of National Test, donations.

Disbursements: Fundraiser/party supplies, spirit/pride expenses, toy drives, food, dance expenses, awards, speaker fees, food, decorations, workshop fees, logo attire, mileage reimbursement, convention fees, meeting expenses, National Spanish test and resources for preparation of National Test, registration dues for students as well as sponsor(s) due to mandatory membership to AATSP and related expenses, community service projects, donations to various organizations.

960. MAC Choir – H.S.

Receipts: Approved fundraising in the name of the organization, interest, scholarship donations, shirts sales, banquet fees, concession/ticket sales, fees paid by students.

Disbursements: Accompanist fees, class room supplies, materials and equipment, contest entries, music/royalty fees, refunds, uniforms, scholarship awards, fundraising expenses, transportation, tapes, t-shirts, meals, lodging, clinical feel, banquet expenses, concession supplies.

961. Video Club – H.S.

Receipts: Membership dues, production video sales, donations (both cash & material), rebates, interest, grants, computer/garage sale, reimbursements for travel and lodging, approved fundraisers, t-shirts.

Disbursements: Purchase of audio/visual/computer peripherals and other technology furniture, software, curriculum support material, miscellaneous materials such as blank tape, CD's, DVD's, packaging of said product, props and costumes, music/royalty fees, fund raising expenses, contest entry fees, clinical fees, field trip fees, convention/meeting fees, mileage reimbursement, travel expenses, t-shirts, guest speakers, refreshments, donations.

962. Swim Team – H.S.

Receipts: Approved fundraisers, student travel fees, travel warm-ups, team workout attire fees, equipment resale, donations, interest, and team apparel.

Disbursements: T-shirts, team meals, sport banquet, athletic supplies/equipment, awards, registrations, travel expense to and from events, meals, lodging, mileage, first aid supplies, fundraiser expenses, clinic fees, coaches clothing, professional magazine subscriptions, instructional videos, flowers, acknowledgements, donations.

963-SITE ARCHERY

Receipts: dues/fees, fieldtrips, interest, donations, approved fundraisers, apparel sales, equipment/supplies.

Disbursements: supplies, entry fees, transportation costs, equipment, food, awards and recognition, donations.

964 - OPEN

965 - OPEN

966 - OPEN

Disbursements: Supplies, hoses, fishing poles/supplies, construction of all structures, repair/maintenance, plants, fish, habitat construction, fundraiser expenses.

967. Mustang Students in Need

Receipts: Donations, interest, approved fundraisers

Disbursements: Emergency needs for students of the district that have no other means to cover cost of the expense. Example would be prescription, Dr. Visit, eye

glasses, etc. These expenditures will have an approval process before being submitted. Fundraising supplies/expenses.

968. HS Health Occupations Students of America (HOSA)

Receipts: Donations, interest, approved fundraisers, t-shirts, decorations, field trips, registrations, charter.

Disbursements: Awards, state/national fees, equipment, software, instructional materials/supplies, convention fees, speaker fees, food supplies.

969 – OPEN

970 – OPEN

971. Canyon Ridge Yearbook

Receipts: Yearbook sales, approved fundraisers, interest, donations

Disbursements: Cost & supplies of publishing yearbook, cameras, film, film processing, supplies, refunds, photographer fees, fees for cover design, advertising and acknowledgements.

972. Canyon Ridge Communications/Broadcasting

Receipts: Membership dues, production video sales, donations (cash & materials), Rebates, interest, grants, computer/garage sales, reimbursements for travel & lodging, Approved fundraisers, t-shirts.

Disbursements: Purchase of audio/visual/computer peripherals and other technology, furniture, software, curriculum support material, miscellaneous materials such as blank tape, CD's, DVD's, packaging of said product, props and costumes, Music/royalty fees, fundraising expenses, contest entry fees, clinical fees, filed Trip fees, convention/meeting fees, mileage reimbursement, travel expenses, t-shirts, guest speakers, refreshments, donations.

973. Canyon Ridge Technology Student Assoc

Receipts: Membership dues, donations, interest, approved fundraisers, Competition fees and uniforms

Disbursements: Registration fees, travel expenses, lodging, meals, fundraiser expenses, supplies, equipment, materials, fundraising supplies, donations, uniform Expenses

974. Canyon Ridge Spanish

Receipts: Approved fundraisers, interest, student fees, donations, and entry fees.

Disbursements: Purchase of supplies/equipment, refreshments, periodicals, Instructional materials, Mercado expenses, donations

975 – OPEN

976. Canyon Ridge Academic Team

Receipts: Membership dues, donations, interest, approved fundraisers, competition Fees and uniforms.

Disbursements: Registration fees, travel expenses, lodging, meals, fundraiser expenses, supplies, equipment, materials, fundraising supplies, donations, uniform expenses.

977. Canyon Ridge Special Education

Receipts: approved fund-raisers, donations, fees, interest.

Disbursements: Fundraiser supplies, workshop fees and supplies, technology, professional books and magazines, professional development expenses, special events, field trip expenses, community based instruction trips, classroom supplies, classroom curriculum, special classroom activities, dues, advertising, and donations

978 – 984 OPEN

985. Horizon Athletics

Receipts: Athletic admissions, t-shirt sales, interest, concession sales, donations, athletic shoes/equipment/clothing purchased by students and faculty, sport entry fees, approved fundraisers in the name of the organization and conference dues.

Disbursements: Purchase of athletic supplies and equipment, t-shirt expenses, gate workers fees, entry fees, fundraiser expenses, awards, game/security officials, change box, insurance, conference dues, concession equipment and supplies, clothing, hospitality room refreshments, coach clothing expenses, refunds, travel expenses to and from events, meals, lodging, gas, etc., sports banquet expenses, coach workshop/clinic expenses, purchase equipment, staff travel, meals and lodging expenses, professional magazine subscriptions, coaches books and manuals.

986 – OPEN

987 – OPEN

988. Horizon Science

Receipts: Club dues, approved fundraising campaigns in the name of the organization, interest, materials, fees for science fair boards, donations, concessions

Disbursements: Entry fees, trophies, meals for Science Fair Judges, science fair expenses, fundraiser expenses, science curriculum hardware and software, staff registration, meal and travel reimbursements.

989- OPEN

990 – OPEN

991. Horizon Yearbook

Receipts: Yearbook sales, approved fundraisers, interest, donations

Disbursements: Cost & supplies of publishing yearbook, cameras, film, film processing, supplies, refunds, photographer fees, fees for cover design, advertising and acknowledgements.

992. Horizon Communications/Broadcasting

Receipts: Membership dues, production video sales, donations (cash & materials), Rebates, interest, grants, computer/garage sales, reimbursements for travel & lodging, Approved fundraisers, t-shirts.

Disbursements: Purchase of audio/visual/computer peripherals and other technology, furniture, software, curriculum support material, miscellaneous materials such as blank tape, CD's, DVD's, packaging of said product, props and costumes, music/royalty fees, fundraising expenses, contest entry fees, clinical fees, filed trip fees, convention/meeting fees, mileage reimbursement, travel expenses, t-shirts, guest speakers, refreshments, donations.

993. Horizon Technology Students

Receipts: Membership dues, donations, interest, approved fundraisers, Competition fees and uniforms

Disbursements: Registration fees, travel expenses, lodging, meals, fundraiser expenses, supplies, equipment, materials, fundraising supplies, donations, uniform expenses

994 – OPEN

995 – OPEN

996. Horizon Academic Team

Receipts: Membership dues, donations, interest, approved fundraisers, competition Fees and uniforms.

Disbursements: Registration fees, travel expenses, lodging, meals, fundraiser expenses, supplies, equipment, materials, fundraising supplies, donations, uniform expenses.

997. Horizon Special Education

Receipts: approved fund-raisers, donations, fees, interest.

Disbursements: Fundraiser supplies, workshop fees and supplies, technology, professional books and magazines, professional development expenses, special events, field trip expenses, community based instruction trips, classroom supplies, classroom curriculum, special classroom activities, dues, advertising, and donations.

998. Valley PE Account

Receipts: Approved fundraisers, donations, field trip fees, interest

Disbursements: Purchase equipment and supplies, repair equipment, promotional Incentives, student refreshments, professional workshop expenses, fundraiser Expenses, student awards, recognitions, and certificates, field trips, printing and/or Copying costs, and donations.

Guidelines and Helpful Information

ACTIVITY FUND CUSTODIANS:

Lynda Martin and Judy Kellogg are the Activity Fund Custodians. They shall have charge of the mechanics relating to the receipts, disbursements and posting of the fund accounts. Lynda Martin (7354) will handle accounts receivable and Judy Kellogg (9047) will handle accounts payable.

AUDIT:

The Activity Fund Auditor is appointed by and responsible to the Board of Education. An annual audit of the Activity Fund will be made and a detailed report showing receipts, disbursements, and financial position of each account will be presented to the Board of Education.

DEPOSITS/RECEIPT BOOKS:

Record of Funds: The Activity Fund Custodian shall be required to give receipts for all monies received. All monies shall be deposited and disbursed through the Administration Office. Each organization or class shall keep a set of records for that particular organization, with the master records in the Administration Office.

***Funds collected by any school employee are not the property of that employee. Funds are not to be diverted for any purpose, whether it is temporary or not.**

***Any collection and processing of money is only to be done by a school employee.** Students and volunteers can not help with the collection/receipting/depositing of money.

*****School sponsors/secretaries will be responsible for making daily deposits. All funds collected must be deposited in full in the depository bank. Collections must not be left in the classrooms over night.

*All monies deposited to an account must be accompanied by a receipt book showing a receipt was written to every individual turning in money. Do not receipt lump sums of money. Completed receipt books must be retained for five years.

*****Receipt books should be sent along with the deposits. The receipt book **must** match the deposited amount. Both internal and bank deposit slips will be provided to each building. Please be sure you write your school name and appropriate account number on the bank deposit slip. Remember to write fundraiser numbers on internal deposit slip. Attach the internal deposit form to the cover of your receipt book. Enclose both copies of the bank deposit slip in the bank bag. The front pocket on the bag is for checks and deposit slips only. The second pocket (main pocket) is for cash. Both pockets should be sealed. **Please verify deposit is correct before depositing**.

***If a receipt is voided for any reason, the white original receipt is to be kept in the receipt book and the word VOID should be written plainly across the face of such receipt.** Do not skip receipts, write void on it.

Gate Receipts: When deposits are ready to be sent to the bank, they should be prepared as follows:

Currency – Should be face up, same direction and paper clipped as follows:
Ones in stacks of - $25
Fives in stacks of - $100
Tens in stacks of - $250
Twenties in stacks of - $500

Coins - will not be required to be rolled.

Checks – Should be made out correctly with the name of the school, organization name and account number. If a check is made out to a teacher/student, etc., it must be endorsed before

it is sent to the bank. Checks should all be face up and clipped together with a calculator tape showing the total amount of all checks. Each activity fund has an endorsement stamp and each check must be endorsed before depositing.

*****ALL CHECKS SHOULD BE MADE PAYABLE TO MUSTANG PUBLIC SCHOOLS. (Example: Mustang Elementary or Mustang High School-Vocal Music) Checks should not be made payable to students, teachers or fund raising companies.

*****Each school secretary must keep a separate receipt book for monies deposited to district fund, i.e., lost text books, lost locks, woodshop, etc. District Funds are turned in to the district assistant treasurer and **should not** be stamped on the back with the Activity Fund deposit stamp.

*At the end of the year all used receipts must be turned into the principal. Used receipts should be removed from the receipt book (leave unused receipts in book for following year). Place in a manila envelope. Label the envelope with account name, number, sponsor and receipt numbers. The principal will then turn all used receipts into the activity office when checking out for summer break. Keep receipts in numerical order stapled together.

DONATIONS:

Any donations of money, equipment, car, etc. have to be taken to the board for approval. (This does not include donations in lieu of a fund-raiser.)

INSUFFICIENT CHECKS:

*****The Activity Office needs to be notified when a payment is made to cover an insufficient check. A separate deposit will need to be made for it so when it comes through the activity office we will know it is okay to return their old check. Remember to mark it as paying for an NSF.

REFUND REQUEST:

*****Refund requests must have the original receipt; if not available a copy from the receipt book must be sent to Judy Kellogg for payment.

FUNDRAISERS:

***Anytime a student is involved in the collection of money a fundraiser request will have to be in place.**

***All fundraisers must have approval and a number assigned to them before starting the fundraiser**. This number must appear on each deposit and purchase order submitted. Listed below are the procedures in completing a fundraiser request form.

1. The sponsor completes the fundraiser request form, including dates of sale, purpose and description of fundraiser, vendor name, method of payment, sales goals and profits.

2. The site principal will review and sign if approved.

3. The fundraiser request is forwarded to the Activity Fund office for verification. The dates are checked to make sure no other club has the same type of fundraiser occurring at the same time.

4. The following fundraisers are considered routine and will be forwarded to the Deputy Superintendent for approval:

Book fairs	Athletic Event	Student Supplies
Brochure/Cookbook	Monogrammed apparel	Flowers
Car wash	T-shirts	Auctions
Carnivals	Food resale	Entertainment book
Donations	Candy	Talent show
Event gate	Restaurant catering	School Pictures
Faculty work night	Advertisements	Skate Night
Gold card	Hat day	Seasonal Items
Prom Dress Sale	Clinics	Athletic Apparel
Recycling	Resale of products	Car hopping
Technology sales/service	Summer camps	Sing-O-Grams
Yearbooks	Fine Art Events	Computer match-ups
Jean Day	Square 1 Art	

5. The Activity Fund Custodian will assign a number to the request and notify you of approval.

PURCHASES:

Before you can make any purchases, you must have an "approved" purchase order in place. It is an illegal transaction to obligate the district before funds have been approved.

*When you need to order something, go into Wen-Gage and fill out an on-line Requisition (directions are included in the handbook). Submit it with an estimated amount then adjust the amount once the invoice is received. (If the actual purchase amount is $100.00 larger than estimated, additional approval is needed). When the Requisition is approved, it will turn into a

P.O. The P.O. will be returned to you and then you can place your order referring to the P.O. number.

*All purchases shall have **prior approval** before purchase is made. Each sponsor will continue to be responsible for placing all orders with the exception of book orders, Sam's, Staple's and Office Depot purchases. **You must wait for the approval of your purchase order before ordering.** A copy of your request will be sent to you when approved.

*When entering purchase orders on Wen-Gage Activity Fund 60, the project field is where you enter your account number. (Account numbers should be used on all bank deposit slips, internal deposit slips and fundraiser forms.)

*Funds in your designated account belong to the school district and are under the guidelines for disbursement listed for each account. Please refer to your account in the handbook for descriptions on receipts and disbursements. You may only purchase items addressed in your disbursements.

*When you receive the ordered merchandise/product, **write received and the P.O. number on the invoice, sign your name, and send to the Activity Fund Custodian** for payment. This should be taken care of **immediately** so payments can be made timely. Remember our other schools use the same vendors and are affected when there is a hold on our account because of a late payment.

***DO NOT PURCHASE ANYTHING FOR PERSONAL USE ON PURCHASES MADE FOR THE SCHOOL**. We do not reimburse sales tax. Many of our vendors will allow us to charge if arrangements are made in advance.

*Meal payments for student/sponsor (coaches) and travel must be itemized. It is your responsibility to verify that your bills are accurate before you sign it.

*We have set up vendors for Officials, Gate Workers and Security officers to aide you in entering those requisitions when you do not know the individuals name until after the game. However, you will need to enter a separate requisition for each official, gate worker and security officer when they are not a school employee. You do not have to enter separate requisitions for different account and sub account numbers. If you are paying from two different accounts, within the activity fund, you may use one requisition.

EXAMPLE: Football Helmets	803-1000-610-803-3300-000-705	$250.00
	803-1000-610-819-3300-000-710	$150.00
	818-1000-610-800-3300-000-705	$125.00

*Purchase Orders for entry fees must have a letter attached stating the amount and date of event.

*****In the back of the handbook is a blank invoice. Please copy as needed to pay for instructor, speakers, judge's etc. SPONSORS MUST SIGN THE INVOICE AND INCLUDE THE P.O. NUMBER ON IT.

DISBURSEMENTS:

***Cash is never disbursed from activity funds. All payments will be made with an activity fund check**. Taxes are not reimbursed. Any withdrawal from an account must be requisitioned by the sponsor. **Requisitions are to be written and approved before any purchase is made**. A signed bill or invoice must be given to the Activity Fund Specialist to attach to the purchase order. **No payment will be made without proper invoices**.

*Disbursements from each fund must be made only for the specific purpose for which the fund was created.

*Invoices must be itemized and on file to support each payment issued. Request for payment may be either invoices from companies, or signed requests for payment from individuals. Sign and date all invoices on receipt of goods and forward to the Activity Fund Office for payment**.** **Do not hold invoices; send immediately so payment can be made timely**.

*****Checks are to be signed by the Activity Fund Custodian. Verification of the amount and written approval, of the sponsor of each fund or activity, must be on file before a check is drawn against the account.

*****Reimbursement claims should have the bills and receipts attached.

*****Travel reimbursements must be submitted prior to travel and must be closed out at the end of each semester. All travel reimbursements must be countersigned by the Principal and Deputy Superintendent and accompanied by a signed original bill or invoice.

*****Request for mileage must be submitted before the event. Upon return, a travel summary must be completed and sent to the Activity Fund Custodian.

***Reports for your account will be sent out at the end of every month. Please reconcile these reports with your records. If there is a discrepancy, please contact the Activity Fund Custodian.**

TRANSFERS:

*****If a balance remains in a fund account after the purpose of the fund has been served, the balance may be transferred to some other approved Student Activity Fund Account. Such transfers shall be made only upon written approval from the Board of Education.

BOOK ORDERS:

***For Book Orders to be processed please do the following:**

Once a book order request has been submitted in Wengage:

1. Send the original order form and 1 copy with the teacher information completed. It

is **very important** that this information be on the copy that is kept with the purchase order.

2. Make sure the book order total matches the money collected and the amount requested on the purchase order.
3. Send the Scholastic envelope with the return address completed.
4. Send the payment coupon that is attached to the envelope with the information completed.

FIELD TRIPS:

*****Once your trip is planned, submit your purchase order using the Wen-Gage on–line purchase requisition and note the date of the event. Most places will allow you to be billed. Take your approved purchase order with you. If the vendor gives you a bill sign it, write your P.O. number on it and send it to the Activity Fund Office immediately. **Any trips will require a purchase order for reimbursement to the district for gas and the cost of a bus driver(s).**

FUND ACCOUNTS

Classification of Funds:

Funds collected or disbursed by a school activity shall be divided into the following account: H.S. General, Athletics, Band, Annual, Vocal Music, Elementary, Spirit Club, Student Council, and other student organizations.

General Fund:

A General Fund may be set up for all receipts and disbursements of funds not directly connected with a particular activity.

ACCOUNT NOMENCLATURE

The following is a list of accounts that will be used when applicable. The list may expand to meet the needs so long as it stays within the regulations set up in the Activity Fund by the Board of Education.

Online Requisitions

(TURN ON CAPS LOCK)
Make sure the fiscal year in the top right corner is correct!
If it's not, click on it and change it to the correct year.

General Fund = 11 / Activity Fund = 60

1. Click on **Login:** User is your vendor number; your password is the first two letters of your last name.
2. Click on **Unsubmitted** Tab.
3. Click on **Insert** button.
4. Tab over to **Purpose.** Briefly describe the purpose for your request.
5. Tab down to **Vendor.** Once you begin typing in a vendor, a box will appear and take you to the nearest vendor in alphabetical order. If the vendor is not listed, email Stacy Brown with the vendor information in order to add it. If there are two listings of the same vendor contact Stacy to find out which one to use.
6. Select **Approval.** This will be your site.
7. **Contact** is not required.
8. Click on **Post Edit** button (it's a button with a red arrow at the top of the page).
9. Click on the **Insert** tab. Enter in the first item. **Catalog** is the item number; please include if necessary. Enter in the quantity and unit price. The full amount will be extended. Click on the **New Classification** tab. Enter in the coding as instructed. (For General fund, most teachers have been instructed to enter zeros and site. Note: the unit is the same as site.) Click the OK button. If more items are needed, then click on the **Post and Insert** tab, and repeat the steps. Once all items are entered click on **OK to Post.**
10. Review information. If everything is correct click the Ok tab at the bottom of the page.
11. Double click the box under selected to mark the request with a check mark. Click the **Submit** button, and you're done!

TIPS

*Under Status column S=Submitted, A=Approved, E=Encumbered, D=Disapproved
*You can see whose desk the requisition is sitting on by looking in the Supervisor box.
*If paperwork is necessary, send it to Judy Kellogg with the request number.
*Use Notes to be more specific, or to give ordering instructions.
*If the wrong approval code is selected the online requisition must be returned to the original Person in order to change the selection
*Any questions email KelloggJ@mustangps.org, or you can call 376-9047.

MUSTANG ELEMENTARY SCHOOLS
HANDBOOK FOR STUDENTS

(Grades Pre-K-~~5~~ 4)

Mustang Public Schools
906 South Heights Drive
Mustang, Oklahoma 73064
Web Site – www.mustangps.org

1-877-SAFECALL
1-877-723-3225, ext 651
Free and Confidential – 24 hours, 7 days a week
Call if there is any activity that threatens your school.

ADMINISTRATION

~~Bonnie Lightfoot~~ Sean McDaniel, Superintendent of Schools
~~Belinda Rogers~~ Charles Bradley, Deputy Superintendent of Schools
~~Charles Bradley, District Academic Officer~~
Dr. Angela Mills, Assistant Superintendent
Stacy Edwards, Director of Elementary Schools

BOARD OF EDUCATION

Chad Fulton	President
~~Jeffery Johnson~~ Jim Davis	Vice-President
Amanda Strassle	Board Clerk
~~Jim Brown~~ Mike Kessler	Member
~~Jim Davis~~ Jeff Landrith	Member

SCHOOLS

Lakehoma Elementary School
Shawna Carter, Principal
~~Molly Wilson~~ Ginger Pebworth, Assistant Principal
(405) 376-2409
224 South Clear Springs Road
http://lakehoma.mustangps.org

Mustang Creek Elementary School
~~Meggan Wilson~~ Susan Dombek, Principal
~~Alisha Suffield~~ Tamara Rodgers, Assistant Principal
(405) 324-4567
10821 Southwest 15th Street
http://creek.mustangps.org

Mustang Elementary School
Laquita Semmler, Principal
~~Holly McKinney~~ Jandra Honemann, Assistant Principal
(405) 376-2491
400 South Mustang Road
http://elementary.mustangps.org

Mustang Trails Elementary School
Sondra Bivens, Principal
~~Tamara Rodgers~~ Alisha Suffield, Assistant Principal
(405) 324-0016
12025 Southwest 15th Street
http://trails.mustangps.org

Mustang Valley Elementary School
Jillian Mitchell, Principal
Jennifer Young, Assistant Principal
(405) 324-2541
Southwest 29th and Morgan Road
http://valley.mustangps.org

Mustang Centennial Elementary School
~~Holly McKinney~~ Molly Wilson, Principal
~~Ginger Pebworth~~ Melissa Malloy, Assistant Principal
(405) 256-6466
700 South Czech Hall Road
http://centennial.mustangps.org

Mustang Education Center/ Maxine and George Morris Alternative Education Center
Michael Ossenkop, Principal
(405) 376-7322
400 North Clear Springs Road
http://mec.mustangps.org

SCHOOL TIMES

MORNING PRE-KINDERGARTEN AT MEC

Arrival	8:10 a.m.
Dismissal	10:45 a.m.

AFTERNOON PRE-KINDERGARTEN AT MEC

Arrival	12:30 p.m.
Dismissal	3:05 p.m.

MORNING PRE-KINDERGARTEN AT ELEMENTARY SITES

Arrival	7:40 a.m.
Dismissal	10:15 a.m.

AFTERNOON PRE-KINDERGARTEN AT ELEMENTARY SITES

Arrival	12:00 p.m.
Dismissal	2;25 p.m.

GRADES K-~~5~~ 4

First Bell	~~7:45~~ 7:30 a.m.
Tardy Bell	~~7:55~~ 7:40 a.m.
Dismissal	~~2:50~~ 2:35 p.m.

BEFORE AND AFTER SCHOOL PROGRAMS

Licensed before and after school programs will be offered at each elementary and intermediate site on student attendance days.

- ~~AM Program – 6:30 a.m. to 8:00 a.m. with a weekly rate of $27.00~~
- ~~PM Program – 2:45 p.m. to 6:30 p.m. with a weekly rate of $50.00~~
- ~~Both AM & PM Program with a weekly rate of $69.00~~
- ~~Daily Drop-In Rates:~~
  ~~AM Program – 6:30 a.m. to 8:00 a.m. with a daily rate of $12.00~~
  ~~PM Program – 2:45 p.m. to 6:30 p.m. with a daily rate of $20.00~~
  ~~Both AM & PM Program with a daily rate of $25.00~~

Please contact your child's school for more information.

Calendar

Parent Portal

Parent Portal is a web-based home-to-school program that links parents and schools via the Internet. Data is transferred from (the student information program) and (the teacher's electronic grade book) to a read-only web interface.

The following information can be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards
- Course History – Mid High/High School only
- Transcripts – Mid High/High School only
- Discipline Events
- Student Personal Information – address, phone number, etc.
- Emergency Contacts
- Student Photo – if available
- School Announcements
- School Address
- School Phone Number
- Staff Contact Information

Parents can also complete a screen to receive an e-mail notification when there is a change in grades, attendance, etc. The information displayed is in "real time."

Parent Portal **does not** provide information on lunch accounts or transportation information.

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at www.mustangps.org, Parent Portal link or http://ps.mustangps.org. Please allow 7-10 days for registration to be completed and verified.

Approved registrations can be picked up by the registered parent/guardian at the youngest child's school. Proper picture identification is required to receive the login and password information. Each school will make a copy of the photo identification to keep on file.

For security purposes, all accounts will be deleted at the end of each school year.

VOTING INFORMATION

All registered voters who live within the MPS attendance area are allowed to vote in bond elections and other school related issues. The privilege of voting is not dependent on residing within the twelve (12) square miles of the Mustang City limits, but on residing within the seventy (70) square miles comprising the District.

WELCOME FROM THE PRINCIPALS

Welcome to Mustang Schools. We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and parents/students. We ask for your support so that we may provide your child with a rewarding and enriching educational experience. **Please take time to read this handbook thoroughly.**

On behalf of the faculty and staff, we would like to extend an invitation for you to visit our school, attend your child's programs, and become an active member in the PTA and volunteer programs. We are very happy to have you and your child with us in our schools.

Mustang Public Schools seek to create a school improvement plan that accurately targets school excellence and quality programs. Mustang Public Schools define quality as continuous improvement.

We will work to ensure these beliefs are lived each day in our schools. We hope you will visit us often and be an active member of our school community all year long.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with approval,
He learns to like himself.

If a child lives with acceptance and friendship,
He learns to find love in the world.

FOREWORD

This handbook has been prepared to help you and your parents become better acquainted with your school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of the Mustang Public Schools. This handbook will be used as a guideline for students and staff.
The Mustang School Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the Mustang Public School System annually to review this policy and make changes as necessitated by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

STUDENTS

It is the responsibility of the students and guardians to read carefully all information and policies included in this handbook. The student will be held responsible for knowing and following all policies and procedures contained herein.

EXCEPTIONAL STUDENT CHILD FIND

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are considered an unaccompanied youth are included in this effort.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.
If you are aware of any student who resides in the Mustang Public School District and is in need of specialized school services, please contact Ms. Deborah Beel, Director of Special Services, at (405) 376-7335.

PARENTS RIGHT TO KNOW

The *No Child Left Behind Act* gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, *No Child Left Behind* requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.

The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This legislation recognizes the importance of the school and family working together.

CREDENTIALING

Transitions is a school improvement model based upon the credentialing of individual students. It is a way to help schools ensure that children are prepared to be successful as they move from grade-to-grade, from school to school and ultimately to their chosen career.

Schools credential students who are ready for the next transition. Credentialing implies readiness in both academic and career interest areas. Requirements for credentialing are established in the district. School personnel measure and document progress and eventually will certify the readiness of each student by using approved evaluation instruments.

NO CHILD LEFT BEHIND (NCLB) ACT OF 2001
Title III, Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students

The term "Limited English Proficient" means an individual

- who is aged 3 through 21
- who is enrolled or preparing to enroll in an elementary or secondary school
- who is not born in the United States or whose native language is a language other than English
- who is a Native American, Alaska Native or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English may be sufficient to deny the individual
  - the ability to meet the State's proficient level of achievement on State assessments
  - the ability to successfully achieve in classrooms where the language of instruction is English or
  - the opportunity to participate fully in society.

The term “immigrant” means individuals who—

- are aged 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.

Mustang Public Schools will provide the following assurances for language instruction of all Limited English Proficient (LEP) and immigrant students enrolled in the district following the guidelines of the No Child Left Behind (NCLB) Act of 2001, Title III, Part A.

- Compliance with parental notification as outlined in section 3302 of NCLB
- Annual assessment of English proficiency of all LEP students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
- Use of scientifically based research for language instruction programs for LEP students
- Evidence that LEP programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
- No violation of any state law, including state constitutional law, regarding the education of LEP students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the LEP student
- Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

HOME LANGUAGE SURVEY

The parent/guardian(s) of any student enrolling must complete the Home Language Survey. Copies of this signed form will be included in the students' cumulative folder and other district files.

New forms must be signed yearly.

In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year and within two weeks thereafter. If your child qualifies for *ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

MUSTANG PUBLIC SCHOOLS’ MISSION STATEMENT

Empowering today to achieve a better tomorrow.

Mustang Public Schools seek to create a school improvement plan that accurately targets school excellence and quality programs. Mustang Public Schools define quality as continuous improvement.

The District goals are:

- All students attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas.
- All ELL students attending Mustang Public Schools will become proficient in English and reach high standards by attaining proficiency or better in all core academic areas.
- All teachers in Mustang Public School will be highly qualified in the areas in which they are teaching.
- All students attending Mustang Public Schools will be educated in safe, efficient, drug free learning environments.
- Mustang Public Schools will attain a 100% graduation rate.

EQUAL OPPORTUNITIES

It is the policy of the Mustang Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for Mustang Public Schools.

GENERAL INFORMATION

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) Policy # 2045

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

1. The right to inspect and review the student's education records within 45 days after the day the **Mustang Public Schools** receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the **Mustang Public Schools** to amend a record should write the school principal, **or appropriate school official,** clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

   1. Student name
   2. Date and place of birth
   3. Participation of officially recognized activities and sports
   4. Weights and height of members of athletic teams
   5. Dates of attendance
   6. Degrees and awards received
   7. The most recent school attended by the student
   8. Current grade level

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State

educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    1. political affiliations or beliefs of the student or student's parent
    2. mental or psychological problems of the student or student's family
    3. sex behavior or attitudes
    4. illegal, anti-social, self-incriminating or demeaning behavior
    5. critical appraisals of others with whom respondents have close family relationships
    6. legally recognized privileged relationships, such as with lawyers, doctors or ministers
    7. religious practices, affiliations or beliefs of the student or parents
    8. income, other than as required by law to determine program eligibility

- *Receive notice and an opportunity to opt a student out of*
    1. any other protected information survey, regardless of funding
    2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
    3. activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect,* upon request and before administration or use of
    1. protected information surveys of students
    2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposed and
    3. instructional material used as part of the educational curriculum

Mustang Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Mustang Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Mustang Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

ASBESTOS HAZARD EMERGENCY RESPONSE ACT
Policy # 4010

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

Mustang Public Schools will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities, planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

ADVERTISING AND COMMERCIAL ANNOUNCEMENTS

Advertising and commercial announcements will be made in the schools only upon the approval of the superintendent of schools. Advertisements may not be posted on the school premises.

MONEY

Students should not bring money to school unless it is for lunches or at school request for field trips, book orders, etc.

PARENTAL AND STUDENT INVOLVEMENT

Involvement Encouraged
At both the site and district levels active parental and student involvement in decision-making is vital to the successful operation of Mustang Public Schools. Parents and students of appropriate age are:

- encouraged to participate in all levels of committee work
- free to express, without fear, their own opinions concerning the issues before the respective committee. Although employees of Mustang public schools can serve on all committees as employees or parents, first consideration for parental representation concerning committee membership should be given to parents who are not employed with Mustang Public Schools.

PARTIES

Birthday Invitations
Birthday party invitations are never to be distributed at school.

School and Class Parties
There will be two class parties per year that will be determined by each elementary site. Parties at other times of the year are not allowed in order to preserve instructional time. This includes all other holidays, special events and birthdays. **Parents are requested to refrain from bringing pre-school children, younger children or siblings to class parties, as their attention needs to be directed to assisting with the party's events for the students and assisting the teacher during this time. No audio or video recordings are allowed during the parties.**

PRIVATE LESSONS

Students will not be allowed to take private lessons during school hours.

PERSONAL ITEMS

Students are not to bring any toys, including toys that look like “fake” weapons, electronic games (CD players, ipods, e-readers, laserpointers, mp3 players, DVD players), cameras, etc. to school without permission from the teachers or administrator. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.

PLAYGROUND RULES

Students will follow all playground rules and procedures established by the individual teacher(s) and/or principal at each school site**.** Children should be dressed appropriately for outdoor activities. Outdoor activities such as recess will take place unless inclement weather, wind chill of 32 degrees or less, or heat index of 100 degrees or more. **In order to ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times.**

WALKERS

If your child walks to and from school, discuss safe and appropriate routes and encourage him/her to respect other people's property.

PETITIONS AND SURVEYS

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

USE OF TELEPHONES

Use of the telephone by students is limited. A student may use the telephone only with the permission of the student's teacher or permission of office personnel. Students are not to receive telephone calls while in class unless it is an emergency. Students will not leave class for any reason to use the telephone except in case of emergency.

VISITORS

Parents are encouraged to visit the school. **All guests are required to check in at the school office first and receive a visitor's pass.** If a guest wishes to visit a classroom, the administrator must give permission. Advance notice is preferred. **In order to ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times**.

FUND RAISING CAMPAIGNS

Any methods for raising money must be approved by the Activities Director and the central administration office prior to the beginning of the activity.

STUDENT INSURANCE

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

EMERGENCY SIGNALS

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, parents and staff of emergency signals for the school. Students should remember to conduct themselves in the proper manner when a drill is being conducted.

CLOSING OF SCHOOL

In case school has to be dismissed due to bad weather, the announcement will be made over radio station KTOK (AM 1000), television stations ABC, CBS, NBC and Fox prior to 6:00 a.m. and the district will send a telephone message using School Messenger to the home number on file at the school. MPS will also post the information on the district website at www.mustangps.org.

HAZING, HARASSMENT, INTIMIDATION AND BULLYING
Policy # 5110

It is the policy of this school district that no student or employee of the district shall participate in any form of hazing, harassment, intimidation or bullying. Furthermore, no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

"Hazing" is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

"Harassment, intimidation and bullying" means any gesture, written or verbal expression, physical act or **electronic communication** which is defined as the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone, other wireless telecommunication devices or a computer. In addition, **"threatening behavior"** is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel or school property. **"At school"** means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sanctioned events.

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

Procedures:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

COMPLAINT POLICY
Policy # 1095

The Mustang Board of Education believes that it is important to implement a policy that promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL
Policy # 1095A

Informal Complaint Procedure
All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the

complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further.

Formal Complaint Procedure

Step One
If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint.

The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee. The building principal or supervising administrator will investigate the complaint and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached, and the reason(s).

In the event the person who initiated the formal complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days.

Upon receipt of a written request for an appeal, the building principal or supervising administrator shall on the same or subsequent working day, deliver to the Central Administration offices the written appeal, the *Formal Complaint Form* and copies of all other documents and decisions related to the complaint.

Step Two
Within ten (10) working days of receipt of the written request for a Step 2 Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time or may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

Internet Acceptable Use and Safety Policy (IAUSP)

Policy #2130

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines..

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, or professional social media sites;
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
- Sending, posting, or otherwise distributing chain letters or engaging in spamming;
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;

- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:

- Malicious tampering, phishing or hacking activities;
- Intentionally seeking information about passwords belonging to other users;
- Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
- Modifying passwords belonging to other users;
- Attempting to log in through another person's account;
- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user; or
- Engaging in uses that jeopardize access into others' accounts or other computer networks.

3. Using the District's Internet Systems for commercial purposes, such as:

- Using the District's Internet Systems for personal financial gain;
- Conducting for-profit business activities, personal advertising, or other non-District business communications;
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or
- Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Social Media
    - "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.
    - Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student

use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user's access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Copies of this Policy and Inquiries

The District reserves the right to amend and/or revise this policy at any time as the need arises. This policy is available upon request.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Policy # 2140

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator. Acceptable device types include but are not limited to the following:

Laptop Computer
Tablet
Cellular Phone
Smart Phone
Kindle

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance.

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

~~INTERNET AND LOCAL AREA NETWORK (LAN) POLICIES~~
~~Policy # 2130~~

~~Computer training, curriculum enhancements and research possibilities are all important areas for learning of students and staff members. Section I addresses specifically the Internet usage brought to each classroom through a statewide integrated system of networks. Section II describes guidelines to use the local area network (LAN) managed by Mustang Public Schools. This closed network provides licensed administrative, curriculum and desktop software to only students and staff within Mustang Public Schools.~~

~~Section I: Internet Acceptable Use Policy (AUP)~~

~~Internet access is available in every classroom in the Mustang Public Schools for students and staff members. The goal in providing this service is to promote educational excellence by facilitating resource and research opportunities, innovation, and communication.~~

~~With access to computers and the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Mustang Public Schools has taken significant precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials; and a user may discover inappropriate information.~~

~~Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so each user is aware of the of user's responsibilities. In general, these responsibilities require efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, access may be terminated and future access may be denied.~~

~~In accordance with the Children's Internet Protection Act (CIPA), MPS will be providing educational programs for online safety. Some of the topics include, but are not limited to:~~

- ~~Educating minors about appropriate online behavior~~

- Interacting with other individuals on social networking websites
- Awareness and response to cyber bullying
- Netiquette

For the elementary levels these topics will be incorporated through media center lesson(s), facilitated by the media center director. Each teacher will be required to bring the students to the media center for these programs.

Secondary classes (sixth through twelfth) will incorporate these topics as part of the advisory classes.

Acceptable Use
School use must be in support of district's mission statement and relevant educational goals and objectives.

Netiquette
Users must abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:
*Be polite.
*Use appropriate language.
*Do not reveal personal addresses or phone numbers.
*Do not use electronic mail (e-mail) for confidential correspondence. E-mail is not guaranteed to be private. System administrators have access to all e-mail.

Unacceptable Use
The use of the Internet is a privilege, not a right. The district may deny, revoke, or suspend any specific user access.

SECTION II: MUSTANG PUBLIC SCHOOLS LOCAL AREA NETWORK (LAN)

User Responsibilities and Regulations
The individual in whose name a system account is issued is responsible at all times for its proper use. Mustang Public Schools system shall be used only for educational purposes consistent with the district's mission and goals.

- The network may not be used to download, copy or store any software, shareware or freeware without prior permission from the network administrator.
- Permission for use of copyrighted material must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy and administrative regulations.
- The network may not be used for commercial purposes, lobbying or political uses.
- The network may not be used for any activity that violates district policy, state or federal law. This includes but is not limited to threatening the safety of another person or violating copyright laws.
- Users shall not access web sites, newsgroups or chat areas that contain material that is obscene or that promotes illegal acts.
- Users shall not submit, publish or display any knowingly inaccurate, obscene, abusive, intimidating, threatening, harassing or libelous materials.
- Users shall not encourage the use of tobacco, alcohol or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
- Users shall not share confidential information on students or employees in accordance to district policy, state or federal law.
- Users shall not engage in "spamming" (sending multiple e-mails simultaneously to interrupt the system) or participate in chain letters.
- Users shall remove electronic mail in a timely manner. Such messages may be removed by the system administrator if not attended to by the user.
- Users shall do a virus check on downloaded files to avoid computer viruses..
- Users identifying a security problem on the district's system must notify the appropriate teacher, principal or district coordinator.
- "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.

- Attempts by a user to improperly log on to the district's data systems will result in cancellation of user privileges and may result in disciplinary action.
- Users shall not write to directories other than their own as identified by the district.
- Attempts to crash the district's system by any method will result in system privileges being revoked. Deliberate attempts to degrade or disrupt system performance will be viewed as a violation of district policy and administrative regulations and may be viewed as criminal activity under applicable state and federal law.
- Vandalism will result in cancellation of privileges. Fines may be imposed. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, to the uploading or creating of computer viruses or software having the purpose of damaging the district's system or other user's system.
- Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of other system users to send/receive electronic mail.

Termination of User's Access

A user's access to and use of the district's system may be terminated by the system administrator upon any violation of district policy and/or administrative regulation.

Terminations of any user will be effective on the day the principal or district coordinator receives notice of a user's termination, staff member's resignation or student withdrawal or revocation of system privileges or on a future date if so specified in the notice.

Prior to a suspension or revocation of system service or as soon as practicable, the principal or district coordinator will inform the user of the suspended violation and give the user an opportunity to present an explanation. By written request, the user may appeal the suspension or revocation within seven (7) calendar days to the District Hearing Officer.

Parents Rights

If a parent does not want the student to have Internet and/or network access, a "Refusal to Participate" form must be completed in order for the student not to be allowed access to computer-based learning or research.
These forms are available at each school site. The form must be signed and returned to the site administrator's office **annually.** This document will become a legal binding agreement between Mustang Public Schools and the parent/guardian(s). Documentation of that agreement will be entered in the student databased management system to assure staff members have knowledge of this said agreement.

GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school.

The Board requires that all school personnel share in the supervision of the students' development toward desired standards of conduct and supports all personnel acting within the framework of established policy.
The Board advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority. The following are responsibilities, which Mustang Public Schools (MPS) students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
    a. be prompt and regular in attendance
    b. complete school assignments on time
    c. pay attention to teachers
    d. learn to criticize fairly and to accept criticism

3. To respect the authority of the administration, faculty and staff of Mustang Public Schools.
4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish.
   NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.
5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in Mustang Public Schools are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. There, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

RESIDENCY POLICY
Policy # 5015

Legal Residency
The Mustang Public Schools will enroll students who are deemed legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with **his/her parent(s), court appointed legal guardian or person having legal custody**. The Mustang Public Schools will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child.
If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody, and each parent contributes in "substantial degree" to the child's support while they have custody, then the

residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the Mustang Public Schools, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate night time residence. These include:

- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS.

In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

Custodial and Non-Custodial Parental Rights

It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.

All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

Residency Due Process

In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the Mustang Public Schools has the right to submit his/her written appeal to the Residency Dispute Officer of Mustang Public Schools within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

New Student Enrollment – Proof of Residence
Students enrolling in Mustang Public Schools shall be required to provide two **(2) verifiable proofs of residency**. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

Residence Affidavit
Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residence Affidavit Form." ~~Beginning August 1st of each school year the form shall be available at the Mustang Central Administration Office~~ At the beginning of each school year a form shall be available and requires both the homeowner/resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residence as required for all new students. Name on the affidavit must match the name on the proofs of residence.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/resident/parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars ($500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence
The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

ENROLLMENT OF STUDENTS
Policy # 5035

Pre-Kindergarten
Children who have reached the age of four (4) years on or before September 1 may apply for admittance to Pre-Kindergarten. The program operates Monday through Friday with half-day sessions. The program is free and follows the Mustang Public Schools' calendar. Transportation is not provided.

Kindergarten
Children who have reached the age of five (5) years on or before September 1 of the school year shall be admitted to kindergarten classes approved by the State Board of Education. No child shall be enrolled in kindergarten unless he or she will have reached the age of five (5) years on or before September 1 of the school year.

First Grade
No child shall be enrolled in the first grade unless he or she will have reached the age of six (6) years on or before September 1 of the school year. Kindergarten is required before attending first grade.

New Student Enrollment
Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at http://www.health.ok.gov.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information
Please notify the office when you have a change of address, phone, work, emergency numbers, etc. If moving, please notify the office so withdrawals can be made properly.

Pre-Enrollment for Returning Students
Returning students will fill out pre-enrollment forms during each spring semester. District policy requires 2 proofs of residency (gas, water, or electric bills).

Enrollment of Students From a School Not Accredited By the Oklahoma State Board of Education
Policy # 5016

A student enrolling in grades 1-8 in the Mustang Public Schools after having attended a school not accredited by the Oklahoma State Board of Education for nine weeks or longer shall be required to be tested by the Mustang Public Schools before enrollment is completed. The principal shall determine the test and indicate it on a written permission to enroll. If achievement testing is required, the written permission to enroll shall have recorded on it the achievement test scores and be placed in the student's permanent record folder prior to completion of enrollment.

TRANSFER POLICY
Policy # 5005

Open Transfer
It is the policy of the Mustang Board of Education that any application for transfer will be reviewed by the Mustang Board of Education and considered on a first-come, first-served basis. Application may be obtained from the Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the Mustang Public Schools.

Students from any school may make application for the following types of transfer:

- Regular Transfer: A transfer, which is applied for prior to April 1 of the academic year prior to the one for which application is being made. The parent of the student for any reason can tender such application.
- Emergency Transfer: A transfer based upon one of the emergency reasons available under state law for which application can be made at any time. On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer subject to approval by the State Board of Education.

  An emergency shall include only:
  - the destruction or partial destruction of a school building
  - the inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer

- a catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous
- the total failure of transportation facilities, or
- the concurrence of both the sending and receiving school districts
- the unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three (3) school years
- the unavailability of a specialized deaf education program for a student who is deaf or hearing impaired

Written application for any transfer shall be made by the parent(s) of the student and filed with the Deputy Superintendent of the Mustang Public Schools. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having legal custody of the student.

A student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.

Completed applications **for open transfers** will be accepted after January 1 of each year. Any application received after April 1 will be considered emergency status only.

By April 1, the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than June 1 of the same year. By July 1 of the same year, the parents of the student shall notify Mustang Public Schools that the student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in Mustang Public Schools for that year. The Mustang Board of Education in executive session shall review transfer applications in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

- availability of programs
- staffing availability; if accepting the transfer will require the addition of personnel, transfer application will be denied
- space availability; transfers shall be processed in the order in which the applications are received

In using the class size limitations for elementary, middle school and secondary as dictated by School Laws of Oklahoma, no additional transfers shall be granted after the following classroom capacities have been met or exceeded:

- 90% -- K-5 regular classes
- 95% -- 6-12 regular classes
- 80% - Special education and/or .8 FTE depending upon disability category, availability of personnel and services required

The following objective criteria shall be used to evaluate the application for an open transfer once it has been determined that availability exists. Failure to meet any one of the criteria will result in the denial of the transfer application:

- prospective student must have no more than ten (10) absences per semester for the previous and/or current school year, unless the student can demonstrate a medical reason for the excessive absences
- discipline records of student transferring to Mustang Public Schools shall be requested as part of the student's records

- prospective student shall have received no long-term suspensions and/or short-term suspensions cumulatively totaling more than ten (10) days per semester in the previous and/or current school year
- it shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and/or attendance records, as to whether a transfer shall be approved or denied

The following information must be provided with the open transfer application in order for the application to be considered complete for processing:

- immunization record
- most recent grade report or grade transcript (solely for evidence of grade placement and/or state/local credit requirements)
- attendance records
- discipline records
- most recent/current IEP and MEETS forms if special education student (solely for determination of program availability)
- listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

Siblings of students granted transfers shall be considered for prospective transfer. However, the same documentation as required above for the primary applicant must be submitted with regard to each sibling desiring a transfer.

Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP discussion shall be required between the district of residence and the receiving district.

PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MUSTANG PUBLIC SCHOOLS, UNLESS PROVIDED OTHERWISE BY LAW.

Requests for transfer shall be evaluated on an annual basis. A student granted a transfer may continue to attend Mustang Public Schools unless the transfer is subsequently disapproved. Notice of such disapproval shall be given on or before June 1.
The following criteria shall be used when determining if a current open transfer shall continue:

- continual discipline problems
- long-term suspensions
- short-term suspensions that total ten (10) days
- excessive absences (more than ten (10) per semester) unless medical reasons substantiated by physician's statement

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.
Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

No student shall be permitted to transfer more than once in any school year.

On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

A request to transfer to another school in the Mustang district can be submitted any time after January 1 for the following school year. All requests must be submitted at the school of residence and will be considered on a first-come, first-served basis. No transfer will be granted at the elementary level if the class size would exceed nineteen (19) students and at the middle school level if any teacher's class would exceed one hundred thirty-eight (138) students in a subject that must meet the one hundred forty (140) maximum requirements. Forms for request of transfer are available at all elementary and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer. No transfer request for a student who is under disciplinary action will be considered. The receiving school, as part of the transfer consideration process, will examine disciplinary and attendance records. Students found to exhibit violent or disruptive behavior or excessive absences may not be granted transfers. A transfer may be revoked at any time for disciplinary reasons.

Parents will be notified of the approval/disapproval of the transfer request three (3) business days before the first day of school.

Transportation of transferred students will be the responsibility of the parents unless required by law.

FOREIGN EXCHANGE STUDENTS
Policy # 5025

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code, and limit to five (5) students in any academic year.
2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, Mustang Public Schools is not an I-20 issuing school.
3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

SCHOOL ATTENDANCE POLICIES AND PROCEDURES

ARRIVAL
Elementary classes will begin promptly at the times indicated on the schedule. **STUDENTS ARE NOT TO ARRIVE EARLY. No adult supervision is provided prior to 7:25 a.m.** If a child is dropped off at the school in the morning, please remember not to block the lanes of traffic. **Always consider the safety of the children**.

Pre-kindergarten drop-off times will be 7:40 a.m. and 12:00 p.m.

ATTENDANCE LAWS AND REGULATIONS

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Mustang Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

If a student must be absent from school, the parents should call the day before, if possible, or the morning of the day the student is absent.

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Students shall be counted absent for any reason other than missing for activities. Students must strive to be on time. A student who has been absent has the privilege of doing make-up work but it is his/her responsibility to make an appointment to see the teacher regarding the work. Time given for this make-up work should correspond to length of absence, i.e., if absent two (2) days, he/she should be given two (2) days beginning the day of his/her return to make up the work. Every effort will be made to help the student master what was missed. However, it is questionable whether or not the student can make passing grades when he/she has missed instruction.

CLASSIFICATION OF ABSENCES AND TARDIES

All work must be made up unless the absence is a truancy.

1. School Activity (not counted absent): Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone.
2. Truancy (Absences without permission of parents or school): All truancies are subject to other discipline such as detention, suspension or other punishment. Each teacher is asked to report all suspected truants to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy. Students may also be subject to prosecution if referred to the district attorney.
3. If a student knows he/she is going to be absent, arrangements by parent(s) should be made with the school at least one day prior to the absence. Work should be completed in advance; however, work may be made up to the extent that no additional planning will be required for the teacher and it is done within the corresponding time the student was absent.
4. Tardiness: Tardies will be denoted in the student informational system. Students must be in class by ~~7:55~~ 7:40 a.m. Excessive tardiness (3 per nine weeks) may result in disciplinary action. If a student continues to arrive late, a referral will be made to the Canadian County Juvenile Office.
5. Penalty for Excessive Absences: A student may be considered for retention if he/she has in excess of twelve (12) absences during the semester. If a student continues to have excessive absences, a referral will be made to the Canadian County Juvenile Truancy Officer. Doctors' notes will only be accepted for the appeal process. It is suggested that documentation, doctor's notes, be kept for your own records. A parent/guardian/designated person must report all absences or checkouts to the attendance office.
6. Appeal of Attendance Record: Appeals concerning attendance must be made to the building principal in writing within ten (10) days of parental notification that attendance requirements have not been met. An appeal committee consisting of an administrator, teacher and counselor will meet with the student, parents and/or guardian. The committee will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

LEAVING SCHOOL GROUNDS

All Mustang Public Schools have a closed campus. Students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact in person only after showing proper identification.

OFFICIAL WITHDRAWAL FROM SCHOOL

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the principal of parental approval. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the teachers who issued them. After he/she gets his/her teachers' and counselor's signatures on the slip, he/she must present it to the principal for approval.

CURRICULUM

BROAD DESCRIPTION

The Mustang Schools offer a full-range curriculum, which includes the core subjects, music, art and physical education. Excellent programs are offered through the school guidance counselors and nurses. A foreign language program has been implemented at the elementary level. Gifted/talented students are served through the GATE program. The individual needs of each child are met through the special education services and facilities throughout the district. The Mustang curriculum meets or exceeds the standards established by the Oklahoma State Department of Education. The staff and administration are dedicated to providing the best possible educational environment and programs of instruction. If at any time you have questions about our schools, please do not hesitate to call the office or schedule an appointment. We will be happy to meet with you.

We use quality textbooks. Parents are welcome to review any of the textbooks and other educational materials used by the students of our schools.

CLASSROOM ASSIGNMENT OF STUDENT

Principals and teachers, with the aid of evaluative criteria, will group students in the classes that will provide the best possible learning situation. It is recommended that once a student is assigned to a group that he/she continues with that group for the term.

FIELD TRIPS AND EXCURSIONS

Field trips are considered an extension of the curriculum and are planned at the discretion of the teacher subject to administrative approval. Students are to ride the bus as a part of the group so they will not miss out on instructions, discussions, etc. **Because of their supervisory responsibilities, we require that sponsors not bring siblings, preschoolers, or other children who are not enrolled in the class.** Sponsors are defined as a parent/legal guardian. Transportation for field trips shall be restricted to school vehicles specifically authorized by the principal. Any parent wanting to take his/her child home at the end of the field trip without returning to school must sign the child out with the appropriate teacher or school office.

READING PLAN

The Mustang elementary schools have developed a District Elementary Reading Plan adopted by the Mustang Board of Education in compliance with the requirements of the Reading Sufficiency Act (Oklahoma statute 70-1210.508A). This act specifies that:

- Students enrolled in first, second and third grade shall be assessed at the beginning of and throughout the school year in phonemic awareness, phonics, vocabulary, spelling, fluency and comprehension.
- If assessments determine students to be reading below grade level ability, a Reading Assessment Plan will be implemented for these students.
- This Reading Assessment Plan is required for all 3 grades (1-3).

A complete copy of this Bill and the District Elementary Reading Plan are available upon request at each school site. In addition, each school site, by requirement of the Act, has developed a site level reading plan that correlates directly with the District Reading Plan. This site level plan is available upon request.

VIDEOS/FILMS (INSTRUCTIONAL AND NON-INSTRUCTIONAL)

The use of video or DVD must be approved by the principal. Any non-instructional video or DVD will require written parental permission prior to the child's viewing. Alternate activities will be provided to students whose parent elects for the child not to view a given video or DVD. Upon request, parent(s) will be given the opportunity to preview any video/DVD used in the classroom.

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION
Policy # 5065

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in Mustang Public Schools and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

Social Studies	Language Arts	The Arts
Languages	Mathematics	Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript.

Application forms, testing dates and other information are available from the school counselor.

GRADES

GRADING SYSTEM

The GRADING SCALE for the Mustang Schools as approved by the Board of Education is as follows:

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

Kindergarten, ~~and~~ First Grade, and Second Grade will use a report card that rates specific skills by mastery/satisfactory needing improvement and unsatisfactory.

The classes of art, music, physical education, and handwriting will be graded on the S, N and U scale.

Second grade social studies and science will be graded on the S, N and U scale.

Commented [1]: Jennifer Young:
Will the standard based report card be in effect?

Commented [2]: Ryan McKinney:
Second grade is going to Skill Based report card.

The classroom teacher shall determine the percentage of a subject area grade to be given to class work, homework and exams.

The semester grade will be determined by finding the average of the two (2) nine-week averages.

Report cards will be issued at the close of each nine-week grading period. Attendance including absences and tardies, will be reported on the report card. Progress reports will be issued after approximately five weeks of instruction.

Student grades may be accessed by using Parent Portal.

PARENT/TEACHER CONFERENCES

Two days are set aside for conferences, one in the fall and one in the spring. Parents sign up for scheduled times. Consult the school calendar for specific dates. Parents and/or teachers may request other conferences as deemed necessary

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STUDENT PROMOTION

Policy # 5070

In accordance with the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Students in grades K-~~5~~ 4:

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. For those students who do not meet the academic requirements for promotion, a school district may promote the student for good cause only. A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

1. Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plans, consistent with state law, indicates that participation in the statewide criterion-referenced tests are not appropriate;
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

A classroom teacher may recommend promotion or retention of a student. A placement committee that may consist of a principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider grade level achievement, standardized test scores, attendance records and other criteria as needed. Foreign Language, penmanship, art, music and physical education grades are not included in the core subjects when considering retention. A student may be considered for retention if he/she has in excess of twelve (12) absences during the semester. A conference with parent(s) or guardian(s) will be held prior to the retention of any student.

QUARTERLY HONOR ROLL

The honor roll for ~~4-5~~ grade will be published following the end of each nine-week period. There are two rolls to be recognized. They are:

- The SUPERINTENDENT'S HONOR ROLL - for all students who have all A's on the nine weeks' report card.
- The PRINCIPAL'S HONOR ROLL - for all students who have A's and B's on the nine weeks' report card.

STATE-MANDATED TESTS

Current law in Oklahoma mandates testing of students in the Mustang Public Schools.

GUIDANCE and TESTING SERVICES

Guidance is considered an essential part of any good school program. Guidance and counseling services are available to all students of the Mustang Schools. Your school has a testing program designed to provide information to help the student know himself/herself better, his/her interest and capabilities and to help in planning his/her schoolwork and his/her life work. A well-rounded testing program has been developed that can be very valuable to each student if the information is properly interpreted and used. General test results are made available and explained to each student taking them. Any student or parent having questions about the tests or testing program is encouraged to ask for help from the school counselor.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
Policy # 2050

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person, who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

HEALTHY and FIT POLICY
Policy # 5145

MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information refer to Board Policy # 5145 in the Policy and Procedures Handbook at www.mustangps.org.

HEALTH SERVICES
Policy # 5045

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

ILLNESS

Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

HEAD LICE

Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

MEDICATION

It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication
- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by **the last** day of the school year or it will be disposed
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under Procedure for self-administration of a medication
- Any prescription or non-prescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring in to the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school by the parent/guardian or appropriate designee
- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician *
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian

*As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.

Prescription Medication

Must be brought to school by a parent/guardian in the original prescription container labeled with (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber

- Name of the student
- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

Procedures for Self-Administration of a Medication
Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and epipen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

Field Trips
If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

STUDENT CONDUCT AND DISCIPLINE
Policy # 5080

Standards of Behavior

Discipline Policy
It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.
Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of

the district shall participated in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. ~~Gum chewing~~
5. Using profanity or expressing vulgarities
6. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
7. Blatant disrespect toward faculty or staff
8. Public display of affection
9. Physical altercation/fighting while at school or at a school activity
10. Assault and battery
11. Insubordination or defiance
12. Dress code violation
13. Misuse of wireless communication device
14. Other disruptive or insubordinate behavior
15. Misuse of the Internet and/or local area network computer
16. Vandalism/arson
17. Theft
18. Forgery, fraud or embezzlement of legal tender
19. Gambling
20. Gang-related behavior, including gestures, language or dress
21. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
22. Possessing or distribution of pornography
23. Use or possession of tobacco products on campus or school activity
24. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
25. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
26. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
27. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
28. An act of violence
29. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
30. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes)committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
31. Adjudication for an offense that is a violent act off campus
32. Repeated minor offenses
33. ~~Failure to wear MPS identification badges (grades 9-12). Badges must be visible at all times~~
34. ~~Parking lot violations~~
35. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent

3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Financial restitution for lost, stolen or damaged property
9. Restriction of privileges
10. Referral to police and/or citations issued
11. Short-term suspension
12. Long-term suspension
13. Other appropriate disciplinary action as required and as indicated by circumstances

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

(Refer to District Policy # 5110)

Dress Code Standards
The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety and general good taste. It is the intent to permit students to dress according to current fashions, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes he/she misses.

The principal's discretion will judge questionable attire. Violations may result in disciplinary action.
General Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; or carry connotations of immorality, vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.
2. Frayed or purposely torn clothing will not be considered appropriate school wear.

The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to, the following:
Pants/Jeans/Shorts/Skirts

- No shredded or tattered clothing worn independently or with other clothing with holes above the knee that expose skin or undergarments
- No biker or spandex shorts, short mini-skirts, boxer shorts or athletic shorts without pockets
- Sagging is not permitted.
- The bottom of the pants/jeans may not be worn longer than the sole of the heel of shoe.
- Pants/jeans must be worn high enough to cover undergarment when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing.
- All tops should be long enough that when a student sits down the midriff does not show in back.
- No cleavage
- No tube tops, halter tops, tank tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts. Leggings must be covered by a dress, skirt or shirt that is below fingertips with arms extended down.
- Undergarments should be covered.

Hats/Caps/Beanies/Bandanas/Sunglasses

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be brought or worn in or around the school building or classrooms. Beanies (stocking caps) will be permitted outside during inclement weather. Exception will be for medical or religious reasons.

Jewelry or manner of dress that could harm or cause harm to others are prohibited.

- No spiked jewelry
- No chains or chains connected to wallet or keys
- No pacifiers

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Satanic Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments should be covered by outerwear.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/ hairstyle

- Hair color/hairstyle that distracts from the main purpose of the educational program is prohibited, including makeup or face paint.

FOOD CONSUMPTION

Food must be consumed in designated areas. **No outside drinks of any kind are allowed**, unless parent/guardian has checked in with front office to have lunch with their child.

WIRELESS TELECOMMUNICATION and ELECTRONIC DEVICES

State law provides that a student may possess a telecommunication device while on school premises while in transit under the authority of the school or while attending any function sponsored by the school. The following rules will apply:

- Inappropriate use of cell phones, iPods, MP3 player, CD/DVD players, video/camcorders and any other types of electronic devices WILL NOT be allowed during the school day.

- The inappropriate use of these or other such items tend to disrupt and distract at school and are better left at home. If you choose to bring them to school, they MUST BE out of sight and NOT in use during the school day. It is the student's responsibility for these items if they are lost or stolen. School officials are not required to conduct an investigation.
- These items will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.

Mustang Public schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any other personal devices or equipment.

First offense: Any electronic device will be confiscated, and parent will be notified and required to pick up the device from the front office.

Second offense: Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office, and student will not be permitted to carry the phone for the remainder of the school year.

The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form, ~~or~~ tobacco products or simulated tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles.

First Offense:	The parent is notified and the student is given In School Isolation (ISI).
Second Offense:	The parent is notified and the student will be suspended for three (3) days.
Third Offense:	The parent is notified and the student will be suspended for five (5) days.
Fourth Offense:	The parent is notified and the student may be suspended for a period in excess of five (5) days.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products, or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property.

There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any low-point beer as defined by Oklahoma law
4. any substance which is represented to be a prescription, non-prescription drug, "turkey" drug, or synthetic drug
5. any inhalant
6. any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages, paraphernalia and/or intoxicating substances, or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended:

First Offense:	The student will be suspended for the current school semester and the succeeding semester. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived.
Second Offense:	Student will be suspended the current semester and the succeeding semester without a reinstatement option. The ten (10) day suspension option is not available for a second offense.

SALE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for the current semester and the succeeding semester without a reinstatement option. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the superintendent. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, **ammunition, fireworks**, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other offensive weapon on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or devise capable of discharging or throwing projectiles" shall include, but not be limited to:

a. rifles, pistols or shotguns of any caliber and/or
b. B-B guns or air pistols and/or
c. potato throwers, dart guns or blow guns and/or
d. any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons on the school grounds or at any school-sponsored activity will be suspended by the superintendent or administrator for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating in or attending any school sponsored activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building administrator. The administrator shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
   - Violation of policy, rule, or regulation
   - Acts of immorality
   - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
   - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
   - Possession of a firearm (may result in out-of-school suspension of not less than one year)
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
   - Adjudication as a delinquent
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student, who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of –school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc).

When a student is suspended, his/her parent(s) will be notified as soon as possible. If the student is suspended for five (5) days or less the district may provide an educational plan. If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

The first level of appeal for suspensions of ten (10) days or less will be to the building principal. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the appeal committee for short-term suspensions within three (3) days. The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension. The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

The decision of the appeal committee for short-term suspension will be final and may not be appealed to the hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted. A conference with a site administrator will be arranged to take place when the investigation is complete. The parent(s) will be given a copy of the results of the conference at that time and a copy of the results will be mailed to the parent(s) by certified mail. The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3) Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student and/or his/her parent(s) may appeal the suspension.

The student and his/her parent(s) may request a review of the suspension with the building principal. This step may be skipped if the building principal was part of the first conference. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. A conference will be scheduled with the building principal. If the building principal does not withdraw the suspension, the student has the right to appeal the decision.

In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the office of the district hearing officer within ten (10) days. Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within ten (10) days from the date the notice of intent is filed. During the hearing with the district hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel. The suspension appeals hearing shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.

The suspension-hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

If the district hearing officer does not withdraw the suspension, the student and his/her parent(s) shall have the right to appeal the decision to the board of education/board hearing officer. The student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the district hearing officer.

Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education/board hearing officer. The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent. During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

The board of education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. Decisions of the suspension appeal may not be appealed. The decision of the board of education/board hearing officer suspension hearing with the hearing officer shall be final.

> NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:
1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

TRANSPORTATION POLICY
Policy # 4015

USE OF BUSES

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:
1. to ensure that all children of our school are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

SCHOOL BUS ROUTE POLICIES

1. The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations).

2. The Mustang School District will provide transportation for eligible kindergarten students to and from school during the normally scheduled morning and evening bus operation. No mid-day transportation will be provided.
3. The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road.
4. Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard.
   The above-mentioned transportation exceptions will not apply if the following exists:
   - a thirty-six (36) inch wide sidewalk ten (10) feet from the road's edge is present
   - a thirty-six (36) inch high chain link fence present if sidewalk does not meet minimum standards
   - the presence of a crossing guard
5. No school bus shall be permitted to operate on any private driveway.
6. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. Whenever possible, a bus stop shall be located within one-fourth (1/4) mile of the home of every child being transported.
7. No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.
8. No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waver from the Mustang School District to complete the form and return it as directed.
9. No bus stop shall be established in which a school bus must back up in order to complete a regular route.
10. No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the Mustang Public Schools to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and building administrator.

- Students are not permitted to change buses (routes) to go to another location except as following:
  - Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
  - Bus transfers for the purpose of baby-sitting arrangements will be made on an individual basis, if the following conditions are present:
    - "Special-Riding Privilege" form has been completed and returned to the building principal
    - the bus transfer will not cause a passenger overload on the receiving bus
    - no new stop will be established to accommodate the transfer
    - the transfer must have the student exiting the bus at the same location each day
- No students will be delivered to a job site.
- All students will exit the bus prior to the beginning of the next scheduled route.

PARENT COMPLAINT PROCEDURE

The Mustang Public Schools strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

PUPIL CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats. Students will be seated three (3) middle/mid-high/high school students or four (4) elementary students per seat.
- The noise level on the bus must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from the windows or extend any part of the body through a window.
- Smoking or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Any student desiring to ride a bus other than his/her designated bus must have written permission from the parent. The building principal must sign this note before the child will be allowed on the bus.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Central Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

ACTIVITY/FIELD TRIPS

Policy # 3115 and Policy # 3130

Activity Trips

Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.

Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

Field Trips
Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. The Mustang Board of Education defines educational field trips as visits to an industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, farm, ranch, creek, river, park, zoo, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of or acquiring additional knowledge in the subject. It does not refer to interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable experience for students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students profit more from the field trip than they would from an available videotape, slides, filmstrip, model, experiment, resource person, etc.?

Any school-sponsored field trip exceeding 150 miles (one way) from Mustang Public Schools must have board approval. Any trip less than 150 miles (one way) must have approval of the aforementioned personnel. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip. Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

CHILD NUTRITION

CAFETERIA PROCEDURES

Household Application for Free/Reduced Meals
Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1st and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at mustangps.schoollunchapp.com This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 906 S. Heights Drive, Mustang, OK 73064, attention: Tammy Bales, Child Nutrition Director. Additional applications are available at the school office, the Child Nutrition Office or the Administration Building. Applications may be completed at any time throughout the year if you've had a change in income, household size, etc., that might qualify your family for free/reduced meals. **Requests for applications in different languages can be made at the Child Nutrition Office, call (405) 376-7317 or e-mail request to balest@mustangps.org.

A new application on the correct year's form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must reapply before 9/27/13 or you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. Until you receive notification, money should be sent with student to cover the price of full-priced meals.

Ala carte items such as bottled water, extra milk or extra juice are regular priced items and are not included in the free/reduced program. If your child wants to purchase these items, money will be needed in his/her account.

PAYING FOR LUNCHES

Mustang elementary schools allow 6 lunch charges. After the sixth charge, at the principal's discretion, an alternate lunch may be provided until charges are paid. All charges must be paid before ala carte items or 2nd trays can be purchased.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. Money brought will be put toward past charges before new purchases can be made.

Student identification numbers are issued to each student. These I.D. numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also the student's lunch account numbers. No lunch tickets are used. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches.

**Online payments can be made by going to the school website, www.mustangps.org, Child Nutrition section, manage your child's school lunch account and you will be directed to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a ~~$1.75~~ $1.95 convenience fee per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MyNutrikids you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Lunch prices are ~~$2.10~~ $2.50. Reduced-priced lunches are $.40. Second trays and visiting student trays are ~~$2.45~~ $2.85 (including students on the free/reduced meal program). Adult lunches are $3.05.

Breakfast prices are $1.50. Reduced-priced breakfasts are $.30. Adult breakfasts are $1.55.

Students are not allowed to use other student's lunch accounts. MPS software program shows a picture of each student as they purchase items. This will ensure that the student using the account number given is the correct person that is supposed to be using that account.
Cashiers can run reports for parents of what was purchased on specific dates and when money was added in. Accounts can be flagged to only allow a certain dollar amount to be spent in one day, or flagged to not allow your child to purchase ala carte items-- whatever fits your family's needs. Call the school office and ask for the cafeteria cashier to flag your child's account.

A fee may be charged for insufficient checks. Further checks will not be accepted at any school until the insufficient check is cleared up.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. Money brought will be put toward past charges before new purchases can be made.

Refunds

Students in the MPS district with money left in their meal account at the end of the school year will automatically have the money rolled into their accounts for the following school year.

Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with the cafeteria cashier. If the refund envelope is returned to the district unopened, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than $1.00.

Students with Food Allergies

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy, and recommended substitute for that food item. (forms on the next pages). This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the cafeteria manager and request a meeting to review foods served.

MUSTANG INTERMEDIATE SCHOOLS
HANDBOOK FOR STUDENTS

(Grades 5-6)

Mustang Public Schools
906 South Heights Drive
Mustang, Oklahoma 73064
Web Site – www.mustangps.org

1-877-SAFECALL
1-877-723-3225, ext 651
Free and Confidential – 24 hours, 7 days a week
Call if there is any activity that threatens your school.

ADMINISTRATION

~~Bonnie Lightfoot~~ Sean McDaniel, Superintendent of Schools
~~Belinda Rogers~~ Charles Bradley, Deputy Superintendent of Schools
~~Charles Bradley, District Academic Officer~~
Dr. Angela Mills, Assistant Superintendent
Tracy Skinner, Director of Secondary Schools

BOARD OF EDUCATION

Chad Fulton	President
~~Jeffery Johnson~~ Jim Davis	Vice-President
Amanda Strassle	Board Clerk
~~Jim Brown~~ Mike Kessler	Member
~~Jim Davis~~ Jeff Landrith	Member

SCHOOLS

Canyon Ridge Intermediate Center
Kathy Blackwell, Principal
Ryan Waggoner, Assistant Principal
(405) 256-6955
3600 S. Sara Road
http://canyonridge.mustangps.org

Horizon Intermediate Center
Holly McKinney, Principal
Chris Tobler, Assistant Principal
(405) 256-6282
430 Forest
http://horizon.mustangps.org

SCHOOL TIMES

GRADES 5-6

First Bell	8:00 a.m.
Tardy Bell	8:10 a.m.
Dismissal	3:05 p.m.

BEFORE AND AFTER SCHOOL PROGRAMS

Licensed before and after school programs will be offered at each elementary and intermediate site on student attendance days.

- ~~AM Program – 6:30 a.m. to 8:00 a.m. with a weekly rate of $27.00~~
- ~~PM Program – 2:45 p.m. to 6:30 p.m. with a weekly rate of $50.00~~
- ~~Both AM & PM Program with a weekly rate of $69.00~~
- ~~Daily Drop-In Rates:~~
  ~~AM Program – 6:30 a.m. to 8:00 a.m. with a daily rate of $12.00~~
  ~~PM Program – 2:45 p.m. to 6:30 p.m. with a daily rate of $20.00~~
  ~~Both AM & PM Program with a daily rate of $25.00~~

Please contact your child's school for more information

Calendar

Parent Portal

Sign up for Parent Portal! It is a great way to stay informed about your student's grades, assignments and attendance. Our school goal is 100% participation in Parent Portal. Register online at www.mustangps.org, Parent Portal link or http://ps.mustangps.org. Stay informed! Sign up today!

The following information can be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards
- Course History – Mid High/High School only
- Transcripts – Mid High/High School only
- Discipline Events
- Student Personal Information – address, phone number, etc.
- Emergency Contacts
- Student Photo – if available
- School Announcements
- School Address
- School Phone Number
- Staff Contact Information

Parents can also complete a screen to receive an e-mail notification when there is a change in grades, attendance, etc. The information displayed is in "real time."

Parent Portal **does not** provide information on lunch accounts or transportation information.

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at www.mustangps.org, Parent Portal link or http://ps.mustangps.org. Please allow 7-10 days for registration to be completed and verified.

Approved registrations can be picked up by the registered parent/guardian at the youngest child's school. Proper picture identification is required to receive the login and password information. Each school will make a copy of the photo identification to keep on file.

For security purposes, all accounts will be deleted at the end of each school year.

VOTING INFORMATION

All registered voters who live within the MPS attendance area are allowed to vote in bond elections and other school related issues. The privilege of voting is not dependent on residing within the twelve (12) square miles of the Mustang City limits, but on residing within the seventy (70) square miles comprising the District.

MUSTANG INTERMEDIATE SCHOOLS CONCEPT STATEMENT

To provide…
meaningful support for students, parents, and staff which decreases anxiety and cultivates enriched, positive, developmentally appropriate learning environments

In a way that…

- **Fosters positive relationships**
- **Promotes positive, consistent, transparent, and on-going communication**
- **Creates a flexible working and learning environment through creative, risk-free collaborative climate**
- **Plans transitional activities for all stakeholders**
- **Increases community and parent involvement**
- **Challenges each student through rigorous curriculum**

So that…
students are recognized and affirmed as they demonstrate the ability to be confident, creative problem solvers equipped for college, careers, and citizenship

WELCOME FROM THE PRINCIPALS

Welcome to Mustang Schools. We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and parents/students. We ask for your support so that we may provide your child with a rewarding and enriching educational experience. **Please take time to read this handbook thoroughly.**

On behalf of the faculty and staff, we would like to extend an invitation for you to visit our school, attend your child's programs, and become an active member in the PTA and volunteer programs. We are very happy to have you and your child with us in our schools.

Mustang Public Schools seek to create a school improvement plan that accurately targets school excellence and quality programs. Mustang Public Schools define quality as continuous improvement.

We will work to ensure these beliefs are lived each day in our schools. We hope you will visit us often and be an active member of our school community all year long.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with approval,
He learns to like himself.

If a child lives with acceptance and friendship,
He learns to find love in the world.

FOREWORD

This handbook has been prepared to help you and your parents become better acquainted with your school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of the Mustang Public Schools. This handbook will be used as a guideline for students and staff.

The Mustang School Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the Mustang Public School System annually to review this policy and make changes as necessitated by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

STUDENTS

It is the responsibility of the students and guardians to read carefully all information and policies included in this handbook. The student will be held responsible for knowing and following all policies and procedures contained herein.

EXCEPTIONAL STUDENT CHILD FIND

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are considered an unaccompanied youth are included in this effort.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.
If you are aware of any student who resides in the Mustang Public School District and is in need of specialized school services, please contact Ms. Deborah Beel, Director of Special Services, at (405) 376-7335.

PARENTS RIGHT TO KNOW

The *No Child Left Behind Act* gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, *No Child Left Behind* requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.

The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This legislation recognizes the importance of the school and family working together.

NO CHILD LEFT BEHIND (NCLB) ACT OF 2001
Title III, Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students

The term "Limited English Proficient" means an individual

- who is aged 3 through 21
- who is enrolled or preparing to enroll in an elementary or secondary school
- who is not born in the United States or whose native language is a language other than English
- who is a Native American, Alaska Native or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English may be sufficient to deny the individual
  - the ability to meet the State's proficient level of achievement on State assessments
  - the ability to successfully achieve in classrooms where the language of instruction is English or
  - the opportunity to participate fully in society.

The term "immigrant" means individuals who—

- are aged 3 through 21
- were not born in any State; and

- have not been attending one or more schools in any one or more States for more than three full academic years.

Mustang Public Schools will provide the following assurances for language instruction of all Limited English Proficient (LEP) and immigrant students enrolled in the district following the guidelines of the No Child Left Behind (NCLB) Act of 2001, Title III, Part A.

- Compliance with parental notification as outlined in section 3302 of NCLB
- Annual assessment of English proficiency of all LEP students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
- Use of scientifically based research for language instruction programs for LEP students
- Evidence that LEP programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
- No violation of any state law, including state constitutional law, regarding the education of LEP students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the LEP student
- Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

HOME LANGUAGE SURVEY

The parent/guardian(s) of any student enrolling must complete the Home Language Survey. Copies of this signed form will be included in the students' cumulative folder and other district files.

New forms must be signed yearly.

In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year and within two weeks thereafter. If your child qualifies for *ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

MUSTANG PUBLIC SCHOOLS' MISSION STATEMENT

Empowering today to achieve a better tomorrow.

Mustang Public Schools seek to create a school improvement plan that accurately targets school excellence and quality programs. Mustang Public Schools define quality as continuous improvement.

The District goals are:

- All students attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas.
- All ELL students attending Mustang Public Schools will become proficient in English and reach high standards by attaining proficiency or better in all core academic areas.
- All teachers in Mustang Public School will be highly qualified in the areas in which they are teaching.
- All students attending Mustang Public Schools will be educated in safe, efficient, drug free learning environments.
- Mustang Public Schools will attain a 100% graduation rate.

OBJECTIVES

We will know we have prepared our students for this changing world when they:

- experience cooperative learning
- achieve technological skills
- master basic skills
- demonstrate an understanding and acceptance of cultural differences
- respond effectively to environmental and health concerns
- employ critical thinking skills to propose potential solutions to economic, political, social and technological problems in our shrinking world
- demonstrate good citizenship through civic responsibility
- develop an appreciation of the humanities

EQUAL OPPORTUNITIES

It is the policy of the Mustang Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for Mustang Public Schools.

GENERAL INFORMATION

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) Policy # 2045

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

1. The right to inspect and review the student's education records within 45 days after the day the **Mustang Public Schools** receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the **Mustang Public Schools** to amend a record should write the school principal, **or appropriate school official,** clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

   1. Student name
   2. Date and place of birth
   3. Participation of officially recognized activities and sports
   4. Weights and height of members of athletic teams
   5. Dates of attendance
   6. Degrees and awards received
   7. The most recent school attended by the student
   8. Current grade level

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

   The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a

right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    1. political affiliations or beliefs of the student or student's parent
    2. mental or psychological problems of the student or student's family
    3. sex behavior or attitudes
    4. illegal, anti-social, self-incriminating or demeaning behavior
    5. critical appraisals of others with whom respondents have close family relationships
    6. legally recognized privileged relationships, such as with lawyers, doctors or ministers
    7. religious practices, affiliations or beliefs of the student or parents
    8. income, other than as required by law to determine program eligibility
- *Receive notice and an opportunity to opt a student out of*
    1. any other protected information survey, regardless of funding
    2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
    3. activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect,* upon request and before administration or use of
    1. protected information surveys of students
    2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposed and
    3. instructional material used as part of the educational curriculum

Mustang Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Mustang Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Mustang Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

ASBESTOS HAZARD EMERGENCY RESPONSE ACT
Policy # 4010

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

Mustang Public Schools will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities, planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

ADVERTISING AND COMMERCIAL ANNOUNCEMENTS

Advertising and commercial announcements will be made in the schools only upon the approval of the superintendent of schools. Advertisements may not be posted on the school premises.

MONEY

Students should not bring money to school unless it is for lunches or at school request for field trips, book orders, etc.

PARENTAL AND STUDENT INVOLVEMENT

Involvement Encouraged
At both the site and district levels active parental and student involvement in decision-making is vital to the successful operation of Mustang Public Schools. Parents and students of appropriate age are:

- encouraged to participate in all levels of committee work
- free to express, without fear, their own opinions concerning the issues before the respective committee. Although employees of Mustang public schools can serve on all committees as employees or parents, first consideration for parental representation concerning committee membership should be given to parents who are not employed with Mustang Public Schools.

PRIVATE LESSONS

Students will not be allowed to take private lessons during school hours.

PERSONAL ITEMS

Students are not to bring any toys, including toys that look like "fake" weapons, electronic games (CD players, iPods, e-readers, laser pointers, mp3 players, DVD players), cameras, etc. to school without permission from the teachers or administrator. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.

PLAYGROUND RULES

Students will follow all playground rules and procedures established by the individual teacher(s) and/or principal at each school site**.** Children should be dressed appropriately for outdoor activities. Outdoor activities such as recess will take place unless inclement weather, wind chill of 32 degrees or less, or heat index of 100 degrees or more. **In order to ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times.**

WALKERS

If your child walks to and from school, discuss safe and appropriate routes and encourage him/her to respect other people's property.

PETITIONS AND SURVEYS

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

USE OF TELEPHONES

Use of the telephone by students is limited. A student may use the telephone only with the permission of the student's teacher or permission of office personnel. Students are not to receive telephone calls while in class unless it is an emergency. Students will not leave class for any reason to use the telephone except in case of emergency.

VISITORS

Parents are encouraged to visit the school. **All guests are required to check in at the school office first and receive a visitor's pass.** If a guest wishes to visit a classroom, the administrator must give permission. Advance notice is preferred. **In order to ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times**.

FUND RAISING CAMPAIGNS

Any methods for raising money must be approved by the ~~Activities Director~~ Principal and the central administration office prior to the beginning of the activity.

STUDENT INSURANCE

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

EMERGENCY SIGNALS

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, parents and staff of emergency signals for the school. Students should remember to conduct themselves in the proper manner when a drill is being conducted.

CLOSING OF SCHOOL

In case school has to be dismissed due to bad weather, the announcement will be made over radio station KTOK (AM 1000), television stations ABC, CBS, NBC and Fox prior to 6:00 a.m. and the district will send a telephone message using School Messenger to the home number on file at the school. MPS will also post the information on the district website at www.mustangps.org.

RENAISSANCE

We are excited about this program with a commitment to Excellence in Education. The purpose of the Renaissance program is to recognize students who are achieving academic excellence with tangible incentives, rewards and recognition.

Renaissance takes the incentive program from business and ties it to education. It is an attempt to motivate all students to strive for excellence with a new commitment to their academic endeavors. Renaissance is more than a program; it is an attitude that everyone can achieve excellence.

Students who maintain a grade point average of 3.0 or above each nine weeks will be eligible to participate in the program, thus receiving the incentives and rewards that accompany it.

HAZING, HARASSMENT, INTIMIDATION AND BULLYING
Policy # 5110

It is the policy of this school district that no student or employee of the district shall participate in any form of hazing, harassment, intimidation or bullying. Furthermore, no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

"Hazing" is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

"Harassment, intimidation and bullying" means any gesture, written or verbal expression, physical act or **electronic communication** which is defined as the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone, other wireless telecommunication devices or a computer. In addition, **"threatening behavior"** is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel or school property. **"At school"** means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sanctioned events.

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

Procedures:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

COMPLAINT POLICY
Policy # 1095

The Mustang Board of Education believes that it is important to implement a policy that promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL
Policy # 1095A

Informal Complaint Procedure
All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further:

Formal Complaint Procedure

Step One
If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint.

The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee. The building principal or supervising administrator will investigate the complaint and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached, and the reason(s).

In the event the person who initiated the formal complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days.

Upon receipt of a written request for an appeal, the building principal or supervising administrator shall on the same or subsequent working day, deliver to the Central Administration offices the written appeal, the *Formal Complaint Form* and copies of all other documents and decisions related to the complaint.

Step Two
Within ten (10) working days of receipt of the written request for a Step 2 Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time or may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

Internet Acceptable Use and Safety Policy (IAUSP)

Policy #2130

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines..

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, or professional social media sites;
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
- Sending, posting, or otherwise distributing chain letters or engaging in spamming;
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:

- Malicious tampering, phishing or hacking activities;
- Intentionally seeking information about passwords belonging to other users;
- Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
- Modifying passwords belonging to other users;
- Attempting to log in through another person's account;
- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user; or
- Engaging in uses that jeopardize access into others' accounts or other computer networks.

3. Using the District's Internet Systems for commercial purposes, such as:

- Using the District's Internet Systems for personal financial gain;
- Conducting for-profit business activities, personal advertising, or other non-District business communications;
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or
- Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Social Media
    - "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.
    - Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user's access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Copies of this Policy and Inquiries

The District reserves the right to amend and/or revise this policy at any time as the need arises. This policy is available upon request.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Policy # 2140

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator. Acceptable device types include but are not limited to the following:

Laptop Computer
Tablet
Cellular Phone
Smart Phone
Kindle

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance.

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

INTERNET AND LOCAL AREA NETWORK (LAN) POLICIES

Computer training, curriculum enhancements and research possibilities are all important areas for learning of students and staff members. Section I addresses specifically the Internet usage brought to each classroom through a statewide integrated system of networks. Section II describes guidelines to use the local area network (LAN) managed by Mustang Public Schools. This closed network provides licensed administrative, curriculum and desktop software to only students and staff within Mustang Public Schools.

Section I: Internet Acceptable Use Policy (AUP)

Internet access is available in every classroom in the Mustang Public Schools for students and staff members. The goal in providing this service is to promote educational excellence by facilitating resource and research opportunities, innovation, and communication.

With access to computers and the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Mustang Public Schools has taken significant precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials; and a user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so each user is aware of the of user's responsibilities. In general, these responsibilities require efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, access may be terminated and future access may be denied.

In accordance with the Children's Internet Protection Act (CIPA), MPS will be providing educational programs for online safety. Some of the topics include, but are not limited to:

- Educating minors about appropriate online behavior
- Interacting with other individuals on social networking websites
- Awareness and response to cyber bullying
- Netiquette

For the elementary levels these topics will be incorporated through media center lesson(s), facilitated by the media center director. Each teacher will be required to bring the students to the media center for these programs.

Secondary classes (sixth through twelfth) will incorporate these topics as part of the advisory classes.

Acceptable Use

School use must be in support of district's mission statement and relevant educational goals and objectives.

Netiquette

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

*Be polite.
*Use appropriate language.
*Do not reveal personal addresses or phone numbers.
*Do not use electronic mail (e-mail) for confidential correspondence. E-mail is not guaranteed to be private.
System administrators have access to all e-mail.

Unacceptable Use

The use of the Internet is a privilege, not a right. The district may deny, revoke, or suspend any specific user access.

SECTION II: MUSTANG PUBLIC SCHOOLS LOCAL AREA NETWORK (LAN)

User Responsibilities and Regulations

The individual in whose name a system account is issued is responsible at all times for its proper use. Mustang Public Schools system shall be used only for educational purposes consistent with the district's mission and goals.

- The network may not be used to download, copy or store any software, shareware or freeware without prior permission from the network administrator.
- Permission for use of copyrighted material must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy and administrative regulations.
- The network may not be used for commercial purposes, lobbying or political uses.
- The network may not be used for any activity that violates district policy, state or federal law. This includes but is not limited to threatening the safety of another person or violating copyright laws.
- Users shall not access web sites, newsgroups or chat areas that contain material that is obscene or that promotes illegal acts.
- Users shall not submit, publish or display any knowingly inaccurate, obscene, abusive, intimidating, threatening, harassing or libelous materials.
- Users shall not encourage the use of tobacco, alcohol or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
- Users shall not share confidential information on students or employees in accordance to district policy, state or federal law.
- Users shall not engage in "spamming" (sending multiple e-mails simultaneously to interrupt the system) or participate in chain letters.
- Users shall remove electronic mail in a timely manner. Such messages may be removed by the system administrator if not attended to by the user.
- Users shall do a virus check on downloaded files to avoid computer viruses..
- Users identifying a security problem on the district's system must notify the appropriate teacher, principal or district coordinator.
- "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
- Attempts by a user to improperly log on to the district's data systems will result in cancellation of user privileges and may result in disciplinary action.
- Users shall not write to directories other than their own as identified by the district.
- Attempts to crash the district's system by any method will result in system privileges being revoked. Deliberate attempts to degrade or disrupt system performance will be viewed as a violation of district policy and administrative regulations and may be viewed as criminal activity under applicable state and federal law.
- Vandalism will result in cancellation of privileges. Fines may be imposed. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, to the uploading or creating of computer viruses or software having the purpose of damaging the district's system or other user's system.
- Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of other system users to send/receive electronic mail.

Termination of User's Access

A user's access to and use of the district's system may be terminated by the system administrator upon any violation of district policy and/or administrative regulation.

Terminations of any user will be effective on the day the principal or district coordinator receives notice of a user's termination, staff member's resignation or student withdrawal or revocation of system privileges or on a future date if so specified in the notice.

Prior to a suspension or revocation of system service or as soon as practicable, the principal or district coordinator will inform the user of the suspended violation and give the user an opportunity to present an explanation. By written request, the user may appeal the suspension or revocation within seven (7) calendar days to the District Hearing Officer.

Parents Rights

If a parent does not want the student to have Internet and/or network access, a "Refusal to Participate" form must be completed in order for the student not to be allowed access to computer-based learning or research.
These forms are available at each school site. The form must be signed and returned to the site administrator's office **annually.** This document will become a legal binding agreement between Mustang Public Schools and the parent/guardian(s). Documentation of that agreement will be entered in the student databased management system to assure staff members have knowledge of this said agreement.

GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school.

The Board requires that all school personnel share in the supervision of the students' development toward desired standards of conduct and supports all personnel acting within the framework of established policy.

The Board advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority. The following are responsibilities, which Mustang Public Schools (MPS) students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
    a. be prompt and regular in attendance
    b. complete school assignments on time
    c. pay attention to teachers
    d. learn to criticize fairly and to accept criticism
3. To respect the authority of the administration, faculty and staff of Mustang Public Schools.
4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish.
   NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.
5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in Mustang Public Schools are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. There, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

RESIDENCY POLICY
Policy # 5015

Legal Residency
The Mustang Public Schools will enroll students who are deemed legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with **his/her parent(s), court appointed legal guardian or person having legal custody**. The Mustang Public Schools will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child.
If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody, and each parent contributes in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the Mustang Public Schools, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate night time residence. These include:

- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS.

In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

Custodial and Non-Custodial Parental Rights

It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.

All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

Residency Due Process

In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the Mustang Public Schools has the right to submit his/her written appeal to the Residency Dispute Officer of Mustang Public Schools within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

New Student Enrollment – Proof of Residence

Students enrolling in Mustang Public Schools shall be required to provide two **(2) verifiable proofs of residency**. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

Residence Affidavit
Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residence Affidavit Form." ~~Beginning August 1st of each school year the form shall be available at the Mustang Central Administration Office~~ At the beginning of each school year a form shall be available and requires both the homeowner/resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residence as required for all new students. Name on the affidavit must match the name on the proofs of residence.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/resident/parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars ($500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence
The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

ENROLLMENT OF STUDENTS
Policy # 5035

New Student Enrollment
Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at http://www.health.ok.gov.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information
Please notify the office when you have a change of address, phone, work, emergency numbers, etc. If moving, please notify the office so withdrawals can be made properly.

Pre-Enrollment for Returning Students
Returning students will fill out pre-enrollment forms during each spring semester. District policy requires 2 proofs of residency (gas, water, or electric bills).

Enrollment of Students From a School Not Accredited By the Oklahoma State Board of Education

Policy # 5016

A student enrolling in grades 1-8 in the Mustang Public Schools after having attended a school not accredited by the Oklahoma State Board of Education for nine weeks or longer shall be required to be tested by the Mustang Public Schools before enrollment is completed. The principal shall determine the test and indicate it on a written permission to enroll. If achievement testing is required, the written permission to enroll shall have recorded on it the achievement test scores and be placed in the student's permanent record folder prior to completion of enrollment.

TRANSFER POLICY

Policy # 5005

Open Transfer

It is the policy of the Mustang Board of Education that any application for transfer will be reviewed by the Mustang Board of Education and considered on a first-come, first-served basis. Application may be obtained from the Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the Mustang Public Schools.

Students from any school may make application for the following types of transfer:

- Regular Transfer: A transfer, which is applied for prior to April 1 of the academic year prior to the one for which application is being made. The parent of the student for any reason can tender such application.
- Emergency Transfer: A transfer based upon one of the emergency reasons available under state law for which application can be made at any time. On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer subject to approval by the State Board of Education.

  An emergency shall include only:
  - the destruction or partial destruction of a school building
  - the inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer
  - a catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous
  - the total failure of transportation facilities, or
  - the concurrence of both the sending and receiving school districts
  - the unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three (3) school years
  - the unavailability of a specialized deaf education program for a student who is deaf or hearing impaired

Written application for any transfer shall be made by the parent(s) of the student and filed with the Deputy Superintendent of the Mustang Public Schools. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having legal custody of the student.

A student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.

Completed applications **for open transfers** will be accepted after January 1 of each year. Any application received after April 1 will be considered emergency status only.

By April 1, the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than June 1 of the same year. By July 1 of the same year, the parents of the student shall notify Mustang Public Schools that the

student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in Mustang Public Schools for that year. The Mustang Board of Education in executive session shall review transfer applications in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

- availability of programs
- staffing availability; if accepting the transfer will require the addition of personnel, transfer application will be denied
- space availability; transfers shall be processed in the order in which the applications are received

In using the class size limitations for elementary, middle school and secondary as dictated by School Laws of Oklahoma, no additional transfers shall be granted after the following classroom capacities have been met or exceeded:

- 90% -- K-5 regular classes
- 95% -- 6-12 regular classes
- 80% - Special education and/or .8 FTE depending upon disability category, availability of personnel and services required

The following objective criteria shall be used to evaluate the application for an open transfer once it has been determined that availability exists. Failure to meet any one of the criteria will result in the denial of the transfer application:

- prospective student must have no more than ten (10) absences per semester for the previous and/or current school year, unless the student can demonstrate a medical reason for the excessive absences
- discipline records of student transferring to Mustang Public Schools shall be requested as part of the student's records
- prospective student shall have received no long-term suspensions and/or short-term suspensions cumulatively totaling more than ten (10) days per semester in the previous and/or current school year
- it shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and/or attendance records, as to whether a transfer shall be approved or denied

The following information must be provided with the open transfer application in order for the application to be considered complete for processing:

- immunization record
- most recent grade report or grade transcript (solely for evidence of grade placement and/or state/local credit requirements)
- attendance records
- discipline records
- most recent/current IEP and MEETS forms if special education student (solely for determination of program availability)
- listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

Siblings of students granted transfers shall be considered for prospective transfer. However, the same documentation as required above for the primary applicant must be submitted with regard to each sibling desiring a transfer.

Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP discussion shall be required between the district of residence and the receiving district.

PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MUSTANG PUBLIC SCHOOLS, UNLESS PROVIDED OTHERWISE BY LAW.

Requests for transfer shall be evaluated on an annual basis. A student granted a transfer may continue to attend Mustang Public Schools unless the transfer is subsequently disapproved. Notice of such disapproval shall be given on or before June 1.
The following criteria shall be used when determining if a current open transfer shall continue:

- continual discipline problems
- long-term suspensions
- short-term suspensions that total ten (10) days
- excessive absences (more than ten (10) per semester) unless medical reasons substantiated by physician's statement

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.
Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

No student shall be permitted to transfer more than once in any school year.

On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

IN DISTRICT TRANSFER
Policy # 5010

A request to transfer to another school in the Mustang district can be submitted anytime after January 1 for the following school year. All requests must be submitted at the school of residence and will be considered on a first-come, first-served basis. No transfer will be granted at the elementary level if the class size would exceed nineteen (19) students and at the middle school level if any teacher's class would exceed one hundred thirty-eight (138) students in a subject that must meet the one hundred forty (140) maximum requirements. Forms for request of transfer are available at all elementary and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer. No transfer request for a student who is under disciplinary action will be considered. The receiving school, as part of the transfer consideration process, will examine disciplinary and attendance records. Students found to exhibit violent or disruptive behavior or excessive absences may not be granted transfers. A transfer may be revoked at any time for disciplinary reasons.

Parents will be notified of the approval/disapproval of the transfer request three (3) business days before the first day of school.

Transportation of transferred students will be the responsibility of the parents unless required by law.

FOREIGN EXCHANGE STUDENTS
Policy # 5025

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code, and limit to five (5) students in any academic year.

2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, Mustang Public Schools is not an I-20 issuing school.

3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.

4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.

5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

SCHOOL ATTENDANCE POLICIES AND PROCEDURES

ARRIVAL

Intermediate classes will begin promptly at the times indicated on the schedule. **STUDENTS ARE NOT TO ARRIVE EARLY. No adult supervision is provided prior to 8:00 a.m.** If a child is dropped off at the school in the morning, please remember not to block the lanes of traffic. **Always consider the safety of the children**.

Commented [1]: queentutt06: Change to Intermediate school times

ATTENDANCE LAWS AND REGULATIONS

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Mustang Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

Commented [2]: Gaye McKinney: intermediate school times

If a student must be absent from school, the parents should call the day before, if possible, or the morning of the day the student is absent.

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Students shall be counted absent for any reason other than missing for activities. Students must strive to be on time. A student who has been absent has the privilege of doing make-up work but it is his/her responsibility to make an appointment to see the teacher regarding the work. Time given for this make-up work should correspond to length of absence, i.e., if absent two (2) days, he/she should be given two (2) days beginning the day of his/her return to make up the work. Every effort will be made to help the student master what was missed. However, it is questionable whether or not the student can make passing grades when he/she has missed instruction.

CLASSIFICATION OF ABSENCES AND TARDIES

All work must be made up unless the absence is a truancy.

1. School Activity (not counted absent): Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone.
2. Truancy (Absences without permission of parents or school): All truancies are subject to other discipline such as detention, suspension or other punishment. Each teacher is asked to report all suspected truants to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy. Students may also be subject to prosecution if referred to the district attorney.
3. If a student knows he/she is going to be absent, arrangements by parent(s) should be made with the school at least one day prior to the absence. Work should be completed in advance; however, work may be made up to the extent that no additional planning will be required for the teacher and it is done within the corresponding time the student was absent.

4. Tardiness: Tardies will be denoted in the student informational system. Students must be in class by 8:10 a.m. Excessive tardiness (3 per nine weeks) may result in one hour of detention. If a student continues to arrive late, a referral will be made to the Canadian County Juvenile Office.
5. Penalty for Excessive Absences: A student may be considered for retention if he/she has in excess of twelve (12) absences during the semester. If a student continues to have excessive absences, a referral will be made to the Canadian County Juvenile Truancy Officer. Doctors' notes will only be accepted for the appeal process. It is suggested that documentation, doctor's notes, be kept for your own records. A parent/guardian/designated person must report all absences or checkouts to the attendance office.
6. Appeal of Attendance Record: Appeals concerning attendance must be made to the building principal in writing within ten (10) days of parental notification that attendance requirements have not been met. An appeal committee consisting of an administrator, teacher and counselor will meet with the student, parents and/or guardian. The committee will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.
7. **Student Activity Absences**: Refer to "Activity Eligibility and Regulation Section" in this handbook.

Commented [3]: Holly McKinney:
Not applicable

Holly McKinney:
keep in

LEAVING SCHOOL GROUNDS

All Mustang Public Schools have a closed campus. Students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact in person only after showing proper identification.

OFFICIAL WITHDRAWAL FROM SCHOOL

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the principal of parental approval. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the teachers who issued them. After he/she gets his/her teachers' and counselor's signatures on the slip, he/she must present it to the principal for approval.

CURRICULUM

BROAD DESCRIPTION

The Mustang Schools offer a full-range curriculum, which includes the core subjects, music, art and physical education. Excellent programs are offered through the school guidance counselors and nurses. A foreign language program has been implemented at the elementary level. Gifted/talented students are served through the GATE program. The individual needs of each child are met through the special education services and facilities throughout the district. The Mustang curriculum meets or exceeds the standards established by the Oklahoma State Department of Education. The staff and administration are dedicated to providing the best possible educational environment and programs of instruction. If at any time you have questions about our schools, please do not hesitate to call the office or schedule an appointment. We will be happy to meet with you.

We use quality textbooks. Parents are welcome to review any of the textbooks and other educational materials used by the students of our schools.

CLASSROOM ASSIGNMENT OF STUDENT

Principals and teachers, with the aid of evaluative criteria, will group students in the classes that will provide the best possible learning situation. It is recommended that once a student is assigned to a group that he/she continues with that group for the term.

FIELD TRIPS AND EXCURSIONS

Field trips are considered an extension of the curriculum and are planned at the discretion of the teacher subject to administrative approval. Students are to ride the bus as a part of the group so they will not miss out on instructions, discussions, etc. **Because of their supervisory responsibilities, we require that sponsors not bring siblings, preschoolers, or other children who are not enrolled in the class.** Sponsors are defined as a parent/legal guardian. Transportation for field trips shall be restricted to school vehicles specifically authorized by the principal. Any parent wanting to take his/her child home at the end of the field trip without returning to school must sign the child out with the appropriate teacher or school office.

VIDEOS/FILMS (INSTRUCTIONAL AND NON-INSTRUCTIONAL)

The use of video or DVD must be approved by the principal. Any non-instructional video or DVD will require written parental permission prior to the child's viewing. Alternate activities will be provided to students whose parent elects for the child not to view a given video or DVD. Upon request, parent(s) will be given the opportunity to preview any video/DVD used in the classroom.

CRITERION-REFERENCE TESTS

Criterion-referenced tests will be given to the eighth grade students near the completion of the school year. Math, science, social studies, reading, writing and art are the subject areas that will be tested this school year. Criterion-referenced tests are designed to measure state-mandated curriculum in those areas listed above. All students who fail the criterion- reference tests shall be offered remediation.

Commented [4]: snowdenc69:
CRT, OCCT, or C3?

Holly McKinney:
One more year of OCCT then Common Core

Commented [5]: snowdenc69:
Fifth

Commented [6]: snowdenc69:
?

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION
Policy # 5065

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in Mustang Public Schools and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

Social Studies	Language Arts	The Arts
Languages	Mathematics	Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript.

Application forms, testing dates and other information are available from the school counselor.

STUDENT PROMOTION/RETENTION
Policy #5070

In accordance with the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Students in grades 6-8:

Shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

A student may not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in PASS, not to exceed twelve (12) absences per semester.

A conference with parent(s) or guardian(s) will be held prior to the retention of any student. Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.

Whenever a teacher or placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

Reference: 70 O.S. §24-114.1
70 O.S. §1210.508C

Commented [7]: snowdenc69:
5-6?

Commented [8]: Gaye McKinney:
5th and 6th grades?

Commented [9]: Holly McKinney:
I'm not sure we will count courses for credit!

GRADES

GRADING SYSTEM

The GRADING SCALE for the Mustang Schools as approved by the Board of Education is as follows:

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

The classroom teacher shall determine the percentage of a subject area grade to be given to class work, homework and exams.

The semester grade will be determined by finding the average of the two (2) nine-week averages.

Report cards will be issued at the close of each nine-week grading period. Attendance including absences and tardies, will be reported on the report card. Progress reports will be issued after approximately five weeks of instruction.

Student grades may be accessed by using Parent Portal.

INCOMPLETES

A student will receive an incomplete grade for the first nine (9) weeks grade or progress report if that student has been on homebound education or excessively absent due to illness. The appropriate grade will be given for completed work at the time of the semester grades and no assignments will be accepted after the semester without administrative approval.

REPORT TO PARENTS

At the end of each nine-week period, the student will be given a copy of his/her report card, which he/she is to take home to his/her parents. Parents are urged to confer with the principal and teachers when there is a question concerning these cards or the grades of the students.

Progress reports will be given to all students to take home to their parents at regular intervals. Parents are encouraged to contact their child(s) teacher if they have any questions concerning progress reports.

Student grades may be accessed by using PowerSchool.

INTERNET-BASED INSTRUCTION

Policy # 5056

Internet-based programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Mustang Public Schools Board of Education. The purpose of this policy is to establish guidelines for implementing Internet-based instruction for secondary students, but not limited to:

- Credit for courses not offered by the District
- Curriculum for long-term suspended students
- Credit recovery
- Fulfill graduation requirements
- Virtual school
- Advancement
- Enrichment
- Remediation
- Homebound
- Home-based

This policy complies with 70 O.S Section 1-111, which states:
“Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in an online course approved by the district board of education. The State Board of Education shall adopt rules to provide for the implementation of supplemental online courses. Each district board of education shall adopt policies and procedures that conform to rules for online courses as adopted by the State Board.”

Definitions:

Alternative Method Delivery System—the delivery of instruction through Web-based or video-based technologies.
Asynchronous instruction—the primary format of instruction does not depend on real-time interaction of the participants. Asynchronous instruction allows the student to engage in learning activities anywhere at any time.
Supplemental online course—is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.
Educationally appropriate—means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.
Blended or Hybrid Learning—a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.
Enhanced or Component Learning—a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.
Online Course—a delivery method in which students completes the entire course online with minimal visits to the campus.
Synchronous instruction—occurs when the instructor and student's primary interactions are in real-time.
Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is synchronous instruction.
Two-way interactive video instruction—provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may see and hear each other in an approximation of real-time.
Web-based instruction—uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Guidelines

Prior to offering an online instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. The Board of Education will grant students credit for completion of courses offered by means of Internet based instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
2. Only students who are enrolled in MPS District will be granted access to supplemental online courses.
3. Internet-based instruction shall be viewed as a method by which the school district can expand the course offerings and can access instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
4. Requests for enrollment in supplemental online courses shall be as follows:

a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.

b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. Upon completion of the course, the credit earned by students shall be placed on the student's high school transcript or for grades 6-8 the student cumulative record.
c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board or designee. The decision of the local school board or designee with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

1. If enrollment in the supplemental online course is allowed, the site principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based instruction to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
2. Students earning credit by means of Internet-based instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than a MPS site.
3. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS) and the Common Core State Standards (CCSS) when applicable.
4. Contractual agreements shall be established between the school district and parent(s) or legal guardian of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, the responsibility for course costs (if applicable), equipment and other issues deemed necessary by the district. Contracts and applications for Internet based instruction are available at each secondary site's counseling office.
5. Instructors of Internet-based instruction shall be: (a) certified in Oklahoma or another state to teach in the content areas of the course offered or (b) a faculty member at an accredited institution of higher education that possess the specific content expertise necessary to teach the course.
6. Each teacher for Internet-based instruction will be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of Internet-based instruction.
7. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction on the individual student.
8. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
9. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
10. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, postings/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to student, parents, and the school district reports that reflect daily attendance/participation, progress reports, and

grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

11. Students at remote sites who participate in the online courses offered by Mustang Public Schools will be responsible for providing their own equipment and Internet access.
12. Any student who receives their entire class schedule through an online environment cannot participate in any extra-curricular activities. A student must be enrolled and in physical attendance at a secondary school site for at least three (3) periods of the school day to participate in any extracurricular activities.

HONOR ROLL AND AWARD

Students will be recognized at the Academic Awards Assembly at the end of the school year when named to the Superintendent's or Principal's Honor Roll. The Superintendent's Honor Roll shall consist of those students who have no grade less than an "A" in every subject for each quarter of the current school year. The Principal's Honor Roll shall consist of those students who have no grade below "B" for each quarter of the current school year. For the purpose of computing Honor Roll during the second semester students' third nine-week grade and the six-week grade of the fourth nine-week period will be averaged.
The State Honor Society is a statewide organization recognizing those students who have made "A's" each nine-weeks of the second semester of the previous school year and each nine-weeks of the first semester of the current school year.

Transfer students are eligible for the State Honor Society and for the Principal's and Superintendent's Honor Roll.

Several additional honors such as academic, citizenship, outstanding boy/girl and 8th grade prestige awards are presented at the annual academic awards assembly. Student disciplinary records will be reviewed when students are considered for awards and honors. Frequent or serious referral for behavior will reflect negatively upon honors selections.

ACTIVITY ELIGIBILITY and REGULATIONS

Commented [10]: rangers4champions:
Omit areas dealing with OSSAA

A student must be maintaining a "passing grade" in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation nof the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a “passing grade” in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director’s office.

REGULATIONS OF OSSAA RULE 3 – SCHOLASTIC ELIGIBILITY

A student must be maintaining a “passing grade” in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a “passing grade” in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director’s office.

Section 1 – Semester Grades

a. A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.
b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.

Section 2 – Student Eligibility During a Semester

a. Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
b. A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in whom he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.
c. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

Section 3 – Special Provisions

a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)
b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.
d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.
e. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

PARENT/TEACHER CONFERENCES

Two days are set aside for conferences, one in the fall and one in the spring. Parents sign up for scheduled times. Consult the school calendar for specific dates. Parents and/or teachers may request other conferences as deemed necessary.

STUDENT PROMOTION

Policy # 5070

In accordance with the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Students in grades 5-6:

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. For those students who do not meet the academic requirements for promotion, a school district may promote the student for good cause only. A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

1. Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plans, consistent with state law, indicates that participation in the statewide criterion-referenced tests are not appropriate;

3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

A classroom teacher may recommend promotion or retention of a student. A placement committee that may consist of a principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider grade level achievement, standardized test scores, attendance records and other criteria as needed. Foreign Language, penmanship, art, music and physical education grades are not included in the core subjects when considering retention. A student may be considered for retention if he/she has in excess of twelve (12) absences during the semester. A conference with parent(s) or guardian(s) will be held prior to the retention of any student.

QUARTERLY HONOR ROLL

The honor roll for grades 5-6 will be published following the end of each nine-week period. There are two rolls to be recognized. They are:

- The SUPERINTENDENT'S HONOR ROLL - for all students who have all A's on the nine weeks' report card.
- The PRINCIPAL'S HONOR ROLL - for all students who have A's and B's on the nine weeks' report card.

STATE-MANDATED TESTS

Current law in Oklahoma mandates testing of students in the Mustang Public Schools.

GUIDANCE and TESTING SERVICES

Guidance is an essential part of any good school program. All students in our schools are entitled to the services provided by our counselors. A counselor will assist you in the areas of decision-making, planning and understanding. This service to pupils helps them solve problems and overcome obstacles, which might prevent a student from attaining his/her full potential.

The counselors provide the following types of services:

Testing: The testing program is designed to provide information to help the student know himself/herself better – his/her interests and capabilities – and to help in planning his/her school work and life's work. Test information is available through the counselor to the student, parent and teacher.

Counseling: Individual counseling is available to all students in school. Any student experiencing problems with scheduling, academics, fellow students, teachers and problems of personal adjustment is urged to contact the counselor for assistance. All contact will be kept in strict confidence. Counselors are assigned to students alphabetically: A-M and N-Z.

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Individual Information Services: A cumulative record is kept current for each student who enters our schools. This record includes testing information, health records, course and grade information and personal identification.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
Policy # 2050

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person, who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

HEALTHY and FIT POLICY
Policy # 5145

MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information refer to Board Policy # 5145 in the Policy and Procedures Handbook at www.mustangps.org.

HEALTH SERVICES
Policy # 5045

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health

records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

ILLNESS

Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

HEAD LICE

Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

MEDICATION

It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication
- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by **the last** day of the school year or it will be disposed
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under Procedure for self-administration of a medication

- Any prescription or non-prescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring in to the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school by the parent/guardian or appropriate designee
- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician *
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian

*As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.

Prescription Medication

Must be brought to school by a parent/guardian in the original prescription container labeled with (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student
- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

Procedures for Self-Administration of a Medication

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for

the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and epipen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

Field Trips
If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

USE OF THE MEDIA CENTER

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Our goal is to provide a welcoming atmosphere for student research, facilitate learning and personal growth and promote a love for reading.

The media center provides a wide selection of materials and equipment for student use – books, cassettes, films, pamphlets, computers, etc.
The following rules shall be observed when visiting the media center:

1. No more than two (2) books may be checked out at one (1) time.
2. Regular library materials may be checked out for two (2) weeks.
3. Reference material may be checked out only overnight.
4. The loss of any material will be paid for by the person having checked it out (fines will be assessed for overdue materials).
5. Every student will experience instructional time, research and book selection in the Media Center for library skill building.
6. No food, gum chewing or drink is allowed in the Media Center.

Many activities are scheduled in the Media Center for you such as book reviews, book fairs, movies, author-taped biographies, guest speakers, contests and computer activities.

Everything in the Media Center is for your convenience and for you to learn and to enjoy. NOON PASSES are available to you to enjoy the Media Center during your lunch period. Just remember to drop by before your noon hour to reserve one. Academic passes are also available in the office before school. This pass will allow students to solicit help from teachers before school starts.

STUDENT CONDUCT AND DISCIPLINE
Policy # 5080

Standards of Behavior

Discipline Policy
It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participated in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Gum chewing
5. Using profanity or expressing vulgarities
6. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
7. Blatant disrespect toward faculty or staff
8. Public display of affection
9. Physical altercation/fighting while at school or at a school activity
10. Assault and battery
11. Insubordination or defiance
12. Dress code violation
13. Misuse of wireless communication device
14. Other disruptive or insubordinate behavior
15. Misuse of the Internet and/or local area network computer
16. Vandalism/arson
17. Theft
18. Forgery, fraud or embezzlement of legal tender
19. Gambling
20. Gang-related behavior, including gestures, language or dress
21. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
22. Possessing or distribution of pornography
23. Use or possession of tobacco products on campus or school activity
24. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
25. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
26. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating

27. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
28. An act of violence
29. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
30. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes)committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
31. Adjudication for an offense that is a violent act off campus
32. Repeated minor offenses
33. Failure to wear MPS identification badges (grades 9-12). Badges must be visible at all times
34. Parking lot violations
35. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Financial restitution for lost, stolen or damaged property
9. Restriction of privileges
10. Referral to police and/or citations issued
11. Short-term suspension
12. Long-term suspension
13. Other appropriate disciplinary action as required and as indicated by circumstances

Procedures for Hazing/Harassment/Intimidation and Bullying:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

(Refer to District Policy # 5110)

Dress Code Standards

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety and general good taste. It is the intent to permit students to dress according to current fashions, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes he/she misses.

The principal's discretion will judge questionable attire. Violations may result in disciplinary action.

General Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; or carry connotations of immorality, vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.
2. Frayed or purposely torn clothing will not be considered appropriate school wear.

The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to, the following:

Pants/Jeans/Shorts/Skirts

- No shredded or tattered clothing worn independently or with other clothing with holes above the knee that expose skin or undergarments
- No biker or spandex shorts, short mini-skirts, boxer shorts or athletic shorts without pockets
- Sagging is not permitted.
- The bottom of the pants/jeans may not be worn longer than the sole of the heel of shoe.
- Pants/jeans must be worn high enough to cover undergarment when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing.
- All tops should be long enough that when a student sits down the midriff does not show in back.
- No cleavage
- No tube tops, halter tops, tank tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts. Leggings must be covered by a dress, skirt or shirt that is below fingertips with arms extended down.
- Undergarments should be covered.

Hats/Caps/Beanies/Bandanas/Sunglasses

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be brought or worn in or around the school building or classrooms. Beanies (stocking caps) will be permitted outside during inclement weather. Exception will be for medical or religious reasons.

Jewelry or manner of dress that could harm or cause harm to others are prohibited.

- No spiked jewelry
- No chains or chains connected to wallet or keys
- No pacifiers

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Satanic Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments should be covered by outerwear.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/ hairstyle

- Hair color/hairstyle that distracts from the main purpose of the educational program is prohibited, including makeup or face paint
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FOOD CONSUMPTION

Food must be consumed in designated areas. **No outside drinks of any kind are allowed**, unless parent/guardian has checked in with front office to have lunch with their child.

WIRELESS TELECOMMUNICATION and ELECTRONIC DEVICES

Commented [13]: rangers4champions: Revisit these areas

State law provides that a student may possess a telecommunication device while on school premises while in transit under the authority of the school or while attending any function sponsored by the school. The following rules will apply:

- Inappropriate use of cell phones, iPods, MP3 player, CD/DVD players, video/camcorders and any other types of electronic devices WILL NOT be allowed during the school day.
- The inappropriate use of these or other such items tend to disrupt and distract at school and are better left at home. If you choose to bring them to school, they MUST BE out of site and NOT in use during the school day. It is the student's responsibility for these items if they are lost or stolen. School officials are not required to conduct an investigation.
- These items will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.

Mustang Public schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any other personal devices or equipment.

First offense: Any electronic device will be confiscated, and parent will be notified and required to pick up the device from the front office.
Second offense: Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office, and student will not be permitted to carry the phone for the remainder of the school year.

The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form, tobacco products or simulated tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles.

First Offense:	The parent is notified and the student is given In School Isolation (ISI).
Second Offense:	The parent is notified and the student will be suspended for three (3) days.
Third Offense:	The parent is notified and the student will be suspended for five (5) days.
Fourth Offense:	The parent is notified and the student may be suspended for a period in excess of five (5) days.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities

within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products, or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property.

There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any low-point beer as defined by Oklahoma law
4. any substance which is represented to be a prescription, non-prescription drug, "turkey" drug, or synthetic drug
5. any inhalant
6. any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages, paraphernalia and/or intoxicating substances, or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

First Offense: The student will be suspended for the current school semester and the succeeding semester. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived.

Second Offense: Student will be suspended the current semester and the succeeding semester without a reinstatement option. The ten (10) day suspension option is not available for a second offense.

SALE, SHARE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for the current semester and the succeeding semester without a reinstatement option. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the superintendent. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, **ammunition, fireworks**, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other offensive weapon on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or devise capable of discharging or throwing projectiles" shall include, but not be limited to:

a. rifles, pistols or shotguns of any caliber and/or
b. B-B guns or air pistols and/or
c. potato throwers, dart guns or blow guns and/or
d. any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons on the school grounds or at any school-sponsored activity will be suspended by the superintendent or administrator for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating in or attending any school sponsored activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building administrator. The administrator shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
   - Violation of policy, rule, or regulation
   - Acts of immorality
   - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
   - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
   - Possession of a firearm (may result in out-of-school suspension of not less than one year)

- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
- Adjudication as a delinquent
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student, who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of –school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc).

When a student is suspended, his/her parent(s) will be notified as soon as possible. If the student is suspended for five (5) days or less the district may provide an educational plan. If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

The first level of appeal for suspensions of ten (10) days or less will be to the building principal. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the appeal committee for short-term suspensions within three (3) days. The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension. The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

The decision of the appeal committee for short-term suspension will be final and may not be appealed to the hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted. A conference with a site administrator will be arranged to take place when the investigation is complete. The parent(s) will be given a copy of the results of the conference at that time and a copy of the results will be mailed to the parent(s) by certified mail. The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3) Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student and/or his/her parent(s) may appeal the suspension.

The student and his/her parent(s) may request a review of the suspension with the building principal. This step may be skipped if the building principal was part of the first conference. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. A conference will be scheduled with the building principal. If the building principal does not withdraw the suspension, the student has the right to appeal the decision.

In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the office of the district hearing officer within ten (10) days. Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within ten (10) days from the date the notice of intent is filed. During the hearing with the district hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel. The suspension appeals hearing shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension-hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

If the district hearing officer does not withdraw the suspension, the student and his/her parent(s) shall have the right to appeal the decision to the board of education/board hearing officer. The student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the district hearing officer.

Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education/board hearing officer. The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent. During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

The board of education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. Decisions of the suspension appeal may not be appealed. The decision of the board of education/board hearing officer suspension hearing with the hearing officer shall be final.

> NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

TRANSPORTATION POLICY

Policy # 4015

USE OF BUSES

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:

1. to ensure that all children of our school are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

SCHOOL BUS ROUTE POLICIES

1. The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations).
2. The Mustang School District will provide transportation for eligible kindergarten students to and from school during the normally scheduled morning and evening bus operation. No mid-day transportation will be provided.
3. The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road.
4. Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard.
   The above-mentioned transportation exceptions will not apply if the following exists:
   - a thirty-six (36) inch wide sidewalk ten (10) feet from the road's edge is present
   - a thirty-six (36) inch high chain link fence present if sidewalk does not meet minimum standards
   - the presence of a crossing guard
5. No school bus shall be permitted to operate on any private driveway.
6. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. Whenever possible, a bus stop shall be located within one-fourth (1/4) mile of the home of every child being transported.
7. No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.

8. No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waver from the Mustang School District to complete the form and return it as directed.
9. No bus stop shall be established in which a school bus must back up in order to complete a regular route.
10. No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the Mustang Public Schools to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and building administrator.

- Students are not permitted to change buses (routes) to go to another location except as following:
    - Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
    - Bus transfers for the purpose of baby-sitting arrangements will be made on an individual basis, if the following conditions are present:
        - "Special-Riding Privilege" form has been completed and returned to the building principal
        - the bus transfer will not cause a passenger overload on the receiving bus
        - no new stop will be established to accommodate the transfer
        - the transfer must have the student exiting the bus at the same location each day
- No students will be delivered to a job site.
- All students will exit the bus prior to the beginning of the next scheduled route.

PARENT COMPLAINT PROCEDURE

The Mustang Public Schools strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

PUPIL CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.
The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats. Students will be seated three (3) middle/mid-high/high school students or four (4) elementary students per seat.
- The noise level on the bus must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from the windows or extend any part of the body through a window.
- Smoking or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.

- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Any student desiring to ride a bus other than his/her designated bus must have written permission from the parent. The building principal must sign this note before the child will be allowed on the bus.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Central Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

ACTIVITY/FIELD TRIPS
Policy # 3115 and Policy # 3130

Activity Trips

Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.
Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

Field Trips

Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. The Mustang Board of Education defines educational field trips as visits to an industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, farm, ranch, creek, river, park, zoo, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of or acquiring additional knowledge in the subject. It does not refer to interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable experience for students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students profit more from the field trip than they would from an available videotape, slides, filmstrip, model, experiment, resource person, etc.?

Any school-sponsored field trip exceeding 150 miles (one way) from Mustang Public Schools must have board approval. Any trip less than 150 miles (one way) must have approval of the aforementioned personnel. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip. Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

CHILD NUTRITION

CAFETERIA PROCEDURES

Household Application for Free/Reduced Meals

Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1st and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at mustangps.schoollunchapp.com This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 906 S. Heights Drive, Mustang, OK 73064, attention: Tammy Bales, Child Nutrition Director. Additional applications are available at the school office, the Child Nutrition Office or the Administration Building. Applications may be completed at any time throughout the year if you've had a change in income, household size, etc., that might qualify your family for free/reduced meals. **Requests for applications in different languages can be made at the Child Nutrition Office, call (405) 376-7317 or e-mail request to balest@mustangps.org.

A new application on the correct year's form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must reapply before 9/27/13 or you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. Until you receive notification, money should be sent with student to cover the price of full-priced meals.

Ala carte items such as bottled water, extra milk or extra juice are regular priced items and are not included in the free/reduced program. If your child wants to purchase these items, money will be needed in his/her account.

PAYING FOR LUNCHES

Mustang elementary schools allow 6 lunch charges. After the sixth charge, at the principal's discretion, an alternate lunch may be provided until charges are paid. All charges must be paid before ala carte items or 2nd trays can be purchased.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or

bring a lunch from home. Money brought will be put toward past charges before new purchases can be made.

Student identification numbers are issued to each student. These I.D. numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also the student's lunch account numbers. No lunch tickets are used. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches.

**Online payments can be made by going to the school website, www.mustangps.org, Child Nutrition section, manage your child's school lunch account and you will be directed to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a ~~$1.75~~ $1.95 convenience fee per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MySchoolbucks you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Lunch prices are ~~$2.10~~ $2.50. Reduced-priced lunches are $.40. Second trays and visiting student trays are ~~$2.45~~ $2.85 (including students on the free/reduced meal program). Adult lunches are $3.05.

Breakfast prices are $1.50. Reduced-priced breakfasts are $.30. Adult breakfasts are $1.55.

Students are not allowed to use other student's lunch accounts. MPS software program shows a picture of each student as they purchase items. This will ensure that the student using the account number given is the correct person that is supposed to be using that account.
Cashiers can run reports for parents of what was purchased on specific dates and when money was added in. Accounts can be flagged to only allow a certain dollar amount to be spent in one day, or flagged to not allow your child to purchase ala carte items-- whatever fits your family's needs. Call the school office and ask for the cafeteria cashier to flag your child's account.

A fee may be charged for insufficient checks. Further checks will not be accepted at any school until the insufficient check is cleared up.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. Money brought will be put toward past charges before new purchases can be made.

Refunds
Students in the MPS district with money left in their meal account at the end of the school year will automatically have the money rolled into their accounts for the following school year.

Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of
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the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with the cafeteria cashier. If the refund envelope is returned to the district unopened, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than $1.00.

Students with Food Allergies

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy, and recommended substitute for that food item. (forms on the next pages). This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the cafeteria manager and request a meeting to review foods served.

MUSTANG HIGH SCHOOL
HANDBOOK FOR STUDENTS

(GRADES 9-12)

MUSTANG PUBLIC SCHOOLS
906 SOUTH HEIGHTS DRIVE
MUSTANG, OKLAHOMA 73064

Mustang High School Telephone Number: (405) 376-2404
Safe-Call Telephone Number: 1-877-723-3225, ext 651
District Web Site: www.mustangps.org
High School Website: http://mhs.mustangps.org

ADMINISTRATION

~~Bonnie Lightfoot~~ Sean McDaniel, Superintendent
~~Belinda Rogers~~ Charles Bradley, Deputy Superintendent
Dr. Angela Mills, Assistant Superintendent
~~Charles Bradley, District Academic Officer~~
Tracy Skinner, Director of Secondary Schools
Chuck Bailey, District Athletic Director
~~Ty Prestidge~~ Scott Selby, Assistant Athletic/Activities Coordinator
~~Angela Hunt~~ Teresa Wilkerson, Principal
Belinda Harper, Assistant Principal
Craig Chestnut, Assistant Principal
~~Ryan McKinney~~ Ramae Collins, Assistant Principal
Robert Foreman, Assistant Principal
Kenny Nelson, Assistant Principal
Renee Boatman, Assistant Principal

BOARD OF EDUCATION

Chad Fulton	President
~~Jeffery Johnson~~ Jim Davis	Vice-President
Amanda Strassle	Board Clerk
~~Jim Brown~~ Mike Kessler	Member
~~Jim Davis~~ Jeff Landrith	Member

Calendar

Parent Portal

Parent Portal is a web-based home-to-school program that links parents and schools via the Internet. Data is transferred from (the student information program) and (the teacher's electronic grade book) to a read-only web interface.

The following information can be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards
- Course History – ~~Mid High/~~High School only
- Transcripts – ~~Mid High~~/High School only
- Discipline Events
- Student Personal Information – address, phone number, etc.
- Emergency Contacts
- Student Photo – if available
- School Announcements
- School Address
- School Phone Number
- Staff Contact Information

Parents can also complete a screen to receive an e-mail notification when there is a change in grades, attendance, etc. The information displayed is in "real time."

Parent Portal **does not** provide information on lunch accounts or transportation information.

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at www.mustangps.org, Parent Portal link or http://ps.mustangps.org. Please allow 7-10 days for registration to be completed and verified.

Approved registrations can be picked up by the registered parent/guardian at the youngest child's school. Proper picture identification is required to receive the login and password information. Each school will make a copy of the photo identification to keep on file.

For security purposes, all accounts will be deleted at the end of each school year.

VOTING INFORMATION

All registered voters who live within the MPS attendance area are allowed to vote in bond elections and other school related issues. The privilege of voting is not dependent on residing within the twelve (12) square miles of the Mustang City limits, but on residing within the seventy (70) square miles comprising the District.

FOREWORD

This handbook has been prepared to help you and your parents become better acquainted with your school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of the MPS. This handbook will be used as a guideline for students and staff.

The MPS Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the MPS System annually to review this policy and make changes as necessitate by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

STUDENTS

It is the responsibility of the student and guardians to read carefully all information and policies included in this handbook. The student will be held responsible for knowing and following all policies and procedures contained herein.

EXCEPTIONAL STUDENT CHILD FIND

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are considered an unaccompanied youth are included in this effort.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.

If you are aware of any student who resides in the MPS District and is in need of specialized school services, please contact Ms. Deborah Beel, Director of Special Services, at (405) 376-7335.

PARENTS RIGHT TO KNOW

The *No Child Left Behind Act* gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, *No Child Left Behind* requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.

The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This legislation recognizes the importance of the school and family working together.

CREDENTIALING

Transitions is a school improvement model based upon the credentialing of individual students. It is a way to help schools ensure that children are prepared to be successful as they move from grade-to-grade, from school to school and ultimately to their chosen career.

Schools credential students who are ready for the next transition. Credentialing implies readiness in both academic and career interest areas. Requirements for credentialing are established in the district. School personnel measure and document progress and eventually will certify the readiness of each student by using approved evaluation instruments.

NO CHILD LEFT BEHIND (NCLB) ACT OF 2001
Title III, Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students

The term “Limited English Proficient” means an individual

- who is aged 3 through 21
- who is enrolled or preparing to enroll in an elementary or secondary school
- who is not born in the United States or whose native language is a language other than English
- who is a Native American, Alaska Native or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual’s level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English may be sufficient to deny the individual
    - the ability to meet the State’s proficient level of achievement on State assessments
    - the ability to successfully achieve in classrooms where the language of instruction is English or
    - the opportunity to participate fully in society.

The term “immigrant” means individuals who—

- are aged 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.

MPS will provide the following assurances for language instruction of all Limited English Proficient (LEP) and immigrant students enrolled in the district following the guidelines of the No Child Left Behind (NCLB) Act of 2001, Title III, Part A.

- Compliance with parental notification as outlined in section 3302 of NCLB
- Annual assessment of English proficiency of all LEP students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
- Use of scientifically based research for language instruction programs for LEP students
- Evidence that LEP programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
- No violation of any state law, including state constitutional law, regarding the education of LEP students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the LEP student
- Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

HOME LANGUAGE SURVEY

The parent/guardian(s) of any student enrolling must complete the Home Language Survey for K-12 School Districts. Copies of this signed form will be included in the students' cumulative folder and other district files.

New forms must be signed yearly.

In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year and within two weeks thereafter. If your child qualifies for *ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

- LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

MUSTANG PUBLIC SCHOOLS
MISSION STATEMENT

Empowering today to achieve a better tomorrow.

MPS seek to create a school improvement plan that accurately targets school excellence and quality programs. MPS define quality as continuous improvement.

The District goals are:

- All students attending MPS will reach high standards by attaining proficiency or better in all core academic areas.
- All ELL students attending MPS will become proficient in English and reach high standards by attaining proficiency or better in all core academic areas.
- All teachers in MPS will be highly qualified in the areas in which they are teaching.
- All students attending MPS will be educated in safe, efficient, drug free learning environments.
- MPS will attain a 100% graduation rate.

PHILOSOPHY

The students of today face a future filled with challenges, uncertainties and complexities. As the population has increased, we have experienced global shrinking, creating a world linked socially, economically, culturally and ecologically. Students will enter a competitive world. These technological changes and demands will create an information intense society. This proliferation of knowledge includes not just a traditional approach to education, but also an education that fosters a life-long learner, acutely aware of personal, social and multi-cultural responsibilities.

OBJECTIVES

We will know we have prepared our students for this changing world when they:

- experience cooperative learning
- achieve technological skills
- master basic skills
- demonstrate an understanding and acceptance of cultural differences
- respond effectively to environmental and health concerns
- employ critical thinking skills to propose potential solutions to economic, political, social and technological problems in our shrinking world
- demonstrate good citizenship through civic responsibility
- develop an appreciation of the humanities

AMERICAN'S CREED

"I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable, established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes."

THE PLEDGE OF ALLEGIANCE

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

SCHOOL COLORS

Red and White

SCHOOL EMBLEM

Bronco

MOTTO

By Courage and Knowledge

EQUAL OPPORTUNITIES

It is the policy of the MPS to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for MPS.

GENERAL INFORMATION

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Policy # 2045

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

1. The right to inspect and review the student's education records within 45 days after the day the **Mustang Public Schools** receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the **Mustang Public Schools** to amend a record should write the school principal, **or appropriate school official,** clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

   1. Student name
   2. Date and place of birth
   3. Participation of officially recognized activities and sports
   4. Weights and height of members of athletic teams
   5. Dates of attendance
   6. Degrees and awards received
   7. The most recent school attended by the student
   8. Current grade level

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may

include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    1. political affiliations or beliefs of the student or student's parent
    2. mental or psychological problems of the student or student's family
    3. sex behavior or attitudes
    4. illegal, anti-social, self-incriminating or demeaning behavior
    5. critical appraisals of others with whom respondents have close family relationships
    6. legally recognized privileged relationships, such as with lawyers, doctors or ministers
    7. religious practices, affiliations or beliefs of the student or parents
    8. income, other than as required by law to determine program eligibility
- *Receive notice and an opportunity to opt a student out of*
    1. any other protected information survey, regardless of funding
    2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
    3. activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect,* upon request and before administration or use of
    1. protected information surveys of students
    2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposed and
    3. instructional material used as part of the educational curriculum

MPS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of

personal information for marketing, sales or other distribution purposes. MPS will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. MPS will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

ASBESTOS HAZARD EMERGENCY RESPONSE ACT
Policy # 4010

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

MPS will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

ANNOUNCEMENTS

Students will not be allowed to make announcements using the public address system unless supervised by the school administration. Announcements will be made during first and fifth hour.

PETITIONS AND SURVEYS

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

USE OF TELEPHONES

Students should use the telephone in the school office. Neither teachers nor students will be called to the telephone during a class period unless it is urgent.

PERSONAL ITEMS

Students are not to bring any toys, including toys that look like “fake” weapons, electronic games (CD players, ipods, e-readers, laserpointers, mp3 players, DVD players), cameras, etc. to school without permission from the teachers or administrator. THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED, LOST OR STOLEN PERSONAL ITEMS.

VISITORS

Students are asked not to bring visitors to the school without prior approval of the principal. This causes unnecessary confusion in the classrooms and does not help the educational climate. All visitors are to report to the principal's office when they arrive on the campus.

FUND RAISING CAMPAIGNS

Any methods for raising money must be approved by the ~~Activities Director~~ Prncipal and the central administration office prior to the beginning of the activity.

STUDENT INSURANCE

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

EMERGENCY SIGNALS

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, parents and staff of emergency signals for the school. Students should remember to conduct themselves in the proper manner when a drill is being conducted.

CLOSING OF SCHOOL

In case school has to be dismissed due to bad weather, the announcement will be made over radio station KTOK (AM 1000), television stations ABC, CBS, NBC and Fox prior to 6:00 a.m. and the district will send a telephone message using School Messenger to the home number on file at the school. MPS will also post the information on the district web site at www.mustangps.org.

HAZING, HARASSMENT, INTIMIDATION AND BULLYING
Policy # 5110

It is the policy of this school district that no student or employee of the district shall participate in any form of hazing, harassment, intimidation or bullying. Furthermore, no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

“Hazing” is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

"Harassment, intimidation and bullying" means any gesture, written or verbal expression, physical act or **electronic communication** which is defined as the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone, other wireless

telecommunication devices or a computer. In addition, **"threatening behavior"** is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel or school property. **"At school"** means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sanctioned events.

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

Procedures:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

***At the time of printing the State Department of Education had not yet released the state mandated model policy for school districts.**

COMPLAINT POLICY
Policy # 1095

The Mustang Board of Education believes that it is important to implement a policy that promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL
Policy # 1095B

Informal Complaint Procedure

All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further.

Formal Complaint Procedure

Step One:
If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint.

The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee. The building principal or supervising administrator will investigate the complaint and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached, and the reason(s).

In the event the person who initiated the formal complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days.

Upon receipt of a written request for, an appeal, the building principal or supervising administrator shall on the same or subsequent working day, deliver to the Central Administration offices the written appeal, the *Formal Complaint Form* and copies of all other documents and decisions related to the complaint.

Step Two
Within ten (10) working days of receipt of the written request for a Step Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time or may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

Internet Acceptable Use and Safety Policy (IAUSP)

Policy #2130

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic

activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines..

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, or professional social media sites;
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
- Sending, posting, or otherwise distributing chain letters or engaging in spamming;
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others'

electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;

- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:

- Malicious tampering, phishing or hacking activities;
- Intentionally seeking information about passwords belonging to other users;
- Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
- Modifying passwords belonging to other users;
- Attempting to log in through another person's account;
- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user; or
- Engaging in uses that jeopardize access into others' accounts or other computer networks.

3. Using the District's Internet Systems for commercial purposes, such as:

- Using the District's Internet Systems for personal financial gain;
- Conducting for-profit business activities, personal advertising, or other non-District business communications;
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or
- Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Social Media
    - "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.
    - Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user's access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Copies of this Policy and Inquiries

The District reserves the right to amend and/or revise this policy at any time as the need arises. This policy is available upon request.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Policy # 2140

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator. Acceptable device types include but are not limited to the following:

Laptop Computer
Tablet
Cellular Phone
Smart Phone
Kindle

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance.

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

~~**INTERNET AND LOCAL AREA NETWORK (LAN) POLICIES**~~

~~Computer training, curriculum enhancements and research possibilities are all-important areas for learning of students and staff members. Section I addresses specifically the Internet usage brought to each classroom through a statewide integrated system of networks. Section II describes guidelines to use the local area network (LAN) managed by MPS. This closed network provides licensed administrative, curriculum and desktop software to only students and staff within MPS.~~

~~Section I: Internet Acceptable Use Policy (AUP)~~

~~Internet access is available in every classroom in the MPS for students and staff members. The goal in providing this service is to promote educational excellence by facilitating resource and research opportunities, innovation, and communication.~~

~~With access to computers and the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. MPS has taken significant precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials; and a user may discover inappropriate information.~~

~~Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so each user is aware of the of user's responsibilities. In general, these responsibilities require efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, access may be terminated and future access may be denied.~~

In accordance with the Children's Internet Protection Act (CIPA), MPS will be providing educational programs for online safety. Some of the topics include, but are not limited to:

- Educating minors about appropriate online behavior
- Interacting with other individuals on social networking websites
- Awareness and response to cyber bullying
- Netiquette

For the elementary levels these topics will be incorporated through media center lesson(s), facilitated by the media center director. Each teacher will be required to bring the students to the media center for these programs.

Secondary classes (sixth through twelfth) will incorporate these topics as part of the advisory classes, or through core curriculum classes.

Acceptable Use

School use must be in support of district's mission statement and relevant educational goals and objectives.

Netiquette

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

*Be polite.
*Use appropriate language.
*Do not reveal personal addresses or phone numbers.
*Do not use electronic mail (e-mail) for confidential correspondence. E-mail is not guaranteed to be private. System administrators have access to all e-mail.

Unacceptable Use

The use of the Internet is a privilege, not a right. The district may deny, revoke, or suspend any specific user access.

SECTION II: MUSTANG PUBLIC SCHOOLS LOCAL AREA NETWORK (LAN)

User Responsibilities and Regulations

The individual in whose name a system account is issued is responsible at all times for its proper use. MPS system shall be used only for educational purposes consistent with the district's mission and goals.

- The network may not be used to download, copy or store any software, shareware or freeware without prior permission from the network administrator.
- Permission for use of copyrighted material must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy and administrative regulations.
- The network may not be used for commercial purposes, lobbying or political uses.
- The network may not be used for any activity that violates district policy, state or federal law. This includes but is not limited to threatening the safety of another person or violating copyright laws.
- Users shall not access web sites, newsgroups or chat areas that contain material that is obscene or that promotes illegal acts.
- Users shall not submit, publish or display any knowingly inaccurate, obscene, abusive, intimidating, threatening, harassing or libelous materials.
- Users shall not encourage the use of tobacco, alcohol or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
- Users shall not share confidential information on students or employees in accordance to district policy, state or federal law.
- Users shall not engage in "spamming" (sending multiple e-mails simultaneously to interrupt the system) or participate in chain letters.

- Users shall remove electronic mail in a timely manner. Such messages may be removed by the system administrator if not attended to by the user.
- Users shall do a virus check on downloaded files to avoid computer viruses..
- Users identifying a security problem on the district's system must notify the appropriate teacher, principal or district coordinator.
- "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
- Attempts by a user to improperly log on to the district's data systems will result in cancellation of user privileges and may result in disciplinary action.
- Users shall not write to directories other than their own as identified by the district.
- Attempts to crash the district's system by any method will result in system privileges being revoked. Deliberate attempts to degrade or disrupt system performance will be viewed as a violation of district policy and administrative regulations and may be viewed as criminal activity under applicable state and federal law.
- Vandalism will result in cancellation of privileges. Fines may be imposed. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, to the uploading or creating of computer viruses or software having the purpose of damaging the district's system or other user's system.
- Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of other system users to send/receive electronic mail.

Termination of User's Access

A user's access to and use of the district's system may be terminated by the system administrator upon any violation of district policy and/or administrative regulation.

Terminations of any user will be effective on the day the principal or district coordinator receives notice of a user's termination, staff member's resignation or student withdrawal or revocation of system privileges or on a future date if so specified in the notice.

Prior to a suspension or revocation of system service or as soon as practicable, the principal or district coordinator will inform the user of the suspended violation and give the user an opportunity to present an explanation. By written request, the user may appeal the suspension or revocation within seven (7) calendar days to the District Hearing Officer.

Parents Rights

If a parent does not want the student to have Internet and/or network access, a "Refusal to Participate" form must be completed in order for the student not to be allowed access to computer-based learning or research.

These forms are available at each school site. The form must be signed and returned to the site administrator's office **annually.** This document will become a legal binding agreement between MPS and the parent/guardian(s). Documentation of that agreement will be entered in the student data-based management system to assure staff members have knowledge of this said agreement.

STUDENT IDENTIFICATION

All students in grades 9-12 will be required to wear official school issued identification badges during the school day. The MPS identification badges are to be visible at all times. The need for replacement due to lost, damaged or stolen ID's will be at the cost to the student at $5.00 each.

GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school.

The Boards require that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework of established policy.

The Boards advocate that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority. The following are responsibilities, which MPS students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
    a. be prompt and regular in attendance
    b. complete school assignments on time
    c. pay attention to teachers
    d. learn to criticize fairly and to accept criticism
3. To respect the authority of the administration, faculty and staff of MPS.
4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish.
   NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.
5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in MPS are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.
The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. Therefore, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

RESIDENCY POLICY
Policy # 5015

Legal Residency

The MPS will enroll students who are deemed legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with **his/her parent(s), court appointed legal guardian or person having legal custody**. The MPS will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child.

If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contributes in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the MPS, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate night time residence. These include:

- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS.

In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

Custodial and Non-Custodial Parental Rights

It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not

wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.

All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

Residency Due Process

In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the MPS has the right to submit his/her written appeal to the Residency Dispute Officer of MPS within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

New Student Enrollment – Proof of Residence

Students enrolling in MPS shall be required to provide **two (2) verifiable proofs of residency**. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

Residence Affidavit

Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residence Affidavit Form." ~~Beginning August 1st of each school year the form shall be available at the Mustang Central Administration Office~~ At the beginning of each school year a form shall be available and requires both the homeowner/resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residence as required for all new students. Name on the affidavit must match the name on the proofs of residence.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/resident/parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.
The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars ($500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence

The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with

the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

ENROLLMENT OF STUDENTS
Policy # 5035

New Student Enrollment
Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at http://www.health.ok.gov.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information
Please notify the office when you have a change of address, phone, work, emergency numbers, etc.

Pre-Enrollment for Returning Students
Returning students will fill out pre-enrollment forms during each spring semester. District policy requires two (2) proofs of residency (gas, water, or electric bills).

Enrollment of Students From a School Not Accredited By the Oklahoma State Board of Education
Policy # 5016

A student enrolling in grades 1-8 in the MPS after having attended a school not accredited by the Oklahoma State Board of Education for nine weeks or longer shall be required to be tested by the MPS before enrollment is completed. The principal shall determine the test and indicate it on a written permission to enroll. If achievement testing is required, the written permission to enroll shall have recorded on it the achievement test scores and be placed in the student's permanent record folder prior to completion of enrollment.

Students requesting validation of credits from a school not accredited at the high school level (grades 9-12) by the Oklahoma State Board of Education must submit an official transcript from the school to the Principal of Mustang High School. The Principal, after evaluating the official transcript, shall require the student to take one or more tests to determine validity of any or all of the credits on the transcript. The local school counselors shall supervise all testing and the Principal shall validate credit based on testing.

In addition to the use of achievement testing, other consideration may be given by the principal or delegated authority to the type of program in which the student participated, the facilities and equipment, types of activities, number of hours per week, etc. No credit will be given for tutorial study. Only passing grades (A, B, C, D) from the non-accredited school will be considered and all tests will be considered. The receiving school shall administer testing and results shall be kept on file for one (1) year.

TRANSFER POLICY
Policy # 5005

Open Transfer
It is the policy of the Mustang Board of Education that any application for transfer will be reviewed by the Mustang Board of Education and considered on a first-come, first-served basis. Application may be obtained from the Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the MPS.

Students from any school may make application for the following types of transfer:

- Regular Transfer: A transfer that is applied for prior to April 1 of the academic year prior to the one for which application is being made. The parent of the student for any reason can tender such application.
- Emergency Transfer: A transfer based upon one of the emergency reasons available under state law for which application can be made at any time. On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer subject to approval by the State Board of Education. An emergency shall include only:
    - the destruction or partial destruction of a school building
    - the inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer
    - a catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous
    - the total failure of transportation facilities, or
    - the concurrence of both the sending and receiving school districts
    - the unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three (3) school years
    - the unavailability of a specialized deaf education program for a student who is deaf or hearing impaired

Written application for any transfer shall be made by the parent(s) of the student and filed with the Deputy Superintendent of the MPS. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having legal custody of the student.

A student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.

Completed applications **for open transfers** will be accepted after January 1 of each year. Any application received after April 1 will be considered emergency status only.

By April 1, the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than June 1 of the same year. By July 1 of the same year, the parents of the student shall notify MPS that the student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in MPS for that year. The Mustang Board of Education in executive session shall review transfer applications in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

- availability of programs
- staffing availability; if accepting the transfer will require the addition of personnel, transfer application will be denied
- space availability; transfers shall be processed in the order in which the applications are received

In using the class size limitations for elementary, middle school and secondary as dictated by School Laws of Oklahoma, no additional transfers shall be granted after the following classroom capacities have been met or exceeded:

- 90% -- K-5 regular classes
- 95% -- 6-12 regular classes

- 80% - Special education and/or .8 FTE depending upon disability category, availability of personnel and services required

The following objective criteria shall be used to evaluate the application for an open transfer once it has been determined that availability exists. Failure to meet any one of the criteria will result in the denial of the transfer application:

- prospective student must have no more than ten (10) absences per semester for the previous and/or current school year, unless the student can demonstrate a medical reason for the excessive absences
- discipline records of student transferring to MPS shall be requested as part of the student's records
- prospective student shall have received no long-term suspensions and/or short-term suspensions cumulatively totaling more than ten (10) days per semester in the previous and/or current school year
- it shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and/or attendance records, as to whether a transfer shall be approved or denied

The following information must be provided with the open transfer application in order for the application to be considered complete for processing:

- immunization record
- most recent grade report or grade transcript (solely for evidence of grade placement and/or state/local credit requirements)
- attendance records
- discipline records
- most recent/current IEP and MEETS forms if special education student (solely for determination of program availability)
- listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

Siblings of students granted transfers shall be considered for prospective transfer. However, the same documentation as required above for the primary applicant must be submitted with regard to each sibling desiring a transfer.

Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP discussion shall be required between the district of residence and the receiving district.

PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MUSTANG PUBLIC SCHOOLS, UNLESS PROVIDED OTHERWISE BY LAW.

Requests for transfer shall be evaluated on an annual basis. A student granted a transfer may continue to attend MPS unless the transfer is subsequently disapproved. Notice of such disapproval shall be given on or before June 1.

The following criteria shall be used when determining if a current open transfer shall continue:

- continual discipline problems
- long-term suspensions
- short-term suspensions that total ten (10) days
- excessive absences (more than ten (10) per semester) unless medical reasons substantiated by physician's statement

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.
A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

No student shall be permitted to transfer more than once in any school year.

On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

FOREIGN EXCHANGE STUDENTS
Policy # 5025

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code, and limit to five (5) students in any academic year.
2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, MPS is not an I-20 issuing school.
3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

SCHOOL ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE LAWS AND REGULATIONS

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Mustang Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

If a student must be absent from school, the parents should call the day before, if possible, or the morning of the day the student is absent. Students should not miss school except for illness, doctor or dental appointments or some emergency.

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Students shall be counted absent for any reason other than missing for activities. Students must strive to be on time. A student who has been absent has the privilege of doing make-up work but it is his/her responsibility to make an appointment to see the teacher regarding the work. Time given for this make-up work should correspond to length of absence, i.e., if absent two (2) days, he/she should be given two (2) days beginning the day of his/her return to make up the work. Every effort will be made to help the student master what was missed. However, it is questionable whether or not the student can make passing grades when he/she has missed instruction.

Requests for homework assignments through the counseling office can only be made when a student is absent for three (3) or more consecutive days. Requests for homework assignments should be made by 9:30 a.m. and will be available for pick up the following day. Parent(s) should make arrangements to pick up the assignments.

READMISSION TO SCHOOL AFTER ABSENCE

All students who appear on the do not admit (DNA) list must report to the main office for an admit prior to their attending the class or classes they missed.

CLASSIFICATION OF ABSENCES AND TARDIES

All work must be made up unless the absence is a truancy.

1. **School Activity** (not counted absent): Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone.
2. **Truancy** (Absences without permission of parents or school): A student may not be permitted to make up work missed as a result of truancy, which may be recorded as a zero in the teacher's grade book. All truancies are subject to other discipline such as detention, suspension or other punishment. Each teacher is asked to report all suspected truants to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy. Students may also be subject to prosecution if referred to the district attorney.
3. If a student knows he/she is going to be absent, arrangements by parent(s) should be made with the school at least one day prior to the absence. Work should be completed in advance; however, work may be made up to the extent that no additional planning will be required for the teacher and it is done within the corresponding time the student was absent.
4. **Tardiness:** Any student who is detained by the office or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy. Any student who arrives late to school must report to the office for an admit. During the school day, a student who is late to class should report to that class without an admit from the office. All other tardiness would be classified as unexcused. Teachers will mark all tardies in their grade books and record them on the student's report card. An absence will be recorded for every three (3) tardies received in a class during a semester. Such absences are applied to the twelve (12) day absence total. Students will be assigned detention after the third (3rd), sixth (6th), ninth (9th) and every third (3rd) tardy thereafter. Parents will be contacted each time the student is assigned detention. Any student missing more than fifteen (15) minutes will be counted absent.
5. **Penalty for Excessive Absences:** A student will not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in PASS, not to exceed twelve (12) absences per semester. If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade. A parent/guardian/designated person must report all absences or checkouts to the attendance office.
6. **Appeal of Attendance Record:** Appeals concerning attendance must be made to the building principal in writing within ten (10) days of the student's thirteenth (13th) absence or five (5) days prior to the end of the current semester. Doctors' notes will only be accepted for the appeal process. A parent/guardian/designated person must report all absences or checkouts to the attendance office. It is suggested that documentation, doctor's notes, be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will meet with the student, parents and/or guardian. The committee will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.
7. **Student Activity Absences**: Refer to "Activity Eligibility and Regulation Section" in this handbook.
8. **College Visits**: Students (9th – 12th) will be allowed two (2) college visits (4 days total). These days will be counted as activity absences and will not be counted toward exemptions or attendance. The student must apply for college visits through the appropriate counselor and provide documentation of the visit upon return to school.

LEAVING SCHOOL GROUNDS

All MPS have a closed campus. Students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact in person only after showing proper identification.

OFFICIAL WITHDRAWAL FROM SCHOOL

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the principal of parental approval. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the counseling office. After he/she gets his/her teachers' and counselor's signatures on the slip, he/she must present it to the principal for approval.

CURRICULUM

CLASSIFICATION OF STUDENTS

Students will be classified at the beginning of each school year. Beginning with the 2011-2012 school year, Mustang High School adopted a 7-period day schedule. As a result, the numbers of credits needed to graduate will increase as well as the minimum number of credits needed for grade classification. Please review the following changes for grade classification:

2012-2013: The completion of five (5) credits is required for sophomore classification, eleven (11) credits for junior classification and sixteen (16) credits for senior classification.

2013-2014: The completion of five (5) credits is required for sophomore classification, twelve (12) credits for junior classification and seventeen (17) credits for senior classification.

2014-2015: The completion of five (5) credits is required for sophomore classification, twelve (12) credits for junior classification and eighteen (18) credits for senior classification.

Those students who fail a required course are strongly encouraged to repeat the course in summer school, correspondence or approved on-line course. In addition, at least two (2) credits of the last three (3) credits completed for graduation shall be completed in attendance in the accredited high school from which the individual expects his/her diploma. Any deviation must be approved by the administration.

Any student who has not obtained sufficient credits to advance to a higher grade level has two (2) options:

- Reclassification – The student will be classified as being in the grade previously attempted. The student may be reclassified at the beginning of each school year with the exception of a reclassified junior who has the possibility of graduating. This student may graduate with his/her original class if all credits are made up in summer school, correspondence or approved on-line courses.
- Retention – The student will repeat the grade previously attempted. Any student who is retained may be enrolled in required courses failed in previous years. Any retained student will be unable to graduate with his/her original class. A student will not be retained if sufficient credits to advance to a higher grade have been obtained. No student will be enrolled in more than one (1) required English course during the regular school day.

SCHEDULE CHANGES

Determining academic schedules should be for the growth of the student. Therefore, changes for such reasons as to have the student moved to a class generally below the intellectual capability of the student, a student's failure due to incomplete assignments, "to be with a friend" or "that the teacher is too hard" will not be considered serious enough reason to cause a schedule change.

Schedule changes are permitted through the first five (5) days of the semester with the exception of AP courses. Schedule changes will be considered for legitimate reasons such as a schedule conflict, meeting graduation requirements or inappropriate placement as determined and recommended by a teacher or counselor

with administrative approval. **Any change after the first five (5) days of a semester requires administrative approval.**

Schedules may be adjusted if any of the following criteria exist and space is available:

- incomplete schedules or computer errors
- duplication of courses
- student who does not meet prerequisites or does not have teacher approval
- student accepted to a special program (Career Tech, PASS, work experience, etc.)
- enrolled in a course with a teacher under whom the student previously failed
- taking a more challenging course (no reversal at a later date)

REQUIREMENTS FOR GRADUATION

All students will remain under the graduation requirements that were in effect at the time of his/her enrollment in the ninth (9th) grade. The state of Oklahoma has set minimum requirements for graduation from which the local board of education may work to develop the kind of quality educational program desired. Beginning with the Class of 2014, students will be required to take a financial literacy class. Local school district requirements may exceed state graduation requirements.

A credit/unit represents the credit/unit given for successful completion of one (1) year of study in a solid subject. All students must be enrolled in a minimum of seven (7) classes per semester.

MHS GRADUATION REQUIREMENTS 2013-2014

CORE CURRICULUM (for those opting out of the College Preparatory curriculum):

4-English:

1 unit-grammar and composition

3 units-selected from American literature, English literature, World Literature, advanced English courses, Speech

3-Mathematics (beginning with students entering the 9th grade in 2008-2009 three years must be taken in grades 9-12**)**:

1 unit-Algebra I

2 units-selected from Algebra II, Geometry, Trigonometry, Math Analysis or Pre-calculus, Foundation of College Mathematics, Calculus, Statistics and/or Probability, or Mathematics of Finance, **Intermediate Algebra,** Computer Science (if taught by a certified math teacher).

3-Science:

1 unit-Biology I

1 unit-of a **physical science (physical science or chemistry)**

1 unit-in the following areas but not limited to: Chemistry I, Physics I, Physics II Biology II, Chemistry II, Forensic Science, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy/Meteorology, Geology, applied sciences, principles of technology qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), or other science courses with content and/or rigor equal to or above Biology I.

3-Social Studies:

1 unit United States History**,**

½ to 1 unit United States Government

½ unit Oklahoma History, and

½ to 1 unit selected from World History, Geography, Economics, and Anthropology

2-The Arts:

2- units or sets of competencies including Humanities, Instrumental Music, Choir, General Music, AP European History, Art, Drama

Electives: The number of elective units plus the number of units from above must be equal to a minimum of 25 units for graduation.

COLLEGE PREPARATORY CURRICULUM (for those following ACE and/or Oklahoma's Promise/OHLAP):

4-English:

1 unit grammar and composition
3 units selected from American literature, English literature, World Literature, advanced English courses, Speech

3-Mathematics (beginning with student entering the 9th grade in 2008-2009 three years must be taken in grades 9-12**)**:
Limited to Intermediate Algebra, Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.

3-Laboratory Science:
Limited to Biology, Chemistry, Physics, Forensic Science or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements. Note: Science courses above Biology I may be taught at a high school or technology center.

3-Social Studies:
1 unit United States History**,**
½ to 1 unit United States Government
½ unit Oklahoma History, and
½ to 1 unit selected from World History, Geography, Economics, and Anthropology

2-Foreign Language or Non-English Language OR Computer Technology:
2 units of the same foreign or non-English language or
2 units of computer technology approved for college admission requirements

1-Additional Unit selected from the courses listed above:
1 unit selected from the courses listed above or career and technology courses approved for college admission requirements

1-Fine Arts:
1unit or set of competencies for fine arts, such as Music, Drama, or Art or 1 credit of Speech

Electives: The number of elective units plus the number of units from above must be equal to a minimum of 25 units

MHS GRADUATION REQUIREMENTS 2014-2015

CORE CURRICULUM (for those opting out of the College Preparatory curriculum):

4-English:
1 unit-grammar and composition
3 units-selected from American literature, English literature, World Literature, advanced English courses, Speech

3-Mathematics (beginning with students entering the 9th grade in 2008-2009 three years must be taken in grades 9-12**)**:
1 unit-Algebra I
2 units-selected from Algebra II, Geometry, Trigonometry, Math Analysis or Pre-calculus, Foundation of College Mathematics, Calculus, Statistics and/or Probability, or Mathematics of Finance,
Intermediate Algebra, Computer Science (if taught by a certified math teacher).

3-Science:
1 unit-Biology I
1 unit-of a **physical science (physical science or chemistry)**
1 unit-in the following areas but not limited to: Chemistry I, Physics I, Physics II Biology II, Chemistry II, Forensic Science, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy/Meteorology, Geology, applied sciences, principles of technology qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), or other science courses with content and/or rigor equal to or above Biology I.

3-Social Studies:
1 unit United States History**,**
½ to 1 unit United States Government
½ unit Oklahoma History, and
½ to 1 unit selected from World History, Geography, Economics, and Anthropology

2-The Arts:

2- units or sets of competencies including Humanities, Instrumental Music, Choir, General Music, AP European History, Art, Drama

Electives: The number of elective units plus the number of units from above must be equal to a minimum of 26 units for graduation.

COLLEGE PREPARATORY CURRICULUM (for those following ACE and/or Oklahoma's Promise/OHLAP):

4-English:

1 unit grammar and composition
3 units selected from American literature, English literature, World Literature, advanced English courses, Speech

3-Mathematics (beginning with student entering the 9th grade in 2008-2009 three years must be taken in grades 9-12**)**:
Limited to Intermediate Algebra, Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.

3-Laboratory Science:
Limited to Biology, Chemistry, Physics, Forensic Science or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements. Note: Science courses above Biology I may be taught at a high school or technology center.

3-Social Studies:
1 unit United States History**,**
½ to 1 unit United States Government
½ unit Oklahoma History, and
½ to 1 unit selected from World History, Geography, Economics, and Anthropology

2-Foreign Language or Non-English Language OR Computer Technology:
2 units of the same foreign or non-English language or
2 units of computer technology approved for college admission requirements

1-Additional Unit selected from the courses listed above:
1 unit selected from the courses listed above or career and technology courses approved for college admission requirements

1-Fine Arts:
1unit or set of competencies for fine arts, such as Music, Drama, or Art or 1 credit of Speech

Electives: The number of elective units plus the number of units from above must be equal to a minimum of 26 units for graduation.

For your convenience, a checklist is located in Appendix A.

To meet graduation requirements, local options may include comparable courses taken by advanced placement. A Carnegie Unit of credit is given for the successful completion of a course that meets forty (40) minutes a day, five (5) days per week, for at least thirty-six (36) weeks, or equivalent of one hundred twenty (120) clock hours with the school year.

Concurrent Enrollment

High school students taking college courses as concurrent enrollment will be granted high school elective credit, which will count toward graduation. Only concurrent government will be counted as a core curriculum graduation requirement. All grades earned through concurrent enrollment will be placed on the transcript and will be computed into the cumulative GPA**. The student has the responsibility of notifying the college and his/her high school counselor when he/she drops or stops attending the concurrent college course.** A grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) will be entered on the student's transcript to indicate the student has not successfully completed the college course. All WP and WF grades will be computed into the student's transcript the same as NC (No Credit) which will compute as a failing grade (0.0). Students who drop

any concurrent course within the first twenty (20) days of the semester may enroll in a Mustang High School course for full credit.

If a student should take any summer concurrent class, he/she must meet the concurrent college entrance requirements and must have prior approval from his/her high school counselor.

Any student who moves into the MPS District from out of state after his/her junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. A review committee consisting of one administrator, one counselor and the secondary curriculum coordinator will review, on an individual basis and approve exceptions, if warranted, for any courses that the student has taken at the sending school district that would substitute for the courses that are required for graduation by the MPS District. The number of students affected by any exceptions granted shall be reported to the State Board of Education on or before July 1 of each year.

EARLY GRADUATION

REQUIREMENTS FOR SIX (6) SEMESTER EARLY GRADUATION

- The student shall declare by the end of the sophomore year
- English III shall be successfully completed before the end of the first semester of the senior year
- Credits may be earned through proficiency testing with 90% accuracy, correspondence courses, and/or online course through Mustang Public Schools
- Credits earned through high school summer school will not be accepted for early graduation

Factors to be considered are:

- PSAT/ACT Testing
- EOI testing
- Certificate of Distinction
- OHLAP
- Parent conference is required
- Any variation to the above guidelines will need administrative approval

Six (6) semester graduates must have eighteen (18) credits completed by the end of the 5th semester; the weighted GPA of those eighteen (18) credits are used for valedictorian/salutatorian determination

REQUIREMENTS FOR SEVEN (7) SEMESTER EARLY GRADUATION

- The student shall declare by the end of the junior year
- English IV second semester course work must be completed by the end of the first nine (9) weeks of the senior year. Until the grade is received, the student will be enrolled in 2nd semester classes
- Credit may be earned through the proficiency testing with 90% accuracy, correspondence courses, and/or online course through Mustang Public Schools
- Credits earned through high school summer school will not be accepted for early graduation

Factors to be considered are:

- PSAT/ACT Testing
- EOI testing
- Certificate of Distinction
- OHLAP
- Parent conference is required
- Any variation to the above guidelines will need administrative approval

NCAA CLEARINGHOUSE

To be certified by the clearinghouse, the student must:

- Graduate from high school and have successfully complete sixteen (16) core courses and have a core-course grade-point average (based on a 4.00 scale) and a combined score on the SAT or a sum score on the ACT based on the new core GPA/test score index. Beginning with the graduating class of 2008, core course completion increases to sixteen (16).

It is the responsibility of the student/parent to notify the appropriate counselor if they have registered with the NCAA Clearinghouse. Counselors will assist students tracking the necessary coursework for eligibility. However, the student is ultimately responsible for completing all of the requirements of the program. The NCAA requires that a student's ACT score come directly from ACT. Students and parents need to be sure to use the ACT Code

(9999) when registering for the ACT. It is recommended a student register by spring of the junior year. Go to www.ncaaclearinghouse.net to register.

GRADUATION EXERCISES

Only those seniors in attendance at MHS and qualified under the aforementioned requirements shall be considered for participation in the Mustang graduation ceremony. Students must complete **all** graduation requirements to participate in graduation exercises. Refer to Policy # 5075 in the Mustang Policies and Procedures Handbook located on the Mustang website, www.mustangps.org.

GRADUATION CONTRACT

The graduation commencement ceremony is a dignified occasion. In that spirit, the following guidelines have been established for student participation and for the audience:

- Students must complete all graduation requirements to participate in graduation ceremonies.
- Male students should wear long trousers, a shirt with a collar, and preferably a tie.
- Female students should wear a dress or long pants and a blouse.
- Regular street shoes with dark socks for men, must be worn, tennis shoes are not appropriate. No flip-flops. Remember this is the most prestigious occasion of high school.
- Decorations of the hat (mortar board) and gown will not be allowed.
- Signs or flags of any description will not be allowed among the students or in the audience.
- Students who have consumed or possess drugs or alcohol will not be allowed to participate.
- Students are not to carry anything onto the floor of the arena. (Purses, cameras, caps, hats, sunglasses, cell phones, etc.)
- Participating in commencement exercises is a school activity.
- Students involved in inappropriate behavior during graduation exercises will be removed from the commencement ceremony.
- Students and parents need to be advised that inappropriate behavior during the last few weeks of school may result in the loss of privilege of participation in the commencement ceremony.

Parents are asked to emphasize to the student the importance of appropriate behavior at the public recognition of the Class. The Administration does not desire to remove a student from the arena or terminate the proceedings early.

Parents, friends and relatives are asked to help keep the proper decorum by not bringing items such as noise makers, air horns, balloons, silly string and beach balls in the arena so that all parents can see and hear their graduate's name announce. In addition, the Lloyd Noble policy prohibits such devices. Tight security will be in place the night of the ceremony. The graduation ceremony is the time to recognize the Senior Class as a whole, not individual accomplishments.

A contract will be sent home for both the parent(s) and the student to sign and return before being issued the cap and gown.

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION
Policy # 5065

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in MPS and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

Social Studies	Language Arts	The Arts
Languages	Mathematics	Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript
Application forms, testing dates and other information are available from the school counselor.

STUDENT PROMOTION/RETENTION
Policy # 5070

In accordance with the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Students in grades 9-12:

Shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Standardized Testing: End-of-Instruction Tests:
Each student who completes the instruction for English II, English III, United States History, Biology I, Algebra I, Geometry and Algebra II shall take an end-of-instruction test and score proficiently in order to graduate with a standard diploma. All students shall take the tests prior to graduation, unless otherwise exempt by law. Students who do not score at the proficient level or above shall be afforded the opportunity to retake each test up to three (3) times each calendar year until achieving a proficient score. In order to provide an indication of the levels of competency attained by the student in a permanent record for potential future employers and institutions of higher education, the highest achieved state test performance level on the end-of-instruction tests will be reported on the student's high school transcript. Oklahoma students will be required to pass Algebra I and English II and (2) of the other five (5) tests, or state approved alternatives, in order to graduate from high school.

A student may not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in PASS, not to exceed twelve (12) absences per semester.
A conference with parent(s) or guardian(s) will be held prior to the retention of any student. Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.
Whenever a teacher or placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

Reference: 70 O.S. §24-114.1
70 O.S. §1210.508C

GRADES

GRADE SCALE

Letter Grade	Percentage	Grade Point*
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
P	Passing	0.0
U	Failing	0.0
NC	No Credit	0.0

GRADE POINT AVERAGE

A "simple average" of the grade points from all classes for a student will be calculated (add grade points from each class and divide by the number of classes taken). If a student has not taken an advanced placement (AP) or advanced placement prep class, the process ends here.

GRADE WEIGHTING

The following grade weight policy is:

- advanced placement classes will be weighted on a 5-point scale in computing grade point averages
- pre advanced placement classes will be weighted on a 4.5-point scale
- courses termed "honors" will be noted on the high school transcript as such, but will receive no additional grade weight

VALEDICTORIAN/SALUTATORIAN

All students with a GPA of 4.00, weighted or unweighted (no rounding of points) and above, with no grade lower than a B, will be valedictorians and will have a class rank of number 1. All students with a 3.970 (no rounding of points) through 3.999, with no grade lower than a B, will be salutatorians. This is computed from a seven (7) semester transcript. Early Graduates: Six (6) semester graduates must have eighteen (18) credits completed by the end of the 5th semester; the weighted GPA of those eighteen (18) credits is used for valedictorian/salutatorian determination. Students coming from out-of-state/out-of-country institutions with transfer grades that can only be transcripted as "P" may be eligible for valedictorian/salutatorian consideration only with administrative approval.

Students with weighted GPAs, which fall within the designated range for valedictorian/salutatorian, **will be removed** from consideration for the following:

- one (1) or more grades lower than a "B"
- one (1) or more grades of "NC"
- one (1) or more semesters of grades of "P," which may be transcripted from out-of-state/out-of-country transfer grades, unless administration approval is granted
- fewer than seven (7) semesters of grades, unless on a six (6) semester early graduation contract

The person or persons with the highest GPA will serve as the speaker at graduation.

INCOMPLETES

A student will receive an incomplete grade for any progress report if that student has been on homebound education or excessively absent due to illness. The appropriate grade will be given for completed work at the time of the semester grades and no assignments will be accepted after the semester without administrative approval.

EXAMINATIONS

Examinations will be given at the mid-semester period and at the end of each semester. Any deviation from the scheduled testing dates must have the approval of the administration and teacher five (5) days in advance of the scheduled testing dates.

Students will be exempt from semester tests if they meet all the following criteria:

1. "A" average in the class to be exempted with 3 or less absences
2. "B" average in the class to be exempted with 2 or less absences
3. No discipline referrals for truancy, leaving campus/class without permission, tardies, excessive absences that have been waived with an attendance appeal, outstanding detention or other major discipline issues
4. No suspensions or ISI for the current school year
5. College visits (2 visits/4 days) will not count toward absences or exemptions for semester tests if documentation has been provided to the assistant principal.

EOI/Grade Appeals Procedure

If a student passes the End-of- Instruction exam with a proficient or advanced score but fails the corresponding course, the student has two options.

Option 1
Retake the course. The original grade of "F" will remain on the transcript and the grade earned from retaking the course will also be added to their transcript. Both grades will be calculated in the grade point average.

Option 2
The student may file a written appeal of the course failure to the MHS EOI/Grade Appeals Committee and request credit by End-of-Instruction examination. The request shall be submitted using the Request for Credit by Examination form that will be located in the counseling office. An NC grade will not be accepted.

If the Committee rules in the student's favor, the original grade of "F" will remain on the transcript but additionally a "D" will be recorded indicating the student has passed the course. Both grades will be calculated in the grade point average. If the Committee does not award a "D" following the appeal, the student will be required to retake the course as outlined in Option 1 above.

The MHS EOI/Grade Appeals Committee will consist of the building principal, one counselor, and three teachers to be appointed by the building principal. One of the three appointees will be the teacher who taught the student in the failed course.

Grades of NC or No Credit due to lack of attendance are not eligible for the appeal process.

REPORT TO PARENTS

Students will be given a copy of his/her report card at the end of each semester. During each semester, three (3) progress grades will be given to each student. The dates are listed on the MHS web page. The address is http://mhs.mustangps.org/. Each progress grade will be a cumulative grade for the current semester.

Student grades may be accessed by using PowerSchool.

INTERNET-BASED INSTRUCTION
Policy # 5056

Internet-based programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Mustang Public Schools Board of Education. The purpose of this policy is to establish guidelines for implementing Internet-based instruction for secondary students, but not limited to:

- Credit for courses not offered by the District
- Curriculum for long-term suspended students
- Credit recovery
- Fulfill graduation requirements
- Virtual school
- Advancement
- Enrichment
- Remediation
- Homebound
- Home-based

This policy complies with 70 O.S Section 1-111, which states:

> "Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in an online course approved by the district board of education. The State Board of Education shall adopt rules to provide for the implementation of supplemental online courses. Each district board of education shall adopt policies and procedures that conform to rules for online courses as adopted by the State Board."

Definitions:

Alternative Method Delivery System—the delivery of instruction through Web-based or video-based technologies.

Asynchronous instruction—the primary format of instruction does not depend on real-time interaction of the participants. Asynchronous instruction allows the student to engage in learning activities anywhere at any time.

Supplemental online course—is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate—means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Blended or Hybrid Learning—a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.

Enhanced or Component Learning—a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.

Online Course—a delivery method in which students completes the entire course online with minimal visits to the campus.

Synchronous instruction—occurs when the instructor and student's primary interactions are in real-time.
Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is synchronous instruction.

Two-way interactive video instruction—provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may see and hear each other in an approximation of real-time.

Web-based instruction—uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Guidelines

Prior to offering an online instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. The Board of Education will grant students credit for completion of courses offered by means of Internet based instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
2. Only students who are enrolled in MPS District will be granted access to supplemental online courses
3. Internet-based instruction shall be viewed as a method by which the school district can expand the course offerings and can access instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
4. Requests for enrollment in supplemental online courses shall be as follows:
    a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
    b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. Upon completion of the course, the credit earned by students shall be placed on the student's high school transcript or for grades 6-8 the student cumulative record.
    c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board or designee. The decision of the local school board or designee with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

5. If enrollment in the supplemental online course is allowed, the site principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based instruction to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
6. Students earning credit by means of Internet-based instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than a MPS site.
7. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS) and the Common Core State Standards (CCSS) when applicable.
8. Contractual agreements shall be established between the school district and parent(s) or legal guardian of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, the responsibility for course costs (if applicable), equipment and other issues deemed necessary by the district. Contracts and applications for Internet based instruction are available at each secondary site's counseling office.
9. Instructors of Internet-based instruction shall be: (a) certified in Oklahoma or another state to teach in the content areas of the course offered or (b) a faculty member at an accredited institution of higher education that possess the specific content expertise necessary to teach the course.
10. Each teacher for Internet-based instruction will be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of Internet-based instruction.

11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction on the individual student.
12. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
14. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, postings/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to student, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
15. Students at remote sites who participate in the online courses offered by Mustang Public Schools will be responsible for providing their own equipment and Internet access.
16. Any student who receives their entire class schedule through an online environment cannot participate in any extra-curricular activities. A student must be enrolled and in physical attendance at a secondary school site for at least three (3) periods of the school day to participate in any extracurricular activities.

STANDARDIZED TESTING
END-OF-INSTRUCTION TESTS

Each student who completes the instruction for English II, English III, United States History, Biology I, Algebra I, Geometry and Algebra II shall take an end-of-instruction test in order to graduate with a standard diploma. All students shall take the tests prior to graduation, unless otherwise exempt by law. Students who do not score at least at the satisfactory level shall be afforded the opportunity to retake each test up to three (3) times each calendar year until achieving at the satisfactory level. In order to provide an indication of the levels of competency attained by the student in a permanent record for potential future employers and institutions of higher education, the highest achieved state test performance level on the end-of-instruction tests will be reported on the student's high school transcript.

SCHOLARSHIPS

DISTRICT HONOR ROLLS

The Superintendent's Semester Honor Roll shall consist of those students who have no grade less than "A" for the indicated period. The Principal's Honor Roll shall consist of those students who have a grade average of "B" or 3.0 on a four point system who have no grade less than a "B."

RENAISSANCE

Mustang High School is excited about this program with a new commitment to Excellence in Education. The purpose of the Renaissance program is to recognize students who are achieving academic excellence with tangible incentives, rewards and recognition. Renaissance takes the inventive program from business and ties it to education. It is an attempt to motivate all students to strive for excellence with a new commitment to their academic endeavors. Renaissance is more than a program; it is an attitude that everyone can achieve excellence.

Students who receive all A's shall be eligible for a Renaissance gold card; and, all A's and B's shall be eligible for a Renaissance red card. Cards are awarded for 1st semester grades and the 2nd semester grades. These cards

entitle students to certain rewards, discounts and coupons as available. Seniors that have received all A's and B's throughout their four (4) years of high school shall be eligible for Renaissance graduation cords.

STATE HONOR SOCIETY MEMBERSHIP

The member of the State Honor Society shall be designated as the top 10% of each class based on the cumulative grade point average at the end of the first semester. These students will be notified in late spring.

NATIONAL HONOR SOCIETY

Students in the sophomore, junior and senior classes who have attained a cumulative grade point average of 3.8 or higher are academically eligible to apply for membership in the Mustang High School Chapter of the National Honor Society. (Freshmen are not eligible.)
Students who are accepted for membership by the Faculty Advisory Committee must comply with the guidelines set forth in the National Honor Society Constitution and High School Chapter By-laws.

A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one (1) semester in order to retain membership.

OKLAHOMA ACADEMIC SCHOLAR

Graduating seniors who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar in compliance with State law, which became effective in 1986.

- Accumulative over grades 9, 10, 11 and the first semester of Grade 12, a minimum grade point average of 3.7 on a 4.0 scale or be in the unweighted top ten (10) percent of their graduation class
- Complete (or will complete) the curricular requirements for a standard diploma
- Achieve a composite score of 27 on the ACT or 1,220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation

ACADEMIC LETTERING

Academic lettering has been established to give recognition to those students who have made outstanding scholastic achievements. The guidelines for academic lettering are as follows:

- students must have a 3.5 or better cumulative grade point average with no semester grade of "D" or "F" recorded on the transcript
- students must have been in attendance at Mustang High School for two (2) full consecutive semesters to be eligible to letter academically
- any student who commits a major offense as outlined in the "Student Handbook" will not be eligible to letter academically. Students who letter academically will be eligible to purchase and wear the "Academic Letter" and letter sweater or letter jacket.

ACADEMIC ACHIEVEMENT AWARD

Mustang High School will issue an Academic Achievement Diploma to all graduating seniors who have fulfilled the following scholastic requirements:

- minimum of 3.60 cumulative grade point average
- minimum score of 25 on the ACT Test or a minimum score of 1050 on the SAT
- minimum of 22 credits earned in the following courses:
    - English 4 credits
    - Science 3 credits – starting with Biology I
    - Math 3 credits – starting with Algebra I

- Social Studies 3 credits
- Foreign Languages 2 credits – 1st and 2nd year courses
- Electives 7 credits

CERTIFICATE OF DISTINCTION

A Certificate of Distinction will be awarded to students who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.00 scale:

- earned four (4) units each in English, mathematics (excluding Math of Finance), social studies and science
- earned two (2) additional units in the area of technology, the humanities or the arts (Art I, II, III, IV; Instrumental Music I, II, III, IV; Drama I, II, III, IV; Debate I, II, III, IV; Crafts I, II; Digital Art Media, All vocal music choirs)
- earned two (2) units in the same foreign language and
- achieved a satisfactory score or its equivalent on all End-of Instruction Tests as required pursuant to Section 1201.508 of Title 70 of the Oklahoma Statutes, as those tests are implemented

ACTIVITY ELIGIBILITY and REGULATIONS

A student must be maintaining a "passing grade" in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.
The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a "passing grade" in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director's office.

*REGULATIONS OF OSSAA RULE 3 – SCHOLASTIC ELIGIBILITY

Section 1 – Semester Grades

a. A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.
b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.

Section 2 – Student Eligibility During a Semester

a. Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
b. A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in whom he/she is enrolled at the end of the week, he/she will be placed on probation for

the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.

c. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

Section 3 – Special Provisions

a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)
b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.
d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.
e. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

GUIDANCE and TESTING SERVICES

Guidance is considered an essential part of any good school program. Guidance and counseling services are available to all students of the Mustang Schools. Your school has a testing program designed to provide information to help the student know himself/herself better, his/her interest and capabilities and to help in planning his/her schoolwork and his/her life work. A well-rounded testing program has been developed that can be very valuable to each student if the information is properly interpreted and used. General test results are made available and explained to each student taking them. Any student or parent having questions about the tests or testing program is encouraged to ask for help from the school counselor.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
Policy # 2050

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a

misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.
Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

HEALTHY and FIT POLICY
Policy # 5145

MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information, refer to Board Policy # 5145 in the Policy and Procedures Handbook at www.mustangps.org.

HEALTH SERVICES
Policy # 5045

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

ILLNESS

Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

HEAD LICE

Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

MEDICATION

It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication
- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by the last day of the school year or it will be disposed
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under Procedure for self-administration of a medication
- Any prescription or non-prescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring in to the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school by the parent/guardian or appropriate designee
- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician *
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician

- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age

- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian
  *As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.

Prescription Medication
Must be brought to school by a parent/guardian in the original prescription container labeled with (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student
- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

Procedures for Self-Administration of a Medication
Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and EpiPen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

Field Trips
If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

PHYSICAL EXAMINATION POLICY
Policy # 5040

It is the intent of the Mustang Board of Education to safeguard the health and wellness of all students. To that end, students wishing to participate in extra-curricular, secondary level (grades 7-12) sport teams will be required to obtain a physical examination by a licensed medical doctor prior to participation.

In the event the administration becomes aware of a medical condition occurring after the physical examination, the district requires a new physical examination conducted by a physician in the subspecialty area and a medical

clearance or release before the student will be allowed to physically participate in the sport. If the illness or condition warrants, more frequent monitoring may be required. (i.e. monthly, quarterly, etc.)

For the purpose of this policy, a "medical condition" is defined as any injury, illness or condition where continued stressful physical participation might adversely affect the student's health.

USE OF THE MEDIA CENTER

Our goal is to provide a welcoming atmosphere for student research, facilitate learning and personal growth and promote a love for reading.

The media center provides a wide selection of materials and equipment for student use – books, magazines, newspapers, computers and copying machine.

Hours: Monday – Thursday, 8:05 a.m. –3:45 p.m.; Friday, 8:05a.m. – 3:30 p.m.

The following rules shall be observed when visiting the media center:

1. No student has the right to interfere with the learning of another student or the purpose of an activity.
2. A student may have up to two (2) items checked out under his/her name at one time.
3. Students will check out books and other items at the circulation desk; regular books check out for a period of two (2) weeks and can be renewed for an additional two (2) weeks if necessary. Magazines can be checked out during the school day and are due at the end of 6th period. Reference items can be checked out overnight and can be renewed one (1) time.
4. A fine of five (5) cents per day must be paid for each book kept past the due date. Reference books and magazines are twenty-five (25) cents per day.
5. The person checking out material(s) is responsible for returning the item(s) or paying for replacement costs.
6. Printing more than five (5) pages will result in a charge of .05 cents per page. Printing assignments to be submitted for a grade will have no charge. Color printing will cost .50 cents per page.
7. No student may check out materials for another student.
8. Students entering the media center must have a pass designating his/her purpose, signed and dated by his/her teacher. No passes are required for the lunch hour.
9. Any student possessing media center materials without having checked them out will be denied the privilege of using the media center for the remainder of the semester.
10. Items can be returned in a book drop or taken to the circulation desk for check in.
11. Any fine(s) or overdue book(s) must be remedied before a student can check out anything else in his/her name.
12. Students must place unwanted items in their proper place on the shelf or bring them to the circulation desk for re-shelving.
13. Books must be returned and fines paid before a student leaves the school either by withdrawing or graduating.
14. All media center records are final.

STUDENT CONDUCT AND DISCIPLINE

Policy # 5080

STANDARDS OF BEHAVIOR

Discipline Policy

It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participated in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Gum chewing
5. Using profanity or expressing vulgarities
6. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
7. Blatant disrespect toward faculty or staff
8. Public display of affection
9. Physical altercation/fighting while at school or at a school activity
10. Assault and battery
11. Insubordination or defiance
12. Dress code violation
13. Misuse of wireless communication device
14. Other disruptive or insubordinate behavior
15. Misuse of the Internet and/or local area network computer
16. Vandalism/arson
17. Theft
18. Forgery, fraud or embezzlement of legal tender
19. Gambling
20. Gang-related behavior, including gestures, language or dress
21. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
22. Possessing or distribution of pornography
23. Use or possession of tobacco products on campus or school activity
24. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
25. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
26. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
27. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
28. An act of violence
29. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
30. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes)committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
31. Adjudication for an offense that is a violent act off campus

32. Repeated minor offenses
33. Failure to wear MPS identification badges (grades 9-12). Badges must be visible at all times
34. Parking lot violations
35. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Financial restitution for lost, stolen or damaged property
9. Restriction of privileges
10. Referral to police and/or citations issued
11. Short-term suspension
12. Long-term suspension
13. Other appropriate disciplinary action as required and as indicated by circumstances

Procedures for Hazing/Harassment/Intimidation and Bullying:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

(Refer to District Policy # 5110)

Personal Technology Device (PTD) Violations

- PTD's that are used inappropriately will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.

First offense: Any electronic device will be confiscated, and parent will be notified and required to pick up the device from the front office.

Second offense: Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office, and student will not be permitted to carry the phone for the remainder of the school year.

The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.

Mustang Public schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any other personal devices or equipment.

Dress Code Standards

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety and general good taste. It is the intent to permit students to dress according to current fashions, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes he/she misses.

The principal's discretion will judge questionable attire. Violations may result in disciplinary action.

General Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; or carry connotations of immorality, vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.
2. Frayed or purposely torn clothing will not be considered appropriate school wear.

The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to, the following:

Pants/Jeans/Shorts/Skirts

- No shredded or tattered clothing worn independently or with other clothing with holes above the knee that expose skin or undergarments
- No biker or spandex shorts, short mini-skirts, boxer shorts or athletic shorts without pockets
- Sagging is not permitted.
- The bottom of the pants/jeans may not be worn longer than the sole of the heel of shoe.
- Pants/jeans must be worn high enough to cover undergarment when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing.
- All tops should be long enough that when a student sits down the midriff does not show in back.
- No cleavage
- No tube tops, halter tops, tank tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts. Leggings must be covered by a dress, skirt or shirt that is below fingertips with arms extended down.
- Undergarments should be covered.

Hats/Caps/Beanies/Bandanas/Sunglasses

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be brought or worn in or around the school building or classrooms. Beanies (stocking caps) will be permitted outside during inclement weather. Exception will be for medical or religious reasons.

Jewelry or manner of dress that could harm or cause harm to others are prohibited.

- No spiked jewelry
- No chains or chains connected to wallet or keys
- No pacifiers

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Satanic Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments should be covered by outerwear.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/ hairstyle

- Hair color/hairstyle that distracts from the main purpose of the educational program is prohibited, including makeup or face paint.

FOOD CONSUMPTION

Food must be consumed in designated areas. **No outside drinks of any kind are allowed**.

~~USE OF WIRELESS TELECOMMUNICATION DEVICES BY STUDENTS~~

~~State law provides that a student may possess a telecommunication device while on school premises while in transit under the authority of the school or while attending any function sponsored by the school. The following rules will apply:~~

- ~~Inappropriate use of cell phones, iPods, MP3 player, CD/DVD players, video/camcorders and any other types of electronic devices WILL NOT be allowed during the school day.~~
- ~~The inappropriate use of these or other such items tend to disrupt and distract at school and are better left at home. If you choose to bring them to school, they MUST BE out of site and NOT in use during the school day. It is the student's responsibility for these items if they are lost or stolen. School officials are not required to conduct an investigation.~~
- ~~These items will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.~~
- ~~Telephones are available for student use in the office. Messages may be left for students at the office during the school day.~~

~~Mustang Public schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any other personal devices or equipment.~~

~~First offense: Any electronic device will be confiscated, and parent will be notified and required to pick up the device from the front office.~~

~~Second offense: Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office, and student will not be permitted to carry the phone for the remainder of the school year.~~

~~The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.~~

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form, tobacco products or simulated tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles.

First Offense: The parent is notified and the student is given In School isolation (ISI).
Second Offense: The parent is notified and the student will be suspended for three (3) days.
Third Offense: The parent is notified and the student will be suspended for five (5) days.
Fourth Offense: The parent is notified and the student may be suspended for a period in excess of five {5) days.
In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property. There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any low-point beer as defined by Oklahoma law
4. any substance which is represented to be a prescription, non-prescription drug, "turkey" drug, or synthetic drug
5. any inhalant
6. any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances, paraphernalia or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

First Offense: The student will be suspended for ninety (90) school days. ~~the current school semester and the succeeding semester~~. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived

Second Offense: Student will be suspended ninety (90) school days ~~the current semester and the succeeding semester~~ without a reinstatement option. The ten (10) day suspension option is not available for a second offense.

SALE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days ~~the current semester and the succeeding semester without a reinstatement option~~. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in a suspension for the remainder of the current semester, as well as, all of the succeeding semester. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the superintendent. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, **ammunition, fireworks**, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other offensive weapon on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or devise capable of discharging or throwing projectiles" shall include, but not be limited to:

a. rifles, pistols or shotguns of any caliber and/or
b. B-B guns or air pistols and/or
c. potato throwers, dart guns or blow guns and/or
d. any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons on the school grounds or at any school-sponsored activity will be suspended by the superintendent or administrator for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating in or attending any school sponsored

activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building administrator. The administrator shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
   - Violation of policy, rule, or regulation
   - Acts of immorality
   - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
   - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
   - Possession of a firearm (may result in out-of-school suspension of not less than one year)
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
   - Adjudication as a delinquent
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of –school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc.).

When a student is suspended, his/her parent(s) will be notified as soon as possible. If the student is suspended for five (5) days or less the district may provide an educational plan. If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

The first level of appeal for suspensions of ten (10) days or less will be to the building principal. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the appeal committee for short-term suspensions within three (3) days. The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension. The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

The decision of the appeal committee for short-term suspension will be final and may not be appealed to the hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted. A conference with a site administrator will be arranged to take place when the investigation is complete. The parent(s) will be given a copy of the results of the conference at that time and a copy of the results will be mailed to the parent(s) by certified mail. The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.

Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3) A student, who is suspended from school for more than ten (10) days, may be eligible for an alternative placement to enroll in internet-based course work, but must abide by the contract guidelines given at time of enrollment. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student and/or his/her parent(s) may appeal the suspension.

The student and his/her parent(s) may request a review of the suspension with the building principal. This step may be skipped if the building principal was part of the first conference. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. A conference will be scheduled with the building principal. If the building principal does not withdraw the suspension, the student has the right to appeal the decision.

In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the office of the district hearing officer within ten (10) days. Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within ten (10) days from the date the notice of intent is filed. During the hearing with the district hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation. The suspension appeals hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension-hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

If the district hearing officer does not withdraw the suspension, the student and his/her parent(s) shall have the right to appeal the decision to the board of education/board hearing officer. The student or the student's parent(s)

shall notify the superintendent in writing within ten (10) days following receipt of the decision of the district hearing officer.
Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education/board hearing officer. The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent. During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

The board of education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. Decisions of the suspension appeal may not be appealed. The decision of the board of education/board hearing officer suspension hearing with the hearing officer shall be final.
NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:
1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

TRANSPORTATION POLICY
Policy # 4015

USE OF BUSES

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:
1. to ensure that all children of our school are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

SCHOOL BUS ROUTE POLICIES

1. The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations).
2. The Mustang School District will provide transportation for eligible kindergarten students to and from school during the normally scheduled morning and evening bus operation. No mid-day transportation will be provided.
3. The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road.
4. Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard.
   The above mentioned transportation exceptions will not apply if the following exists:
   - a thirty-six (36) inch wide sidewalk ten (10) feet from the road's edge is present
   - a thirty-six (36) inch high chain link fence present if sidewalk does not meet minimum standards
   - the presence of a crossing guard
5. No school bus shall be permitted to operate on any private driveway.
6. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. Whenever possible, a bus stop shall be located within one fourth (1/4) mile of the home of every child being transported.
7. No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.
8. No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waver from the Mustang School District to complete the form and return it as directed.
9. No bus stop shall be established in which a school bus must back up in order to complete a regular route.
10. No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and building administrator.

- Students are not permitted to change buses (routes) to go to another location except as following:
  - Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
  - Bus transfers for the purpose of baby-sitting arrangements will be made on an individual basis, if the following conditions are present:
    - "Special-Riding Privilege" form has been completed and returned to the building principal
    - the bus transfer will not cause a passenger overload on the receiving bus
    - no new stop will be established to accommodate the transfer
    - the transfer must have the student exiting the bus at the same location each day
- No students will be delivered to a job site.
- All students will exit the bus prior to the beginning of the next scheduled route.

PARENT COMPLAINT PROCEDURE

The MPS strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.

- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

PUPIL CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats. Students will be seated three (3) middle/mid-high/high school students or four (4) elementary students per seat.
- The noise level on the bus must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from the windows or extend any part of the body through a window.
- Smoking or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Any student desiring to ride a bus other than his/her designated bus must have written permission from the parent. The building principal must sign this note before the child will be allowed on the bus.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Central Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

ACTIVITY/FIELD TRIPS

Policy # 3115 and Policy # 3130

Activity Trips
Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.

Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

Field Trips
Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. The Mustang Board of Education defines educational field trips as visits to an industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, farm, ranch, creek, river, park, zoo, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of or acquiring additional knowledge in the subject. It does not refer to interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable experience for students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students profit more from the field trip than they would from an available videotape, slides, filmstrip, model, experiment, resource person, etc.?

Any school-sponsored field trip exceeding 150 miles (one way) from MPS must have board approval. Any trip less than 150 miles (one way) must have approval of the aforementioned personnel. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

PARKING and TRAFFIC

All students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker. Parking permits are available through the Central Office of the high school. The main lot is the designated student parking area. Students who occasionally drive a vehicle other than the one normally driven to school are to notify the office, giving the description of the vehicle and tag number. Vehicles will be towed at the owner’s expense if vehicles are parked in staff parking lot, handicapped parking, no parking areas or illegally parked.

Students who drive a vehicle to school which does not have a parking permit and who do not notify the office, shall lose the privilege of bringing a vehicle on the school grounds.

Continued parking violations by a student shall cost him/her the privilege of bringing a vehicle on the school grounds for the remainder of the school year. All student vehicles must be parked in the student parking lot. Students with motorcycles must park them in the designated and assigned areas of the student parking lot.

Students are not to be in the parking lot at any time after arriving at school unless they have an authorized pass from an instructor or the office.

REGULATIONS

1. Students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker.
2. The main parking lot will be used until all spaces are filled and the baseball field lot will be used for overflow parking.
3. Students who drive a vehicle to school that does not have a parking permit and do not notify the office will lose the privilege of bringing a vehicle on school grounds, receive detention or the vehicle will be towed at the owner's expense.
4. A parking fee of $25.00 per year shall be charged to all students who desire to drive a motor vehicle to school and meet the requirements stated in this policy. Replacement stickers will cost $25.00.
   *No sticker will be replaced unless the old sticker (with the number) or proof of windshield replacement is brought to the office.

5. Placement of sticker and responsibilities.
   All motor vehicles must have a parking sticker permanently affixed to the front lower left window. The sticker must be placed on the inside of the window! (No exceptions!)
6. Persons counterfeiting, altering, defacing or transferring a parking sticker to another vehicle or person, or providing false information will be subject to disciplinary action and will face loss of parking privileges.
7. May a vehicle be towed or ticketed?
   - Vehicles shall be parked only in areas designated by the building principal for student parking. Motor vehicles that do not have a parking sticker or are improperly parked shall be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or the vehicle owner to pay for any towing and storage charges.

   MPS is not responsible for any damage, vandalism or theft of a vehicle.

CHILD NUTRITION
CAFETERIA PROCEDURES

Household Application for Free/Reduced Meals

Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1st and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at mustangps.schoollunchapp.com This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 906 S. Heights Drive, Mustang, OK 73064, Attention: Tammy Bales, Child Nutrition Director. Additional applications are available at the school office, the Child Nutrition Office or the Administration Building. Applications may be completed at any time throughout the year if you've had a change in income, household size, etc., that might qualify your family for free/reduced meals. **Requests for applications in different languages can be made at the Child Nutrition Office, call (405) 376-7317 or e-mail request to balest@mustangps.org.

A new application on the correct year's form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must reapply before 9/27/13 or you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. Until you receive notification, money should be sent with student to cover the price of full-priced meals.

At MHS, all 7 serving lines will offer reimbursable meals, meaning any student will be able to get a meal that qualifies on the lunch program, on any serving line. **However**, in order **not** to be charged any extra, the student MUST take no less than 3 of 5 components of the meal (and 1 of the 3 items MUST be either ½ cup serving of

fruit or fruit juice or vegetable). For instance, if the meal is chicken tenders, mashed potatoes & gravy, carrots, peaches, hot roll, milk and or juice – the student must select no less than 3 items. **One of the items selected must be** either mashed potatoes & gravy, carrots, peaches or the 100% fruit juice in order to meet the "meal" requirements – otherwise the items taken will be charged out at ala carte pricing, which would be more expensive.

*Reimbursable meals not only benefit the students in that they meet all USDA requirements for healthy meals, but they also benefit the school district. The district is reimbursed a percentage of each complete meal, providing much needed money for student use.

Ala carte items are not available under the free/reduced program. Items such as bottled water, Switch drinks, chips, crackers, granola bars, ice cream bars, etc. are full priced items (please refer to the school web site under Lunch Menus, Meal Prices, Ala Carte items for pricing).

PAYING FOR LUNCHES

The school has a no charging policy. In extenuating circumstances, the Child Nutrition Department will allow two (2) charges of reimbursable meals to make sure anyone who needs food receives it. Ala carte items cannot be purchased until all charges are paid.

Student identification cards are issued to each student and scanned at mealtimes to charge the proper accounts, so it is necessary to have your I.D. cards with you in the cafeteria every day. The student picture and barcode must not be covered up or destroyed, or the student will be sent to the office to purchase a new card. The I.D. card numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also the student's lunch account numbers. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches. Students are not allowed to use other students' lunch accounts.

**Online payments can be made by going to the school website, www.mustangps.org, Child Nutrition section, manage your child's school lunch account and you will be directed to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a ~~$1.75~~ $1.95 convenience fee per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MySchoolbucks you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Breakfast prices are $1.50. Reduced-price breakfasts are $.30.
Lunch prices are ~~$2.50~~ $2.75. Reduced-priced meals are $.40. Second trays and visiting student trays are ~~$2.85~~ $3.05 for everyone, including students on the free/reduced meal program. Adult lunches are $3.05.

Students are not allowed to use other student's lunch accounts**.** MPS has bar code readers for students to scan their I.D. cards along with student pictures that pop up when they access their account. This will ensure that the student using the account is the correct person that is supposed to be using that account.

A fee may be charged for insufficient checks. Further checks will not be accepted at any school until the insufficient check is cleared up. In order to ensure that funds sent in cover any insufficient checks, please send cash or a money order rather than make an online payment.

Refunds
Students in the MPS district with money left in their meal accounts at the end of the school year will automatically have that money rolled into their accounts for the following school year.

Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with the cafeteria cashier. If the refund envelope is returned to the district unopened, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than $1.00.

Students with Food Allergies

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy, and recommended substitute for that food item. (forms on next pages). This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the cafeteria manager and request a meeting to review foods served.

MEDICAL STATEMENT
FOR
CHILDREN *WITHOUT* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by SFA or Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a recognized Medical Authority)

Diagnosis (include description of the patient's medical or other special dietary needs that restrict the child's diet):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan):

_____

_____

_____

Additional information:

_____

_____

_____

_____ _____

Date Signature of Recognized Medical Authority

Telephone Number: _____

MEDICAL STATEMENT
FOR
CHILDREN *WITH* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by the School District or the Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a Physician)

Diagnosis (include description of the patient's disability and the major life activity affected by the disability):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan) and any modifications of texture or consistency that are necessary:

_____

_____

_____

_____

_____ _____

Date Signature of Physician

Physician's Telephone Number: _____

MILK SUBSTITUTION REQUEST

Student's Name: _____ Age: _____ Grade: _____

The _____ Public School is participating in the milk substitution provision which states that a school may substitute for the fluid milk a nondairy beverage that is nutritionally equivalent to fluid milk and meets Nutritional Standards established by the United States Department of Agriculture (USDA). At a minimum, the Nutritional Standards shall include fortification of calcium, protein, vitamin A, and vitamin D to levels founds in cow's milk for students who cannot consume fluid milk because of a medical or other special dietary need other than a disability.

The _____ Public School has notified the State Department of Education (the State Agency) that the school is implementing this variation. The substitution requires a written statement by a medical authority or by a student's parent or legal guardian that identifies the medical or other special dietary need which restricts the student's diet, except that the school shall not be required to provide beverages other than beverages the school has identified as acceptable substitutes.

Acceptable substitutes are as follows:

_____

_____

_____

_____

_____

Expenses incurred in providing substitutions that are in excess of expenses covered by reimbursements shall be paid by the school district.

For Medical Authority or Parent/Guardian to Complete:

Reason for Milk Substitution: _____

_____

_____

_____ _____

Date Signature of Medical Authority or Parent/Guardian

MUSTANG MIDDLE SCHOOL
MUSTANG NORTH MIDDLE SCHOOL

(GRADES ~~6~~ 7-8)

MUSTANG PUBLIC SCHOOLS (MPS)
906 SOUTH HEIGHTS DRIVE
MUSTANG, OKLAHOMA 73064

ADMINISTRATION

Bonnie Lightfoot Sean McDaniel, Superintendent of Schools
Belinda Rogers Charles Bradley, Deputy Superintendent of Schools
Charles Bradley, District Academic Officer
Dr. Angela Mills, Assistant Superintendent
Tracy Skinner, Director of Secondary Schools

BOARD OF EDUCATION

Chad Fulton	President
~~Jeffery Johnson~~ Jim Davis	Vice-President
Amanda Strassle	Board Clerk
~~Jim Brown~~ Mike Kessler	Member
~~Jim Davis~~ Jeff Landrith	Member

MUSTANG PUBLIC SCHOOLS
MIDDLE SCHOOLS STAFF

906 South Heights Drive
Mustang, Oklahoma 73064

Mustang Middle School Telephone Number: (405) 376-2448
Mustang North Middle School Telephone Number (405) 324-2236
Safe-Call Telephone Number: 1-877-723-3225, ext 651
District Web Site: www.mustangps.org

Mustang Middle School
Website: http://mms.mustangps.org

Principal
Linda Wilkes

Assistant Principal
Jody McElhaney
~~Kathy Blackwell~~ Andy Collier

Counselors
Angie Winborn
Amy Hill

Counseling Secretary
Pattie Crawford

Office Secretaries
Lori Walkabout
~~Shelly McNeil~~ Angelica Ledford

Cafeteria – 376-7984
Jane Logan

Mustang North Middle School
Website: http://mnms.mustangps.org

Principal
~~Dan Allen~~ Ryan McKinney

Assistant Principal
Danny Brown
Christy Bradley

Counselors
~~Kathy Parker~~ Rachel Hacker
~~Staci Hunt~~ Julie Roach

Counseling Secretary
Cheryl Rodgers

Office Secretaries
Teresa Bieber
Randi Pena

Cafeteria – 324-4820
Brenda Roberts

Welcome to our middle school. We are excited about the coming year. This handbook has information that will answer questions for you and make your time at our middle school more enjoyable. Please share this information with your parents because they will also have questions about the school. Your agenda will be your communication line. It will help you stay organized which in turn will help you be successful at the middle school.

We are concerned about each individual student. We have designed a program of studies and activities to meet your needs and help prepare you for high school and the future. Our schools were designed, built and staffed as a middle school. Our goal is for YOU, the student, to be successful. We challenge you to set goals, which reflect academic and social growth for the new school year. Share these goals with your parents, teachers, and administrators so we can all support you this year. Your success will continue to make our middle school an outstanding institution.

The mission of the MPS, as a dynamic educational community, is to enhance the potential of all children and to develop responsible, productive citizens through comprehensive, innovative programs.

MPS seek to create a school improvement plan that accurately targets school excellence and quality programs. MPS define quality as continuous improvement.

The District goals are:

1. to strive for high student achievement and seek to collaborate with the community in the infusion of character education in all programs

2. to provide a safe and efficient school operation

3. to provide an aligned curriculum and focused student-oriented instruction

Calendar

Parent Portal

Parent Portal is a web-based home-to-school program that links parents and schools via the Internet. Data is transferred from (the student information program) and (the teacher's electronic grade book) to a read-only web interface.

The following information can be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards
- Course History – ~~Mid High/~~High School only
- Transcripts ~~– Mid High~~/High School only
- Discipline Events
- Student Personal Information – address, phone number, etc.
- Emergency Contacts
- Student Photo – if available
- School Announcements
- School Address
- School Phone Number
- Staff Contact Information

Parents can also complete a screen to receive an e-mail notification when there is a change in grades, attendance, etc. The information displayed is in "real time."

Parent Portal **does not** provide information on lunch accounts or transportation information.

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at www.mustangps.org, Parent Portal link or http://ps.mustangps.org. Please allow 7-10 days for registration to be completed and verified.

Approved registrations can be picked up by the registered parent/guardian at the youngest child's school. Proper picture identification is required to receive the login and password information. Each school will make a copy of the photo identification to keep on file.

For security purposes, all accounts will be deleted at the end of each school year.

VOTING INFORMATION

All registered voters who live within the MPS attendance area are allowed to vote in bond elections and other school related issues. The privilege of voting is not dependent on residing within the twelve (12) square miles of the Mustang City limits, but on residing within the seventy (70) square miles comprising the District.

WHAT IS A MIDDLE SCHOOL?

A middle school is a special place . . .

* where students are changing from children into teenagers.
* where every student can experience success.
* where students are helped to move from the self contained elementary classroom with the same teacher to a departmentalized set of classrooms with several teachers.
* where teachers enjoy middle school students and prefer teaching in a middle school.
* where the educational needs of students receive the most attention.
* where children are not put down, ignored or fear physical harm.
* where there are high expectations, a challenging curriculum and a healthy level of support.
* where cooperation is emphasized and competition is de-emphasized.
* where young people can explore a variety of interests.
* with a high level of parent and community involvement.

SCHOOL CAN BE INTERESTING

1. It is a chance to make new friends, some your own age and some older.

2. There are classes of different sizes and lengths.

3. You have an opportunity for regular work assignments to achieve long-term goals.

4. You have a chance to work in small, intimate groups.

5. There are many chances for your opinions to be heard in class.

6. There are opportunities to see what you can do with freedom -- regulating much of your own behavior -- making choices -- thinking of other people -- setting goals.

WHO'S WHO

The teaching staff of Mustang's middle schools will help you with your learning program. Of course, you will not have them all, but you will soon find that it is fun to have a teacher for a friend.

A school counselor is available to you. Counselors enroll new pupils, administer achievement tests and help you in making plans for your future. They assist you in choosing the subjects or courses that will be the most helpful to you. You can expect counselors to assist you with your problems and give you someone to talk to in special times.

The school nurse is on duty two days each week in the clinic. She is here to help you if you get sick or have an accident at school. She works with other doctors and nurses who make periodic examinations of your teeth, ears, eyes and spine. She can help you with your health care.

Food service workers, custodial personnel and bus drivers are important school employees. You should always be courteous and respectful to these personnel.

Your principals are eager to know you. Take some time during your lunch to introduce yourself and say "Hello!" This is also a great time to have some of your questions about school answered.

VISITORS: Please welcome visitors to your school giving them friendly directions to the Office for help.

FOREWORD

This handbook has been prepared to help you and your parents become better acquainted with your school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of the MPS. This handbook will be used as a guideline for students and staff.

The Mustang School Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the Mustang Public School System annually to review this policy and make changes as necessitated by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

STUDENTS

It is the responsibility of the student and guardians to read carefully all information and policies included in this handbook. The student will be held responsible for knowing and following all policies and procedures contained herein.

EXCEPTIONAL STUDENT CHILD FIND

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are considered an unaccompanied youth are included in this effort.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.

If you are aware of any student who resides in the Mustang Public School District and is in need of specialized school services, please contact Ms. Deborah Beel, Director of Special Services, at (405) 376-7335.

PARENTS RIGHT TO KNOW

The *No Child Left Behind Act* gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, *No Child Left Behind* requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.
The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This legislation recognizes the importance of the school and family working together.

CREDENTIALING

Transitions is a school improvement model based upon the credentialing of individual students. It is a way to help schools ensure that children are prepared to be successful as they move from grade-to-grade, from school to school and ultimately to their chosen career.

Schools credential students who are ready for the next transition. Credentialing implies readiness in both academic and career interest areas. Requirements for credentialing are established in the district. School personnel measure and document progress and eventually will certify the readiness of each student by using approved evaluation instruments.

NO CHILD LEFT BEHIND (NCLB) ACT OF 2001
Title III, Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students

The term "Limited English Proficient" means an individual

- who is aged 3 through 21
- who is enrolled or preparing to enroll in an elementary or secondary school
- who is not born in the United States or whose native language is a language other than English
- who is a Native American, Alaska Native or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English may be sufficient to deny the individual
    - the ability to meet the State's proficient level of achievement on State assessments
    - the ability to successfully achieve in classrooms where the language of instruction is English or
    - the opportunity to participate fully in society.

The term "immigrant" means individuals who—

- are aged 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.

MPS will provide the following assurances for language instruction of all Limited English Proficient (LEP) and immigrant students enrolled in the district following the guidelines of the No Child Left Behind (NCLB) Act of 2001, Title III, Part A.

- Compliance with parental notification as outlined in section 3302 of NCLB
- Annual assessment of English proficiency of all LEP students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
- Use of scientifically based research for language instruction programs for LEP students
- Evidence that LEP programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
- No violation of any state law, including state constitutional law, regarding the education of LEP students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the LEP student
- Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

HOME LANGUAGE SURVEY

The parent/guardian(s) of any student enrolling must complete the Home Language Survey for K-12 School Districts. Copies of this signed form will be included in the students' cumulative folder and other district files.

New forms must be signed yearly.

In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year and within two weeks thereafter. If your child qualifies for *ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

MUSTANG PUBLIC SCHOOLS' MISSION STATEMENT

Empowering today to achieve a better tomorrow.

MPS seek to create a school improvement plan that accurately targets school excellence and quality programs. MPS define quality as continuous improvement.

The District goals are:

- All students attending MPS will reach high standards by attaining proficiency or better in all core academic areas.
- All ELL students attending MPS will become proficient in English and reach high standards by attaining proficiency or better in all core academic areas.
- All teachers in Mustang Public School will be highly qualified in the areas in which they are teaching.
- All students attending MPS will be educated in safe, efficient, drug free learning environments.
- MPS will attain a 100% graduation rate.

PHILOSOPHY

The students of today face a future filled with challenges, uncertainties and complexities. As the population has increased, we have experienced global shrinking, creating a world linked socially, economically, culturally and ecologically. Students will enter a competitive world. These technological changes and demands will create an information intense society. This proliferation of knowledge includes not just a traditional approach to education, but also an education that fosters a life-long learner, acutely aware of personal, social and multi-cultural responsibilities.

OBJECTIVES

We will know we have prepared our students for this changing world when they:

- experience cooperative learning
- achieve technological skills
- master basic skills
- demonstrate an understanding and acceptance of cultural differences
- respond effectively to environmental and health concerns
- employ critical thinking skills to propose potential solutions to economic, political, social and technological problems in our shrinking world
- demonstrate good citizenship through civic responsibility
- develop an appreciation of the humanities

AMERICAN'S CREED

"I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable, established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes."

THE PLEDGE OF ALLEGIANCE

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

SCHOOL COLORS

Red and White

SCHOOL EMBLEM

Bronco

MOTTO

By Courage and Knowledge

EQUAL OPPORTUNITIES

It is the policy of the MPS to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for MPS.

GENERAL INFORMATION

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) Policy # 2045

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

1. The right to inspect and review the student's education records within 45 days after the day the **Mustang Public Schools** receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the **Mustang Public Schools** to amend a record should write the school principal, **or appropriate school official,** clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

   1. Student name
   2. Date and place of birth
   3. Participation of officially recognized activities and sports
   4. Weights and height of members of athletic teams
   5. Dates of attendance
   6. Degrees and awards received
   7. The most recent school attended by the student
   8. Current grade level

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of

function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to

effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. political affiliations or beliefs of the student or student's parent
  2. mental or psychological problems of the student or student's family
  3. sex behavior or attitudes
  4. illegal, anti-social, self-incriminating or demeaning behavior
  5. critical appraisals of others with whom respondents have close family relationships
  6. legally recognized privileged relationships, such as with lawyers, doctors or ministers
  7. religious practices, affiliations or beliefs of the student or parents
  8. income, other than as required by law to determine program eligibility
- *Receive notice and an opportunity to opt a student out of*
  1. any other protected information survey, regardless of funding
  2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
  3. activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect,* upon request and before administration or use of
  1. protected information surveys of students
  2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposed and
  3. instructional material used as part of the educational curriculum

MPS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. MPS will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. MPS will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least

annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

ASBESTOS HAZARD EMERGENCY RESPONSE ACT
Policy # 4010

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

MPS will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities, planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will be in compliance with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

ANNOUNCEMENTS

Students will not be allowed to make announcements using the public address system unless supervised by the school administration

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PETITIONS AND SURVEYS

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

USE OF TELEPHONES

Students should use the telephone in the school office. Neither teachers nor students will be called to the telephone during a class period unless it is urgent.

VISITORS

Students are asked not to bring visitors to the school without prior approval of the principal. This causes unnecessary confusion in the classrooms and does not help the educational climate. All visitors are to report to the principal's office when they arrive on the campus.

PERSONAL ITEMS

Students are not to bring any toys, including toys that look like "fake" weapons, electronic games (CD players, ipods, e-readers, laserpointers, mp3 players, DVD players), cameras, etc. to school without permission from the teachers or administrator. THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED, LOST OR STOLEN PERSONAL ITEMS.

FUND RAISING CAMPAIGNS

Any methods for raising money must be approved by the ~~Activities Director~~ Principal and the central administration office prior to the beginning of the activity.

STUDENT INSURANCE

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

EMERGENCY SIGNALS

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, parents and staff of emergency signals for the school. Students should remember to conduct themselves in the proper manner when a drill is being conducted.

CLOSING OF SCHOOL

In case school has to be dismissed due to bad weather, the announcement will be made over radio station KTOK (AM 1000), television stations ABC, CBS, NBC and Fox prior to 6:00 a.m. and the district will send a telephone message using School Messenger to the home number on file at the school. MPS will also post the information on the district website at www.mustangps.org.

RENAISSANCE

We are excited about this program with a commitment to Excellence in Education. The purpose of the Renaissance program is to recognize students who are achieving academic excellence with tangible incentives, rewards and recognition.

Renaissance takes the incentive program from business and ties it to education. It is an attempt to motivate all students to strive for excellence with a new commitment to their academic endeavors. Renaissance is more than a program; it is an attitude that everyone can achieve excellence.

Students who maintain a grade point average of 3.0 or above each nine weeks will be eligible to participate in the program, thus receiving the incentives and rewards that accompany it.

HAZING, HARASSMENT, INTIMIDATION AND BULLYING
Policy # 5110

It is the policy of this school district that no student or employee of the district shall participate in any form of hazing, harassment, intimidation or bullying. Furthermore, no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

“Hazing” is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.
"Harassment, intimidation and bullying" means any gesture, written or verbal expression, physical act or **electronic communication** which is defined as the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone, other wireless telecommunication devices or a computer. In addition, **“threatening behavior”** is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel or school property. **"At school"** means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sanctioned events.

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

Procedures:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal(s) shall begin an investigation to determine the severity of the incident and the potential for future violence. Upon completion of the investigation the superintendent or designee will be notified.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

***At the time of printing the State Department of Education had not yet released the state mandated model policy for school districts.**

COMPLAINT POLICY
Policy # 1095

The Mustang Board of Education believes that it is important to implement a policy that promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel.

This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL
Policy # 1095B

Informal Complaint Procedure
All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further.

Formal Complaint Procedure

Step One:
If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint.

The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee. The building principal or supervising administrator will investigate the complaint and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached, and the reason(s).

In the event the person who initiated the formal complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days.

Upon receipt of a written request for, an appeal, the building principal or supervising administrator shall on the same or subsequent working day, deliver to the Central Administration offices the written appeal, the *Formal Complaint Form* and copies of all other documents and decisions related to the complaint.

Step Two
Within ten (10) working days of receipt of the written request for a Step 2 Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time or may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

Internet Acceptable Use and Safety Policy (IAUSP)

Policy #2130

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines..

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, or professional social media sites;
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
- Sending, posting, or otherwise distributing chain letters or engaging in spamming;
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:

- Malicious tampering, phishing or hacking activities;
- Intentionally seeking information about passwords belonging to other users;
- Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
- Modifying passwords belonging to other users;
- Attempting to log in through another person's account;
- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user; or
- Engaging in uses that jeopardize access into others' accounts or other computer networks.

3. Using the District's Internet Systems for commercial purposes, such as:

- Using the District's Internet Systems for personal financial gain;
- Conducting for-profit business activities, personal advertising, or other non-District business communications;
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or
- Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Social Media
    - "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.
    - Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user's access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Copies of this Policy and Inquiries

The District reserves the right to amend and/or revise this policy at any time as the need arises. This policy is available upon request.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Policy # 2140

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator. Acceptable device types include but are not limited to the following:

Laptop Computer
Tablet
Cellular Phone
Smart Phone
Kindle

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance.

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

~~**INTERNEt AND LOCAL AREA NETWORK (LAN) POLICIES**~~

~~Computer training, curriculum enhancements and research possibilities are all important areas for learning of students and staff members. Section I addresses specifically the Internet usage brought to each classroom through a statewide integrated system of networks. Section II describes guidelines to use the local area network~~

(LAN) managed by MPS. This closed network provides licensed administrative, curriculum and desktop software to only students and staff within MPS.

Section I: Internet Acceptable Use Policy (AUP)

Internet access is available in every classroom in the MPS for students and staff members. The goal in providing this service is to promote educational excellence by facilitating resource and research opportunities, innovation, and communication.

With access to computers and the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. MPS has taken significant precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials; and a user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so each user is aware of the of user's responsibilities. In general these responsibilities require efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, access may be terminated and future access may be denied.

In accordance with the Children's Internet Protection Act (CIPA), MPS will be providing educational programs for online safety. Some of the topics include, but are not limited to:

- Educating minors about appropriate online behavior
- Interacting with other individuals on social networking websites
- Awareness and response to cyber bullying
- Netiquette

For the elementary levels these topics will be incorporated through media center lesson(s), facilitated by the media center director. Each teacher will be required to bring the students to the media center for these programs.

Secondary classes (sixth through twelfth) will incorporate these topics as part of the advisory classes, or through core curriculum classes.

Acceptable Use

School use must be in support of district's mission statement and relevant educational goals and objectives.

Netiquette

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

*Be polite.
*Use appropriate language.
*Do not reveal personal addresses or phone numbers.
*Do not use electronic mail (e-mail) for confidential correspondence. E-mail is not guaranteed to be private. System administrators have access to all e-mail.

Unacceptable Use

The use of the Internet is a privilege, not a right. The district may deny, revoke, or suspend any specific user access.

SECTION II: MUSTANG PUBLIC SCHOOLS LOCAL AREA NETWORK (LAN)

User Responsibilities and Regulations

The individual in whose name a system account is issued is responsible at all times for its proper use. MPS' system shall be used only for educational purposes consistent with the district's mission and goals.

- The network may not be used to download, copy or store any software, shareware or freeware without prior permission from the network administrator.
- Permission for use of copyrighted material must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy and administrative regulations.
- The network may not be used for commercial purposes, lobbying or political uses.

- The network may not be used for any activity that violates district policy, state or federal law. This includes but is not limited to threatening the safety of another person or violating copyright laws.
- Users shall not access web sites, newsgroups or chat areas that contain material that is obscene or that promotes illegal acts.
- Users shall not submit, publish or display any knowingly inaccurate, obscene, abusive, intimidating, threatening, harassing or libelous materials.
- Users shall not encourage the use of tobacco, alcohol or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
- Users shall not share confidential information on students or employees in accordance to district policy, state or federal law.
- Users shall not engage in "spamming" (sending multiple e-mails simultaneously to interrupt the system) or participate in chain letters.
- Users shall remove electronic mail in a timely manner. Such messages may be removed by the system administrator if not attended to by the user.
- Users shall do a virus check on downloaded files to avoid computer viruses..
- Users identifying a security problem on the district's system must notify the appropriate teacher, principal or district coordinator.
- "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
- Attempts by a user to improperly log on to the district's data systems will result in cancellation of user privileges and may result in disciplinary action.
- Users shall not write to directories other than their own as identified by the district.
- Attempts to crash the district's system by any method will result in system privileges being revoked. Deliberate attempts to degrade or disrupt system performance will be viewed as a violation of district policy and administrative regulations and may be viewed as criminal activity under applicable state and federal law.
- Vandalism will result in cancellation of privileges. Fines may be imposed. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, to the uploading or creating of computer viruses or software having the purpose of damaging the district's system or other user's system.
- Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of other system users to send/receive electronic mail.

Termination of User's Access

A user's access to and use of the district's system may be terminated by the system administrator upon any violation of district policy and/or administrative regulation.

Terminations of any user will be effective on the day the principal or district coordinator receives notice of a user's termination, staff member's resignation or student withdrawal or revocation of system privileges or on a future date if so specified in the notice.

Prior to a suspension or revocation of system service or as soon as practicable, the principal or district coordinator will inform the user of the suspended violation and give the user an opportunity to present an explanation. By written request, the user may appeal the suspension or revocation within seven (7) calendar days to the District Hearing Officer.

Parents Rights

If a parent does not want the student to have Internet and/or network access, a "Refusal to Participate" form must be completed in order for the student not to be allowed access to computer-based learning or research.

These forms are available at each school site. The form must be signed and returned to the site administrator's office **annually.** This document will become a legal binding agreement between MPS and the parent/guardian(s). Documentation of that agreement will be entered in the student data-based management system to assure staff members have knowledge of this said agreement.

GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school. The Boards require that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework of established policy.

The Boards advocate that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and second by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few results in neglecting the majority. The following are responsibilities, which MPS (MPS) students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
    a. be prompt and regular in attendance
    b. complete school assignments on time
    c. pay attention to teachers
    d. learn to criticize fairly and to accept criticism
3. To respect the authority of the administration, faculty and staff of MPS.
4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish.
   NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.
5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in Mustang are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the

principal. There, through conference, every effort will be made to assist the student in overcoming his/her difficulty.
Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

RESIDENCY POLICY
Policy # 5015

Legal Residency
The MPS will enroll students who are deemed to be legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with his/her parent(s), court appointed legal guardian or person having legal custody. The MPS will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child.
If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody, and each parent contributes in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the MPS, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate night time residence. These include:
- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS. In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

Custodial and Non-Custodial Parental Rights
It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not

wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.
All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.
Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

Residency Due Process
In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the MPS has the right to submit his/her written appeal to the Residency Dispute Officer of MPS within three (3) days of residency dispute.
Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

New Student Enrollment – Proof of Residence
Students enrolling in MPS shall be required to provide **two (2) verifiable proofs of residency**. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

Residence Affidavit
Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residence Affidavit Form." ~~Beginning August 1st of each school year the form shall be available at the Mustang Central Administration Office~~ At the beginning of each school year a form shall be available and requires both the homeowner/resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residence as required for all new students. Name on the affidavit must match the name on the proofs of residence.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/resident/parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars ($500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence
The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with

the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

ENROLLMENT OF STUDENTS
Policy # 5035

New Student Enrollment
Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at http://www.health.ok.gov.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information
Please notify the office when you have a change of address, phone, work, emergency numbers, etc.

Pre-Enrollment for Returning Students
Returning students will fill out pre-enrollment forms during each spring semester. District policy requires 2 proofs of residency (gas, water, or electric bills) with pre-enrollment.

Enrollment of Students From a School Not Accredited By the Oklahoma State Board of Education
Policy # 5016

A student enrolling in grades 1-8 in the MPS after having attended a school not accredited by the Oklahoma State Board of Education for nine weeks or longer shall be required to be tested by the MPS before enrollment is completed. The principal shall determine the test and indicate it on a written permission to enroll. If achievement testing is required, the written permission to enroll shall have recorded on it the achievement test scores and be placed in the student's permanent record folder prior to completion of enrollment.

Students requesting validation of credits from a school not accredited at the high school level (grades 9-12) by the Oklahoma State Board of Education must submit an official transcript from the school to the Principal of Mustang High School. The Principal, after evaluating the official transcript, shall require the student to take one or more tests to determine validity of any or all of the credits on the transcript. The local school counselors shall supervise all testing and the Principal shall validate credit based on testing.
In addition to the use of achievement testing, other consideration may be given by the principal or delegated authority to the type of program in which the student participated, the facilities and equipment, types of activities, number of hours per week, etc. No credit will be given for tutorial study. Only passing grades (A,B,C,D) from the non-accredited school will be considered and all tests will be considered. The receiving school shall administer testing and results shall be kept on file for one (1) year.

TRANSFER POLICY
Policy # 5005

Open Transfer
It is the policy of the Mustang Board of Education that any application for transfer will be reviewed by the Mustang Board of Education and considered on a first-come, first-served basis. Application may be obtained from the

Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the MPS.

Students from any school may make application for the following types of transfer:

- Regular Transfer: A transfer which is applied for prior to April 1 of the academic year prior to the one for which application is being made. The parent of the student for any reason can tender such application.
- Emergency Transfer: A transfer based upon one of the emergency reasons available under state law for which application can be made at any time. On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer subject to approval by the State Board of Education. An emergency shall include only:
    - the destruction or partial destruction of a school building
    - the inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer
    - a catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous
    - the total failure of transportation facilities, or
    - the concurrence of both the sending and receiving school districts
    - the unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three (3) school years
        - the unavailability of a specialized deaf education program for a student who is deaf or hearing impaired

Written application for any transfer shall be made by the parent(s) of the student and filed with the Deputy Superintendent of the MPS. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having legal custody of the student.

A student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.
Completed applications **for open transfers** will be accepted after January 1 of each year. Any application received after April 1 will be considered emergency status only.

By April 1, the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than June 1 of the same year. By July 1 of the same year, the parents of the student shall notify MPS that the student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in MPS for that year. The Mustang Board of Education in executive session shall review transfer applications in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

- availability of programs
- staffing availability; if accepting the transfer will require the addition of personnel, transfer application will be denied
- space availability; transfers shall be processed in the order in which the applications are received

In using the class size limitations for elementary, middle school and secondary as dictated by School Laws of Oklahoma, no additional transfers shall be granted after the following classroom capacities have been met or exceeded:

- 90% -- K-5 regular classes

- 95% -- 6-12 regular classes
- 80% - Special education and/or .8 FTE depending upon disability category, availability of personnel and services required

The following objective criteria shall be used to evaluate the application for an open transfer once it has been determined that availability exists. Failure to meet any one of the criteria will result in the denial of the transfer application:

- prospective student must have no more than ten (10) absences per semester for the previous and/or current school year, unless the student can demonstrate a medical reason for the excessive absences
- discipline records of student transferring to MPS shall be requested as part of the student's records
- prospective student shall have received no long-term suspensions and/or short-term suspensions cumulatively totaling more than ten (10) days per semester in the previous and/or current school year
- it shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and/or attendance records, as to whether a transfer shall be approved or denied

The following information must be provided with the open transfer application in order for the application to be considered complete for processing:

- immunization record
- most recent grade report or grade transcript (solely for evidence of grade placement and/or state/local credit requirements)
- attendance records
- discipline records
- most recent/current IEP and MEETS forms if special education student (solely for determination of program availability)
- listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

Siblings of students granted transfers shall be considered for prospective transfer. However, the same documentation as required above for the primary applicant must be submitted with regard to each sibling desiring a transfer.

Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP discussion shall be required between the district of residence and the receiving district.
PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MPS, UNLESS PROVIDED OTHERWISE BY LAW.
Requests for transfer shall be evaluated on an annual basis. A student granted a transfer may continue to attend MPS unless the transfer is subsequently disapproved. Notice of such disapproval shall be given on or before June 1.

The following criteria shall be used when determining if a current open transfer shall continue:

- continual discipline problems
- long-term suspensions
- short-term suspensions that total ten (10) days
- excessive absences (more than ten (10) per semester) unless medical reasons substantiated by physician's statement

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

No student shall be permitted to transfer more than once in any school year.
On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

IN DISTRICT TRANSFER
Policy # 5010

A request to transfer to another school in the Mustang district can be submitted anytime after January 1 for the following school year. All requests must be submitted at the school of residence and will be considered on a first-come, first-served basis. No transfer will be granted at the elementary level if the class size would exceed nineteen (19) students and at the middle school level if any teacher's class would exceed one hundred thirty-eight (138) students in a subject that must meet the one hundred forty (140) maximum requirements. Forms for request of transfer are available at all elementary and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer. No transfer request for a student who is under disciplinary action will be considered. The receiving school, as part of the transfer consideration process, will examine disciplinary and attendance records. Students found to exhibit violent or disruptive behavior or excessive absences may not be granted transfers. A transfer may be revoked at any time for disciplinary reasons.

Parents will be notified of the approval/disapproval of the transfer request three (3) business days before the first day of school.
Transportation of transferred students will be the responsibility of the parents unless required by law.

FOREIGN EXCHANGE STUDENTS
Policy # 5025

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code, and limit to five (5) students in any academic year.
2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, MPS is not an I-20 issuing school.
3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

SCHOOL ATTENDANCE POLICIES AND PROCEDURES
ATTENDANCE LAWS AND REGULATIONS

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Mustang Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

If a student must be absent from school, the parents should call the day before, if possible, or the morning of the day the student is absent. Students should not miss school except for illness, doctor or dental appointments or some emergency.

According to state law students shall not be excused from school once they have arrived unless parent permission is granted. Students shall be counted absent for any reason other than missing for activities. Students must strive to be on time. A student who has been absent has the privilege of doing make-up work but it is his/her responsibility to make an appointment to see the teacher regarding the work. Time given for this make-up work should correspond to length of absence, i.e., if absent two (2) days, he/she should be given two (2) days beginning the day of his/her return to make up the work. Every effort will be made to help the student master what was missed. However, it is questionable whether or not the student can make passing grades when he/she has missed instruction.

Requests for homework assignments through the counseling office can only be made when a student is absent for three (3) or more consecutive days. Requests for homework assignments should be made by 9:30 a.m. Parent(s) should make arrangements to pick up the assignments.

CLASSIFICATION OF ABSENCES AND TARDIES

All work must be made up unless the absence is a truancy.

1. **School Activity** (not counted absent): Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone.
2. **Truancy** (Absences without permission of parents or school): A student may not be permitted to make up work missed as a result of truancy, which may be recorded as a zero in the teachers grade book. All truancies are subject to other discipline such as detention, suspension or other punishment. Each teacher is asked to report all suspected truants to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy. Students may also be subject to prosecution if referred to the district attorney.
3. If a student knows he/she is going to be absent, arrangements by parent(s) should be made with the school at least one day prior to the absence. Work should be completed in advance; however, work may be made up to the extent that no additional planning will be required for the teacher and it is done within the corresponding time the student was absent.
4. **Tardiness:** Any student who is detained by the office or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy. Any student who arrives late to school must report to the office for an admit. During the school day, a student who is late to class should report to that class without an admit from the office. All other tardiness would be classified as unexcused. Teachers will mark all tardies in their grade books and record them on the student's report card. An absence will be recorded for every three (3) tardies received in a class during a semester. Such absences are applied to the twelve (12) day absence total. Students will be assigned detention after the third (3rd), sixth (6th), ninth (9th) and every third (3rd) tardy thereafter. Parents will be contacted each time the student is assigned detention. Any student missing more than fifteen (15) minutes will be counted absent.
5. **Penalty for Excessive Absences:** A student will not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in PASS, not to exceed twelve (12) absences per semester. If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade. A parent/guardian/designated person must report all absences or checkouts to the attendance office.
6. **Appeal of Attendance Record:** Appeals concerning attendance must be made to the building principal in writing within ten (10) days of the student's thirteenth (13th) absence or five (5) days prior to the end of the current semester. Doctors' notes will only be accepted for the appeal process. A parent/guardian/designated person must report all absences or checkouts to the attendance office. It is suggested that documentation, doctor's notes, be kept for your own records. An appeal committee **consisting** of an administrator, teacher and counselor will meet with the student, parents and/or guardian. The committee will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.
7. **Student Activity Absences**: Refer to "Activity Eligibility and Regulation Section" in this handbook.

LEAVING SCHOOL GROUNDS

All MPS have a closed campus. Students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact in person only after showing proper identification.

OFFICIAL WITHDRAWAL FROM SCHOOL

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the principal of parental approval. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the teachers who issued them. After he/she gets his/her teachers' and counselor's signatures on the slip, he/she must present it to the principal for approval.

CURRICULUM

CRITERION-REFERENCE TESTS

Criterion-referenced tests will be given to the eighth grade students near the completion of the school year. Math, science, social studies, reading, writing and art are the subject areas that will be tested this school year. Criterion-referenced tests are designed to measure state-mandated curriculum in those areas listed above. All students who fail the criterion- reference tests shall be offered remediation.

ACCELERATED COURSE WORK

Concurrent high school enrollment will be made available to all middle school students who have successfully completed accelerated middle school curriculum. High School course work taken on the high school campus will receive high school credit on the transcript. Middle school level students who successfully complete Algebra I courses that are taught on the middle school campus will receive high school credit. These credits will be noted on the student's high school transcript with a letter grade and will become part of their grade point average.

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION
Policy # 5065

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in MPS and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

Social Studies	Language Arts	The Arts
Languages	Mathematics	Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript.

Application forms, testing dates and other information are available from the school counselor.

STUDENT PROMOTION/RETENTION

Policy #5070

In accordance with the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Students in grades 7-8:

Shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

A student may not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in PASS, not to exceed twelve (12) absences per semester.

A conference with parent(s) or guardian(s) will be held prior to the retention of any student. Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.

Whenever a teacher or placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

Reference: 70 O.S. §24-114.1
70 O.S. §1210.508C

GRADES

Grade Scale

Letter Grade	Percentage	Grade Point*
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
P	Passing	0.0
U	Failing	0.0
NC	No Credit	0.0

INCOMPLETES

A student will receive an incomplete grade for the first nine (9) weeks grade or progress report if that student has been on homebound education or excessively absent due to illness. The appropriate grade will be given for completed work at the time of the semester grades and no assignments will be accepted after the semester without administrative approval.

REPORT TO PARENTS

At the end of each nine-week period, the student will be given a copy of his/her report card, which he/she is to take home to his/her parents. Parents are urged to confer with the principal and teachers when there is a question concerning these cards or the grades of the students.

Progress reports will be given to all students to take home to their parents at regular intervals. Parents are encouraged to contact their child(s) teacher if they have any questions concerning progress reports.

Student grades may be accessed by using PowerSchool.

STANDARDIZED TESTING
END-OF-INSTRUCTION TESTS

Each student who completes the instruction for English II, English III, United States History, Biology I, Algebra I, Geometry and Algebra II shall take an end-of-instruction test in order to graduate with a standard diploma. All students shall take the tests prior to graduation, unless otherwise exempt by law. Students who do not score at least at the satisfactory level shall be afforded the opportunity to retake each test up to three (3) times each calendar year until achieving at the satisfactory level. In order to provide an indication of the levels of competency attained by the student in a permanent record for potential future employers and institutions of higher education, the highest achieved state test performance level on the end-of-instruction tests will be reported on the student's high school transcript. Oklahoma students will be required to pass Algebra I and English II and two (2) of the other five (5) tests in order to graduate from high **s**chool**.**

INTERNET-BASED INSTRUCTION
Policy # 5056

Internet-based programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Mustang Public Schools Board of Education. The purpose of this policy is to establish guidelines for implementing Internet-based instruction for secondary students, but not limited to:

- Credit for courses not offered by the District
- Curriculum for long-term suspended students
- Credit recovery
- Fulfill graduation requirements
- Virtual school
- Advancement
- Enrichment
- Remediation
- Homebound
- Home-based

This policy complies with 70 O.S Section 1-111, which states:

> "Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in an online course approved by the district board of education. The State Board of Education shall adopt rules to provide for the implementation of supplemental online courses. Each district board of education shall adopt policies and procedures that conform to rules for online courses as adopted by the State Board."

Definitions:

Alternative Method Delivery System—the delivery of instruction through Web-based or video-based technologies.

Asynchronous instruction—the primary format of instruction does not depend on real-time interaction of the participants. Asynchronous instruction allows the student to engage in learning activities anywhere at any time.

Supplemental online course—is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate—means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State

graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Blended or Hybrid Learning—a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.

Enhanced or Component Learning—a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.

Online Course—a delivery method in which students completes the entire course online with minimal visits to the campus.

Synchronous instruction—occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is synchronous instruction.

Two-way interactive video instruction—provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may see and hear each other in an approximation of real-time.

Web-based instruction—uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Guidelines

Prior to offering an online instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. The Board of Education will grant students credit for completion of courses offered by means of Internet based instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
2. Only students who are enrolled in MPS District will be granted access to supplemental online courses.
3. Internet-based instruction shall be viewed as a method by which the school district can expand the course offerings and can access instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
4. Requests for enrollment in supplemental online courses shall be as follows:
    a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
    b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. Upon completion of the course, the credit earned by students shall be placed on the student's high school transcript or for grades 6-8 the student cumulative record.
    c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board or designee. The decision of the local school board or designee with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
5. If enrollment in the supplemental online course is allowed, the site principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based instruction to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.

6. Students earning credit by means of Internet-based instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than a MPS site.
7. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS) and the Common Core State Standards (CCSS) when applicable.
8. Contractual agreements shall be established between the school district and parent(s) or legal guardian of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, the responsibility for course costs (if applicable), equipment and other issues deemed necessary by the district. Contracts and applications for Internet based instruction are available at each secondary site's counseling office.
9. Instructors of Internet-based instruction shall be: (a) certified in Oklahoma or another state to teach in the content areas of the course offered or (b) a faculty member at an accredited institution of higher education that possess the specific content expertise necessary to teach the course.
10. Each teacher for Internet-based instruction will be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of Internet-based instruction.
11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction on the individual student.
12. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
14. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, postings/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to student, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
15. Students at remote sites who participate in the online courses offered by Mustang Public Schools will be responsible for providing their own equipment and Internet access.
16. Any student who receives their entire class schedule through an online environment cannot participate in any extra-curricular activities. A student must be enrolled and in physical attendance at a secondary school site for at least three (3) periods of the school day to participate in any extracurricular activities.

HONOR ROLL AND AWARD

Students will be recognized at the Academic Awards Assembly at the end of the school year when named to the Superintendent's or Principal's Honor Roll. The Superintendent's Honor Roll shall consist of those students who have no grade less than an "A" in every subject for each quarter of the current school year. The Principal's Honor Roll shall consist of those students who have no grade below "B" for each quarter of the current school year. For the purpose of computing Honor Roll during the second semester students' third nine-week grade and the six-week grade of the fourth nine-week period will be averaged.
The State Honor Society is a statewide organization recognizing those students who have made "A's" each nine-weeks of the second semester of the previous school year and each nine-weeks of the first semester of the current school year.

Transfer students are eligible for the State Honor Society and for the Principal's and Superintendent's Honor Roll. Several additional honors such as academic, citizenship, outstanding boy/girl and 8th grade prestige awards are presented at the annual academic awards assembly. Student disciplinary records will be reviewed when students

are considered for awards and honors. Frequent or serious referral for behavior will reflect negatively upon honors selections.

ACTIVITY ELIGIBILITY and REGULATIONS

A student must be maintaining a "passing grade" in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation nof the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a "passing grade" in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director's office.

REGULATIONS OF OSSAA RULE 3 – SCHOLASTIC ELIGIBILITY

A student must be maintaining a "passing grade" in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a "passing grade" in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director's office.

Section 1 – Semester Grades

a. A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.
b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.

Section 2 – Student Eligibility During a Semester

a. Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
b. A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in whom he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.
c. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

Section 3 – Special Provisions

a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)
b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.
d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.
e. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

GUIDANCE and TESTING SERVICES

Guidance is an essential part of any good school program. All students in our schools are entitled to the services provided by our counselors. A counselor will assist you in the areas of decision-making, planning and understanding. This service to pupils helps them solve problems and overcome obstacles, which might prevent a student from attaining his/her full potential.

The counselors provide the following types of services:

Testing: The testing program is designed to provide information to help the student know himself/herself better – his/her interests and capabilities – and to help in planning his/her school work and life's work. Test information is available through the counselor to the student, parent and teacher.

Counseling: Individual counseling is available to all students in school. Any student experiencing problems with scheduling, academics, fellow students, teachers and problems of personal adjustment is urged to contact the counselor for assistance. All contact will be kept in strict confidence. Counselors are assigned to students alphabetically: A-M and N-Z.

Individual Information Services: A cumulative record is kept current for each student who enters our schools. This record includes testing information, health records, course and grade information and personal identification.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
Policy # 2050

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

HEALTHY and FIT POLICY
Policy # 5145

MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information refer to Board Policy # 5145 in the Policy and Procedures Handbook at www.mustangps.org.

HEALTH SERVICES
Policy # 5045

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

ILLNESS

Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

HEAD LICE

Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.
"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.
Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.
Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

MEDICATION

It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication
- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by the last day of the school year or it will be disposed
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under Procedure ~~2~~ for self-administration of a medication
- Any prescription or non-prescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring in to the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school by the parent/guardian or appropriate designee

- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician *
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian

  *As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.

Prescription Medication

Must be brought to school by a parent/guardian in the original prescription container labeled with (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student
- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

Procedures for Self-Administration of a Medication

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and epipen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employee and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

Field Trips

If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

PHYSICAL EXAMINATION POLICY

Policy # 5040

It is the intent of the Mustang Board of Education to safeguard the health and wellness of all students. To that end, students wishing to participate in extra-curricular, secondary level (grades 7-12) sport teams will be required to obtain a physical examination by a licensed medical doctor prior to participation.

In the event the administration becomes aware of a medical condition occurring after the physical examination, the district requires a new physical examination conducted by a physician in the subspecialty area and a medical clearance or release before the student will be allowed to physically participate in the sport. If the illness or condition warrants, more frequent monitoring may be required. (i.e. monthly, quarterly, etc.)

For the purpose of this policy, a "medical condition" is defined as any injury, illness or condition where continued stressful physical participation might adversely affect the student's health.

USE OF THE MEDIA CENTER

Our goal is to provide a welcoming atmosphere for student research, facilitate learning and personal growth and promote a love for reading.

The media center provides a wide selection of materials and equipment for student use – books, cassettes, films, pamphlets, computers, etc.
The following rules shall be observed when visiting the media center:

1. No more than two (2) books may be checked out at one (1) time.
2. Regular library materials may be checked out for two (2) weeks.
3. Reference material may be checked out only overnight.
4. The loss of any material will be paid for by the person having checked it out (fines will be assessed for overdue materials).
5. Every student will experience instructional time, research and book selection in the Media Center for library skill building.
6. No food, gum chewing or drink is allowed in the Media Center.

Many activities are scheduled in the Media Center for you such as book reviews, book fairs, movies, author-taped biographies, guest speakers, contests and computer activities.

Everything in the Media Center is for your convenience and for you to learn and to enjoy. NOON PASSES are available to you to enjoy the Media Center during your lunch period. Just remember to drop by before your noon hour to reserve one. Academic passes are also available in the office before school. This pass will allow students to solicit help from teachers before school starts.

STUDENT CONDUCT AND DISCIPLINE

Policy # 5080

Standards of Behavior

Discipline Policy

It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.
It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participated in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Gum chewing
5. Using profanity or expressing vulgarities
6. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
7. Blatant disrespect toward faculty or staff
8. Public display of affection
9. Physical altercation/fighting while at school or at a school activity
10. Assault and battery
11. Insubordination or defiance
12. Dress code violation
13. Misuse of wireless communication device
14. Other disruptive or insubordinate behavior
15. Misuse of the Internet and/or local area network computer
16. Vandalism/arson
17. Theft
18. Forgery, fraud or embezzlement of legal tender
19. Gambling
20. Gang-related behavior, including gestures, language or dress
21. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
22. Possessing or distribution of pornography
23. Use or possession of tobacco products on campus or school activity
24. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
25. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
26. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
27. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
28. An act of violence
29. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure

30. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes)committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
31. Adjudication for an offense that is a violent act off campus
32. Repeated minor offenses
33. Failure to wear MPS identification badges (grades 9-12). Badges must be visible at all times
34. Parking lot violations
35. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Financial restitution for lost, stolen or damaged property
9. Restriction of privileges
10. Referral to police and/or citations issued
11. Short-term suspension
12. Long-term suspension
13. Other appropriate disciplinary action as required and as indicated by circumstances

Procedures for Hazing/Harassment/Intimidation and Bullying:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

(Refer to District Policy # 5110)

Personal Technology Device (PTD) Violations

- PTD's that are used inappropriately will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.

First offense: Any electronic device will be confiscated, and parent will be notified and required to pick up the device from the front office.

Second offense: Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office, and student will not be permitted to carry the phone for the remainder of the school year.

The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.

Mustang Public schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any other personal devices or equipment.

Dress Code Standards

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety and general good taste. It is the intent to permit students to dress according to current fashions, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes he/she misses.

The principal's discretion will judge questionable attire. Violations may result in disciplinary action.

General Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; or carry connotations of immorality, vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.
2. Frayed or purposely torn clothing will not be considered appropriate school wear.

The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to, the following:

Pants/Jeans/Shorts/Skirts

- No shredded or tattered clothing worn independently or with other clothing with holes above the knee that expose skin or undergarments
- No biker or spandex shorts, short mini-skirts, boxer shorts or athletic shorts without pockets
- Sagging is not permitted.
- The bottom of the pants/jeans may not be worn longer than the sole of the heel of shoe.
- Pants/jeans must be worn high enough to cover undergarment when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing.
- All tops should be long enough that when a student sits down the midriff does not show in back.
- No cleavage
- No tube tops, halter tops, tank tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts. Leggings must be covered by a dress, skirt or shirt that is below fingertips with arms extended down.
- Undergarments should be covered.

Hats/Caps/Beanies/Bandanas/Sunglasses

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be brought or worn in or around the school building or classrooms. Beanies (stocking caps) will be permitted outside during inclement weather. Exception will be for medical or religious reasons.

Jewelry or manner of dress that could harm or cause harm to others are prohibited.

- No spiked jewelry
- No chains or chains connected to wallet or keys
- No pacifiers

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Satanic Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments should be covered by outerwear.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/ hairstyle

- Hair color/hairstyle that distracts from the main purpose of the educational program is prohibited, including makeup or face paint.

FOOD CONSUMPTION

Food must be consumed in designated areas. **No outside drinks of any kind are allowed**, unless parent/guardian has checked in with front office to have lunch with their child.

~~WIRELESS TELECOMMUNICATION and ELECTRONIC DEVICES~~

~~State law provides that a student may possess a telecommunication device while on school premises while in transit under the authority of the school or while attending any function sponsored by the school. The following rules will apply:~~

- ~~Inappropriate use of cell phones, iPods, MP3 player, CD/DVD players, video/camcorders and any other types of electronic devices WILL NOT be allowed during the school day.~~
- ~~The inappropriate use of these or other such items tend to disrupt and distract at school and are better left at home. If you choose to bring them to school, they MUST BE out of site and NOT in use during the school day. It is the student's responsibility for these items if they are lost or stolen. School officials are not required to conduct an investigation.~~
- ~~These items will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.~~
- ~~Telephones are available for student use in the office. Messages may be left for students at the office during the school day.~~

~~Mustang Public schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any other personal devices or equipment.~~

~~First offense: Any electronic device will be confiscated, and parent will be notified and required to pick up the device from the front office.~~

~~Second offense: Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office, and student will not be permitted to carry the phone for the remainder of the school year.~~

~~The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.~~

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form or tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles

First Offense: The parent is notified and the student is given In School Isolation (ISI).
Second Offense: The parent is notified and the student will be suspended for three (3) days.
Third Offense: The parent is notified and the student will be suspended for five (5) day
Fourth Offense: The parent is notified and the student may be suspended for a period in excess of five (5) days.
In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products, or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property.

There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any low-point beer as defined by Oklahoma law
4. any substance which is represented to be a prescription, non-prescription drug, "turkey" drug, or synthetic drug
5. any inhalant
6. any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances, paraphernalia or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

First Offense: The student will be suspended for ninety (90) school days. ~~the current school semester and the succeeding semester.~~ The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived

Second Offense: Student will be suspended ninety (90) school days~~. the current semester and the succeeding semester~~ without a reinstatement option. The ten (10) day suspension option is not available for a second offense.

SALE, SHARE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended ninety (90) school days ~~the for the current semester and the succeeding semester without a reinstatement option~~. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in a suspension for the remainder of the current semester, as well as, all of the succeeding semester. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the superintendent. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, **ammunition, fireworks**, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other offensive weapon on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or devise capable of discharging or throwing projectiles" shall include, but not be limited to:

a. rifles, pistols or shotguns of any caliber and/or
b. B-B guns or air pistols and/or
c. potato throwers, dart guns or blow guns and/or
d. any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons on the school grounds or at any school-sponsored activity will be suspended by the superintendent or administrator for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/Section 488.2)

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SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating in or attending any school sponsored

activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building administrator. The administrator shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
   - Violation of policy, rule, or regulation
   - Acts of immorality
   - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
   - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
   - Possession of a firearm (may result in out-of-school suspension of not less than one year)
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
   - Adjudication as a delinquent
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of –school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc.).

When a student is suspended, his/her parent(s) will be notified as soon as possible. If the student is suspended for five (5) days or less the district may provide an educational plan. If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

The first level of appeal for suspensions of ten (10) days or less will be to the building principal. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of

the notice of the suspension. In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the appeal committee for short-term suspensions within three (3) days. The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension. The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
The decision of the appeal committee for short-term suspension will be final and may not be appealed to the hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted. A conference with a site administrator will be arranged to take place when the investigation is complete. The parent(s) will be given a copy of the results of the conference at that time and a copy of the results will be mailed to the parent(s) by certified mail. The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.

Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3) A student, who is suspended from school for more than ten (10) days, may be eligible for an alternative placement to enroll in internet-based course work, but must abide by the contract guidelines given at time of enrollment. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student and/or his/her parent(s) may appeal the suspension.

The student and his/her parent(s) may request a review of the suspension with the building principal. This step may be skipped if the building principal was part of the first conference. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. A conference will be scheduled with the building principal. If the building principal does not withdraw the suspension, the student has the right to appeal the decision. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the office of the district hearing officer within ten (10) days. Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within ten (10) days from the date the notice of intent is filed. During the hearing with the district hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation. The suspension appeals hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension-hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

If the district hearing officer does not withdraw the suspension, the student and his/her parent(s) shall have the right to appeal the decision to the board of education/board hearing officer. The student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the district hearing officer.

Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education/board hearing officer. The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent. During the hearing of the appeal before the board of

education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

The board of education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. Decisions of the suspension appeal may not be appealed. The decision of the board of education/board hearing officer suspension hearing with the hearing officer shall be final.
NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:
1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity, which directly impedes discipline at school or the general welfare of school activities.

TRANSPORTATION POLICY
Policy # 4015

USE OF BUSES

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:
1. to ensure that all children of our school are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

SCHOOL BUS ROUTE POLICIES

1. The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations).
2. The Mustang School District will provide transportation for eligible kindergarten students to and from school during the normally scheduled morning and evening bus operation. No mid-day transportation will be provided.

3. The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road.
4. Students residing less than one and one-half (1 ½) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard.
   The above-mentioned transportation exceptions will not apply if the following exists:
   - a thirty-six (36) inch wide sidewalk ten (10) feet from the road's edge is present
   - a thirty-six (36) inch high chain link fence present if sidewalk does not meet minimum standards
   - the presence of a crossing guard
5. No school bus shall be permitted to operate on any private driveway.
6. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. Whenever possible, a bus stop shall be located within one-fourth (1/4) mile of the home of every child being transported.
7. No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.
8. No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waver from the Mustang School District to complete the form and return it as directed.
9. No bus stop shall be established in which a school bus must back up in order to complete a regular route.
10. No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and building administrator.

- Students are not permitted to change buses (routes) to go to another location except as following:
  - Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
  - Bus transfers for the purpose of baby-sitting arrangements will be made on an individual basis, if the following conditions are present:
    - "Special-Riding Privilege" form has been completed and returned to the building principal
    - the bus transfer will not cause a passenger overload on the receiving bus
    - no new stop will be established to accommodate the transfer
    - the transfer must have the student exiting the bus at the same location each day
- No students will be delivered to a job site.
- All students will exit the bus prior to the beginning of the next scheduled route.

PARENT COMPLAINT PROCEDURE

The MPS strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

PUPIL CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats. Students will be seated three (3) middle/mid-high/high school students or four (4) elementary students per seat.
- The noise level on the bus must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from the windows or extend any part of the body through a window.
- Smoking or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Any student desiring to ride a bus other than his/her designated bus must have written permission from the parent. The building principal must sign this note before the child will be allowed on the bus.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Central Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

ACTIVITY/FIELD TRIPS
Policy # 3115 and Policy # 3130

Activity Trips

Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.

Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

Field Trips

Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. The Mustang Board of Education defines educational field trips as visits to an industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, farm, ranch, creek, river, park, zoo, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of or acquiring additional knowledge in the subject. It does not refer to interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable experience for students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students profit more from the field trip than they would from an available videotape, slides, filmstrip, model, experiment, resource person, etc.?

Any school-sponsored field trip exceeding 150 miles (one way) from MPS must have board approval. Any trip less than 150 miles (one way) must have approval of the aforementioned personnel. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip.
Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

CHILD NUTRITION

CAFETERIA PROCEDURES

Household Application for Free/Reduced Meals

Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1st and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at mustangps.schoollunchapp.com This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 906 S. Heights Drive, Mustang, OK 73064, attention: Tammy Bales, Child Nutrition Director. Additional applications are available at the school office, the Child Nutrition Office or the Administration Building. Applications may be completed at any time throughout the year if you've had a change in income, household size, etc., that might qualify your family for free/reduced meals. **Requests for applications in different languages can be made at the Child Nutrition Office, call (405) 376-7317 or e-mail request to balest@mustangps.org.

A new application on the correct year's form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must reapply before 9/27/13 or you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. Until you receive notification, money should be sent with student to cover the price of full-priced meals.

All serving lines will offer reimbursable meals, meaning any student will be able to get a meal that qualifies on the lunch program, on any serving line. **However**, in order **not** to be charged any extra, the student MUST take no less than 3 of 5 components of the meal (and 1 of the 3 items MUST be either ½ cup serving of fruit or fruit juice

or vegetable). For instance, if the meal is chicken tenders, mashed potatoes & gravy, carrots, peaches, hot roll, milk and or juice – the student must select no less than 3 items. **One of the items selected must be** either mashed potatoes & gravy, carrots, peaches or the 100% fruit juice in order to meet the "meal" requirements – otherwise the items taken will be charged out at ala carte pricing, which would be more expensive.

*Reimbursable meals not only benefit the students in that they meet all USDA requirements for healthy meals, but they also benefit the school district. The district is reimbursed a percentage of each complete meal, providing much needed money for student use.

Ala carte items are not available under the free/reduced program. Items such as bottled water, Switch drinks, chips, crackers, granola bars, ice cream bars, etc. are full priced items (please refer to the school web site under Lunch Menus, Meal Prices, Ala Carte items for pricing).

PAYING FOR LUNCHES

Middle schools allow 3 lunch charges through the main tray line. After the third charge, at the principal's discretion an alternate lunch may be provided until the charges are paid. All charges must be paid before ala carte items or second trays can be purchased.

Student identification numbers are issued to each student. These I.D. numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also the student's lunch account numbers. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches.

**Online payments can be made by going to the school website, www.mustangps.org, Child Nutrition section, manage your child's school lunch account and you will be directed to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a ~~$1.75~~ $1.95 convenience fee per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MySchoolbucks you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Lunch prices are ~~$2.30~~ $2.75. Reduced-priced lunches are $.40. Second trays and visiting student trays are ~~$2.65~~ $3.05 (including students on the free/reduced meal program). Adult lunches are $3.05.

Breakfast prices are $1.50. Reduced-priced breakfasts are $.30. Adult breakfasts are $1.55.

Students are not allowed to use other student's lunch accounts. Our software program shows a picture of each student as they purchase items. This will ensure that the student using the account number given is the correct person that is supposed to be using that account.

A fee may be charged for insufficient checks. Further checks will not be accepted at any school until the insufficient check is cleared up. In order to ensure that funds sent in cover any insufficient checks, please send cash or a money order rather than make an online payment.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. Money brought will be put toward past charges before new purchases can be made.

Refunds

Students in the MPS district with money left in their meal accounts at the end of the school year will automatically have the money rolled into their accounts for the following school year.

Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with the cafeteria

cashier. If the refund envelope is returned to the district unopened, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than $1.00.

Students with Food Allergies

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy, and recommended substitute for that food item. (forms on the next pages). This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the cafeteria manager and request a meeting to review foods served.

MEDICAL STATEMENT
FOR
CHILDREN *WITHOUT* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by SFA or Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a recognized Medical Authority)

Diagnosis (include description of the patient's medical or other special dietary needs that restrict the child's diet):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan):

_____

_____

_____

Additional information:

_____

_____

_____

_____ _____

Date Signature of Recognized Medical Authority

Telephone Number: _____

MEDICAL STATEMENT
FOR
CHILDREN *WITH* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by the School District or the Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a Physician)

Diagnosis (include description of the patient's disability and the major life activity affected by the disability):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan) and any modifications of texture or consistency that are necessary:

_____

_____

_____

_____

_____ _____

Date Signature of Physician

Physician's Telephone Number: _____

MILK SUBSTITUTION REQUEST

Student's Name: _____ Age: _____ Grade: _____

The _____ Public School is participating in the milk substitution provision which states that a school may substitute for the fluid milk a nondairy beverage that is nutritionally equivalent to fluid milk and meets Nutritional Standards established by the United States Department of Agriculture (USDA). At a minimum, the Nutritional Standards shall include fortification of calcium, protein, vitamin A, and vitamin D to levels founds in cow's milk for students who cannot consume fluid milk because of a medical or other special dietary need other than a disability.

The _____ Public School has notified the State Department of Education (the State Agency) that the school is implementing this variation. The substitution requires a written statement by a medical authority or by a student's parent or legal guardian that identifies the medical or other special dietary need which restricts the student's diet, except that the school shall not be required to provide beverages other than beverages the school has identified as acceptable substitutes.

Acceptable substitutes are as follows:

_____

_____

_____

_____

_____

Expenses incurred in providing substitutions that are in excess of expenses covered by reimbursements shall be paid by the school district.

For Medical Authority or Parent/Guardian to Complete:

Reason for Milk Substitution: _____

_____

_____

_____ _____

Date Signature of Medical Authority or Parent/Guardian

MEMO

Date: 5/28/13

OK 7/29/13

To: Mustang Public Schools' Board of Education and Mr. Sean McDaniel

From: Karen McChesney, French Teacher, Mustang High School

RE: New Activity Account for French National Honor Society- H.S.

Please discuss, consider and/or act upon this request to create the following activity account:

French National Honor Society- H.S.

Receipts: Approved fundraisers, interest, convention dues, meeting dues, membership dues, workshop fees, t-shirt sales, fees for logo attire or merchandise, field trip fees, cultural event fees, National French Test and resources for preparation of the National French Test, donations

Disbursements: Fundraiser/party supplies, spirit/pride expenses, toy drive, food, dance expenses, speaker/guest trainer fees, workshop fees, logo attire or merchandise, awards, mileage reimbursement, convention fees, field trip fees, cultural event fees, National French Test and resources for preparation of the National French Test, registration fees and dues from students and sponsors due to mandatory membership in the American Association of Teachers of French (AATF)and related expenses for membership in the *Société Honoraire de Français*, community service projects , donations to various organizations

Memo

To: Mustang Public Schools Board of Education

CC: Tracy Skinner

From: **Kathy Blackwell, Canyon Ridge Intermediate School Principal**

Date: 8/6/2013

Re: New Clubs for Canyon Ridge Intermediate School

Please discuss, consider and/or act upon this request to create the following Student Clubs for Canyon Ridge Intermediate School for the 2013_14 school year:

- Archery Club – Schools across the country are discovering an exciting new program that hits the bulls-eye in meeting the physical education needs of their students. Through the Oklahoma National Archery in the Schools (OKNASP) Program, students have the chance to excel today, tomorrow and throughout a lifetime in the unique sport of archery.

- Honor Choir – Student may audition for the Canyon Ridge Honor Choir. This choir will be comprised of Fifth and Sixth grade students, and will rehearse after school on Tuesdays and Thursday until 4pm. The choir will perform around the community and the greater Metro area throughout the year. Students who make the Honor Choir will also have the opportunity to be a part of Circle the State with Song (CTSWS) and possibly audition for the Children's All State Chorus (OMEA). These two choirs are wonderful opportunities given to students in our state, which allow them to meet and sing with students from other schools.

Thank you,

Kathy Blackwell

Memo

CW 8-5-13

To: Mustang Public Schools Board of Education

Cc: Tracy Skinner

From: **Kathy Blackwell, Canyon Ridge Intermediate School Principal**

Date: 8/5/2013

Re: New Clubs for Canyon Ridge Intermediate School

Please discuss, consider and/or act upon this request to create the following Student Clubs for Canyon Ridge Intermediate School:

- Academic Team - The Academic Club consists of a team of students committed to exhibiting their intelligence in a competitive arena. Our purpose is to showcase and enhance our academic excellence at Canyon Ridge Intermediate School. This group of students will be challenged in a variety of studies through team academic tournaments.
- Photography Club - The Canyon Ridge Photography Club is an afterschool enrichment program for 5th & 6th grade students. The Photography Club is open to all students who want to learn about the techniques of great photo composition and creation. Students practice taking different types of digital photos and edit them to create eye catching effects. Students are given an opportunity to engage in new learning experiences using a variety of digital technology and media where they become the directors, photo journalists, models, actors, and graphic designers! Each club member will enter a photograph in the Oklahoma City Zoo's Capture the Wild Contest where winning photos will be published in calendars and magazines.
- Golf Club- Students will learn and develop basic skills, sportsmanship and an appreciation for the game of golf.
- Science Club - (Lab Rats) Through Science Club, we will promote and stimulate students' interest in science, mathematics, animals, nature, and the world around them. We will conduct high-interest hands on experiments, activities and projects.
- Student Council - The Student Council does volunteer work for our school and our community. They often participate in raising funds for school-wide activities including social events and community projects. Students are given an opportunity to voice

opinion and help formulate solutions to various school issues and concerns. Our focus:

1. Service to others; community and school projects
2. Demonstration of strong character and integrity
3. Building positive school spirit and morale
4. Better understanding and communication between students, faculty and one another
5. Larger world view; recycling and community involvement

- Fellowship of Christian Athletes - FCA encourages athletes and all students to be a positive example in all activities in which they participate. Anyone can join FCA! You do not have to be an athlete. MMS has meetings, fellowships, cookouts, and opportunities that help promote students' integrity, positive example, and teamwork. FCA members encourage one another to be the best they can be, bringing coaches, teachers, athletes, and all students together in efforts to demonstrate integrity, service, teamwork, and excellence in all they do.
- Cultural Club – Art/Culture/Music/More! – This organization brings students together to participate in activities related to art, music, and appreciation of a variety of cultures. Students will work together to host a culminating Cultural Fair. Technology such as Skype will be explored.
- Intramural Club – An extension of intramural sports activities occurring within the school day, Intramural club will offer additional sports opportunities offered as units throughout the school year (i.e. Basketball)
- Find-A-Hobby Club – This club will offer multiple two-week units such as jewelry-making, artwork, scrapbooking, and other hobbies and projects throughout the school year. This club will be held after school and units will be announced as the school year progresses.

Thank you,

Kathy Blackwell

Kathy Blackwell
Principal

Memo

To: Tracy Skinner, Director of Secondary Schools 8/5/13 CB

From: **Holly McKinney, Mustang Horizon Intermediate School Principal**

Date: 8/5/13

Re: New Clubs for Mustang Horizon Intermediate School

Please discuss, consider and/or act upon this request to create the following Student Clubs for Mustang Horizon Intermediate School:

- 6th Grade Scholastic Club- The Scholastic Club consists of a team of students committed to exhibiting their intelligence in a competitive arena. Our purpose is to showcase and enhance our academic excellence at Mustang Horizon Intermediate School. This group of students will be challenged in a variety of studies through team academic tournaments.
- Science Club - Through Science Club, we will promote and stimulate students' interest in science, mathematics, animals, nature, and the world around them. We will conduct high-interest hands on experiments, activities and projects.
- Student Leadership Club- The Student Leadership Club incorporates service opportunities and volunteer work for our school and community. Students will participate in raising funds for school-wide activities including social events and community projects. Students are given an opportunity to voice opinion and help formulate solutions to various school issues and concerns.
  Our focus:
  1. Service to others; community and school projects
  2. Demonstration of strong character and integrity
  3. Building positive school spirit and morale
  4. Better understanding and communication between students, faculty and one another
  5. Larger world view; recycling and community involvement

- 5th and 6th grade Honor Choir: This performance-based group will rehearse after school. The focus will be to develop individual and group music pedagogy, provide meaningful performance opportunities, and encourage a life-long passion for music.
- Intramural Club – An extension of intramural sports activities occurring within the school day, Intramural club will offer additional sports opportunities offered as units throughout the school year (i.e. Basketball)
- Archery Club – Archery club will provide students with opportunities to learn and basic archery skills. Students will attend before/after school practices as well as regional and state competitions.

Thank you,

Holly McKinney
Principal

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: July 24, 2013
Re: MidHigh Renovation Change Order #7

JW 7-24-13

Respectfully request that the Board discuss, consider, and/or act upon approval of the following change order from Timberlake Construction for the MidHigh Renovation:

*PC#61 – Installation of additional outlets & data outlets per RFP#16 – Revised $5597.00
*PC#62 – ADA Ramp, crosswalk, signage, & striping - $5223.00
*PC#65 – Time and materials for chiller work - $3222.00
*PC#66 – Time and materials for new hollow metal framing - $8474.00
*PC#69 – Addition of outlets per RFI#19 - $2069.00
*PC#72 – Additional downspout boots and collection pipes per RFP#20 - $3556.00
*PC#70 – Provide a backflow valve per RFI#71 - $2286.00
*PC#74 – Furnish and install break metal - $2204.00
*PC#75 – Add outlets in MDF Room 154 per RFI#73 - $500.00
*PC#76 – Furnish and install high moisture VCT adhesive - $2990.00
*PC#77 – Deduct for particleboard used in office - $<294.20>CREDIT

This will be a net DECREASE to the contingency of **$35,826.80**

AIA® Document G701™ – 2001

Change Order

PROJECT *(Name and address)*:
Mustang Mid-High Renovation - 5th & 6th Grade Center
430 Forster Drive
Mustang, Oklahoma 73064

CHANGE ORDER NUMBER: 007
DATE: 7-22-13

OWNER: ☒
ARCHITECT: ☒
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

TO CONTRACTOR *(Name and address)*:
Timberlake Construction Co., Inc.
PO Box 18297
Oklahoma City, OK 73154

ARCHITECT'S PROJECT NUMBER:
CONTRACT DATE: 4-26-12
CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
This change order will be a net deduct to the Owner Contingency in the amount of $ 35,826.80 as follows:

1. PC #61 - Installation of additional outlets & data outlets per RFP #16-Revised - $5,597.00.
2. PC #62 - ADA Ramp, crosswalk, signage, & striping - $5,223.00.
2. PC #65 - Time and materials for chiller work - $3,222.00.
3. PC #66 - Time and materials for new hollow metal framing - $8,474.00.
4. PC #69 - Addition of outlets per RFI #19 - $2,069.00.
5. PC #72 - Additional downspout boots and collection pipes per RFP #20 - $3,556.00.
6. PC #70 - Provide a backflow valve per RFI #71 - $2,286.00.
7. PC #74 - Furnish and install break metal - $2,204.00.
8. PC #75 - Add outlets in MDF Room 154 per RFI #73 - $500.00.
9. PC #76 - Furnish and install high moisture VCT adhesive - $2,990.00.
10. PC #77 - Deduct for particleboard used in office - $<294.20>.

The original Guaranteed Maximum Price was	$ 7,299,977.36
The net change by previously authorized Change Orders	$ 0.00
The Guaranteed Maximum Price prior to this Change Order was	$ 7,299,977.36
The Guaranteed Maximum Price will be unchanged by this Change Order in the amount of	$ 0.00
The new Guaranteed Maximum Price including this Change Order will be	$ 7,299,977.36

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT	CONTRACTOR	OWNER
MA+ Architecture *(Firm name)*	Timberlake Construction Co., Inc. *(Firm name)*	Mustang Public Schools *(Firm name)*
4000 North Classen, Suite 100N, Oklahoma City, OK 73118 *(Address)*	PO Box 18297, Oklahoma City, OK 73154 *(Address)*	906 S Heights Drive, Mustang, OK 73064 *(Address)*
(Signature)	*(Signature)*	*(Signature)*
(Typed name)	Robert Renshaw Jr. *(Typed name)*	Sean McDaniel *(Typed name)*
07/23/13 *(Date)*	7/22/13 *(Date)*	*(Date)*

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User Notes:
(895772762)

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:6/25/13

PROPOSED CHANGE #61

CHANGE DESCRIPTION: Pricing below is per RFP 16 REVISED for the installation of additional outlets as well as data outlets. Price below DOES NOT include painting conduit should there be exposed conduit. Painting will be required on some conduit and Timberlake would like to do on T&M and submit separetly in an effort to expedite this work.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Bass Elect			$5,240.92		$5,240.92
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	**$0.00**	**$0.00**	**$5,240.92**	**$0.00**	**$5,240.92**
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$46.12	N/A	$46.12
		SUBTOTALS	**$0.00**	**$0.00**	**$5,287.04**	**$0.00**	**$5,287.04**
				0.2400%	SUB LIABILITY		$12.69
				0.8300%	BONDS		$43.88
				4.0000%	OH&P		$211.48
				0.3200%	Safety		$16.92
				0.2200%	Shop Dray		$11.63
				0.2500%	Cleanup		$13.22
		TOTAL CHANGE ORDER					**$5,597**

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

6-26-13

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

PROPOSED CHANGE ORDER

CCN #	**ADDED CLASSRO**
Date:	6/24/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	1

Client Address:

Work Description

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.
This price is good for acceptance within 10 days from the date of receipt.
We request a time extension of 3 days.
We will supply and install all materials, labor, and equipment as per your instructions on **CCN # ADDED CLASSROOM RECEPTACLES.**

FIELD CODES

Tab - distance in inches that text following the field code will be indented from left
Current date 6/24/2013 6/24/2013 - current date with tab from the left included

Database Name	
Database Number (folder name)	BASSELECTRICLLC
Database Address (path and folder name)	C:\ProgramData\Accubid\Databases\BASSELECTRICLLC
Project Name	MUSTANG MID-HIGH 5TH & 6TH GRADE CENTER
Project Number (folder name)	RFP# 007
Project Address (path and folder name)	C:\ProgramData\Accubid\CODATA\MUSTANG MID-HIGH 5TH & 6TH GRADE
CENTER.co10	
Project Contract Number	
File name of PDF attached to email	ADDED CLASSROOM RECEPTACLES.pdf

My Company Name
My Company Address Line 1
My Company Address Line 2
My Company City
My Company State or Province
My Company Counrty
My Company Zip Code or Postal Code
My Company Telehone number
My Company Fax number
My Company Contact name
My Company E-mail

Client Address Site Name
Client Address Address Line 1
Client Address Address Line 2
Client Address City
Client Address State or Province
Client Address Country
Client Address Zip Code or Postal Code
Client Address Telehone number
Client Address Fax number
Client Address Contact name
Client Address E-mail

FROM JOB INFO SCREEN

ORIGINAL

PROPOSED CHANGE ORDER

Client Address:

CCN #	**ADDED CLASSRO**
Date:	6/24/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	2

Job (CCN) Number	ADDED CLASSROOM RECEPTACLES
Job (CCN) Number Header	CCN #
Job (CCN) Description	
Job (CCN) Notes	
Job (CCN) Status	Pending
Job (CCN) Date	6/6/2013
Job (CCN) Date Header	CCN Date
Last Saved Date	6/6/2013
Received Date	6/6/2013
Due Date	6/6/2013
Start Date	6/6/2013
CO Date	
CO Number	
Reference Column 1	
Reference Column 1 Header	Ref #1
Reference Column 2	
Reference Column 2 Header	Ref #2
Reference Column 3	
Reference Column 3 Header	Ref #3
Reference Column 4	
Reference Column 4 Header	Ref #4
Reference Column 5	
Reference Column 5 Header	Ref #5
Reference Column 6	
Reference Column 6 Header	Ref #6
FROM JOB SCREENS	
Labor column used in Extension	3
FROM TOTALS	
Selling Price	5,240.92
Final Price (includes Global Tax)	5,240.92

Itemized Breakdown

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
3/4" EMT	160	108.90	C	174.24	5.81	C	9.30
3/4" EMT STL SS CONN	20	205.54	C	41.11	15.00	C	3.00
3/4" EMT STL SS CPLG	15	252.79	C	37.92	0.00	C	0.00
#12/2C MC CABLE STL ARMR	340	1,000.00	M	340.00	23.63	M	8.03
1/2" MC CONN T&B#302	40	248.49	C	99.40	9.75	C	3.90
B2-1 RED WIRE CONN	60	15.54	C	9.32	9.00	C	5.40
4x2-1/8" SQ BOX COMB KO	30	1,093.68	C	328.10	34.50	C	10.35
4" SQ BLANK COVER	10	255.35	C	25.54	3.75	C	0.38
4" SQ 1G PL-RING 3/4" RISE	20	479.80	C	95.96	3.75	C	0.75
GROUND SCREW W/INSUL #12 LEAD	30	235.39	C	70.62	4.50	C	1.35
20A 125V DUPLEX REC (SG)	20	1,740.00	C	348.00	30.00	C	6.00
1G S/S DUP REC PLATE	20	112.00	C	22.40	4.50	C	0.90
1/4-20 HEX NUT (PLATED)	10	3.10	C	0.31	3.00	C	0.30
#6x 3/8" S-TAP SCREW P/H	100	4.76	C	4.76	3.00	C	3.00
M24 1/4" FLANGE	10	63.13	C	6.31	7.50	C	0.75
H23 QUICK MTD BOX SUPP	20	117.56	C	23.51	7.50	C	1.50
812M24 .5-.75 EMT 1/4 FLNG	40	92.21	C	36.88	8.25	C	3.30
CJ6 CABLE SUPPORT	60	55.23	C	33.14	7.50	C	4.50

ORIGINAL

PROPOSED CHANGE ORDER

Client Address:

CCN # ADDED CLASSRO
Date: 6/24/2013
Project Name: MUSTANG MID-HIGH
Project Number: RFP# 007
Page Number: 3

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
Totals				1,697.52			62.71

Summary

General Materials		1,697.52
Material Total		**1,697.52**
JOURNEYMAN	(62.71 Hrs @ $42.00)	2,633.82
Subtotal		**4,331.34**
Overhead	(@ 10.000 %)	433.13
Markup	(@ 10.000 %)	476.45
Subtotal		**5,240.92**
Final Amount		**$5,240.92**

CONTRACTOR CERTIFICATION

Name: _____
Date: _____
Signature: _____
I hereby certify that this quotation is complete and accurate based on the information provided.

CLIENT ACCEPTANCE

CCN #: ADDED CLASSROOM RECEPTACLES
Final Amount:$5,240.92
Name: _____
Date: _____
Signature: _____
Change Order #: _____
I hereby accept this quotation and authorize the contractor to complete the above described work.

ORIGINAL

ARCHITECTURE

Request for Proposal

DATE: June 21, 2013

TO: Jay Crawford

COMPANY: Timberlake Construction

FROM: Josh Pendleton

PROJECT: Mustang Mid-High Renovation – 5th & 6th Grade Center JOB #: 1511E67

CONTRACT DATE: April 26, 2012

RFP NO. 016 :

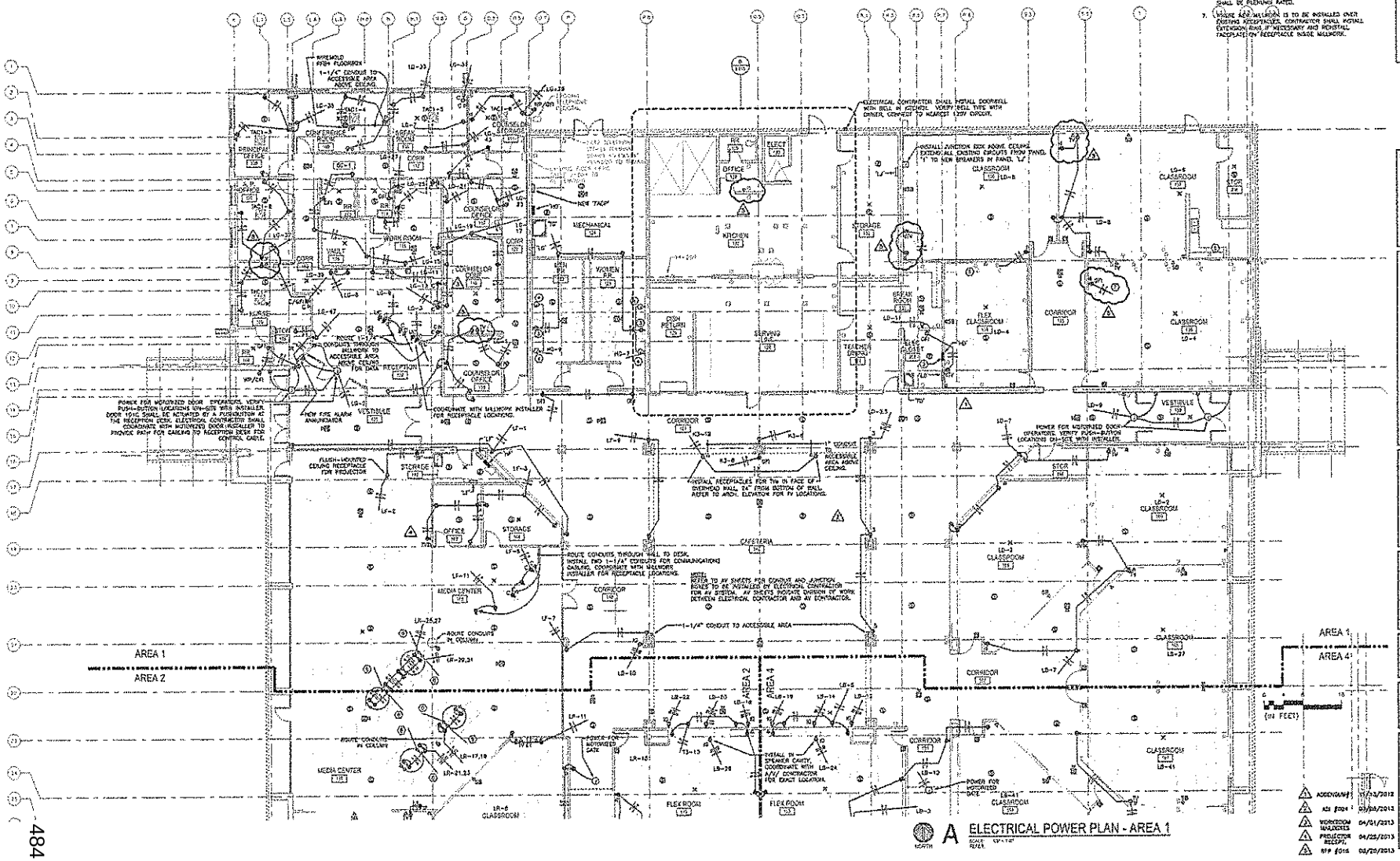
INITIAL REQUEST (5/30/13):

Please provide pricing for the installation of additional electrical outlets as well as data outlets shown on the attached pdf sheets E311-E314. Contractor to provide in wall concealed installation whenever possible and surface mounted installation whenever in wall installation is not possible.

REVISION:

Please provide pricing as described above for revised sheets E311 - E314.

MA+ ARCHITECTURE ■ 4000 N Classen Blvd. Suite 100N ■ Oklahoma City, OK 73118 ■ Phone 405.525.8806 ■ Fax 405.525.8807
www.meyerarch.com



UPS TERMINAL AIR CONDITIONER 3 CIRCUIT SCHEDULE	
	UPS-1
VOLTS	120/208 V
PHASE	3
CIRCUIT NO. (A, B, C)	1,2,3
CIRCUIT	1,2,3
BREAKER	20/3
LOAD (VA)	1,200
NOTES	1

NOTES:
1. REFER TO ELECTRICAL RISER FOR EXISTING EQUIPMENT LOCATION.

KEYED NOTES:

1. NOT USED.
2. EXISTING PANELS ARE RECESSED IN CONCRETE BLOCK WALL. REMOVE EXISTING PANELS AND CUT CONCRETE BLOCK AS NECESSARY TO FIT NEW PANELS. CUT CONCRETE BLOCK UP TO CEILING CAVITY AS NECESSARY TO INSTALL NEW CONDUITS. PATCH/REPAIR BLOCK WALL TO MATCH EXISTING AFTER INSTALLATION IS COMPLETE.
3. UNDERCOUNTER GFI RECEPTACLES FOR LAVATORY, COORDINATE EXACT REQUIREMENTS AND LOCATION ON-SITE WITH PLUMBING CONTRACTOR.
4. POWER FOR HAND DRYER, VERIFY EXACT LOCATION ON-SITE WITH INSTALLER.
5. REPLACE EXISTING RECEPTACLE WITH NEW GFI RECEPTACLE. INSTALL NEW FACEPLATE TO MATCH EXISTING FACEPLATES IN THIS AREA.
6. ROUTE 1-1/4" CONDUIT TO ACCESSIBLE AREA ABOVE CEILING.
7. CONNECT RECEPTACLE TO NEAREST ABOVE-CEILING RECEPTACLE CIRCUIT FOR THIS ROOM.

GENERAL NOTES:

1. COORDINATE POWER AND DATA RECEPTACLES WITH MILLWORK IN FIELD. RECEPTACLES SHALL NEVER BE LOCATED BEHIND MILLWORK UNLESS SPECIFICALLY NOTED. DATA RECEPTACLES SHOULD NOT BE LOCATED ABOVE MILLWORK IN CLASSROOMS UNLESS SPECIFICALLY NOTED.
2. IF ALTERNATE #6 IS TAKEN TO SPRINKLE THE ENTIRE BUILDING, FIRE ALARM PULLSTATIONS SHALL NOT BE INSTALLED AT EACH EGRESS EXIT. IF THIS ENTIRE BUILDING IS SPRINKLED, ONLY ONE PULLSTATION SHALL BE INSTALLED IN THE ADMINISTRATION AREA. IF THIS ALTERNATE IS TAKEN, FIRE DETECTION COVERAGE SHALL BE MODIFIED AS REQUIRED BY CODE.
3. AT EACH REPLACEMENT PANELBOARD, CONTRACTOR SHALL RECONNECT ALL EXISTING CIRCUITS TO NEW BREAKERS OF THE SAME RATING OF THE BREAKER THAT WAS REMOVED. PROVIDE NEW, TYPEWRITTEN PANEL SCHEDULES FOR ALL PANELS INCLUDING EXISTING LOADS. CONTRACTOR SHALL VERIFY EXISTING LOAD FOR EACH CIRCUIT. ALL ABANDONED WIRING SHALL BE REMOVED.
4. ALL NEW AND EXISTING CONDUIT IN FINISHED ROOMS SHALL BE PAINTED TO MATCH SURROUNDING AREA. SURFACE RACEWAYS SHALL ONLY BE INSTALLED ON EXISTING WALLS. RACEWAYS SHALL BE INSTALLED RECESSED IN ALL NEW WALLS.
5. IN EACH CLASSROOM, POWER AND RACEWAY SHALL BE ADDED FOR NEW PROJECTOR, TV AND SMARTBOARD. REFER TO DETAIL ON E501 FOR ADDITIONAL INFORMATION.
6. ALL LOW VOLTAGE CABLING INSTALLED IN CEILING CAVITY SHALL BE PLENUM RATED.
7. WHERE ADD ALTERNATE #5 IS TO BE INSTALLED OVER EXISTING RECEPTACLES, CONTRACTOR SHALL INSTALL EXTENSION RING, IF NECESSARY AND REINSTALL FACEPLATE ON RECEPTACLE INSIDE MILLWORK.

m A+ ARCHITECTURE L.L.C.
ARCHITECTURE
4000 N CLASSEN BLVD
SUITE 100N
OKLAHOMA CITY, OK
73118
PH (405) 528-4808
FX (405) 528-4857
www.mayarch.com

CONSULTANTS
CIVIL: LEMLEY ENGINEERING
STRUCTURAL: KKC ENGINEERING
MEP: AG ENGINEERING
FOOD SERVICE: GLADDEL ASSOCIATES

ALLEN CONSULTING EQUIPMENT

KEY PLAN

PROJECT IDENTIFICATION
MUSTANG MID-HIGH RENOVATION
5TH & 6TH GRADE CENTER
MUSTANG, OKLAHOMA

DRAWING ISSUE

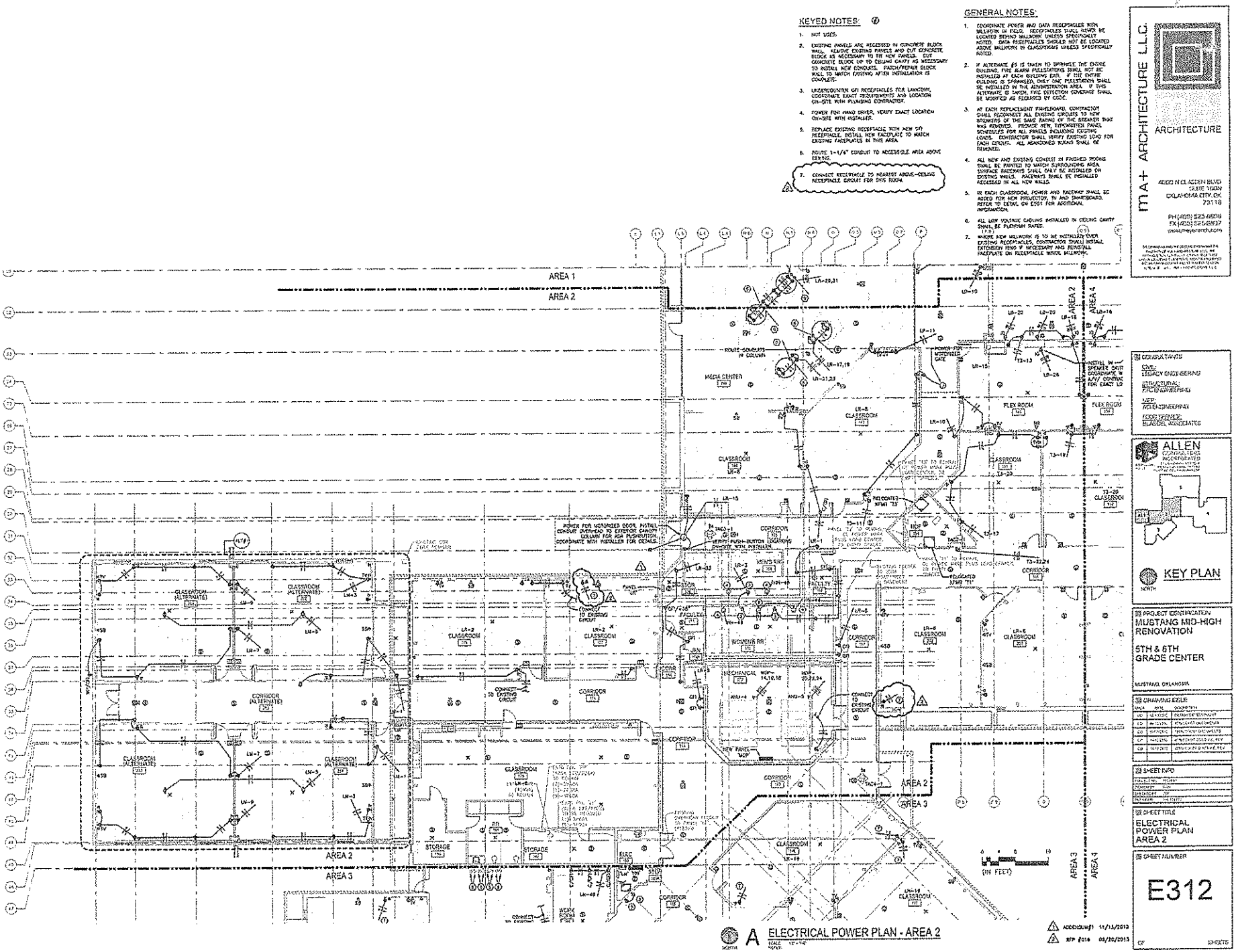
NO.	DATE	DESCRIPTION
1	04/19/2013	ADDENDUM #1
2	04/25/2013	ADDENDUM #2
3	04/25/2013	WORKSESSION MILLWORKS
4	04/25/2013	PROJECTOR RECEPTACLES
5	04/25/2013	RFP #016

SHEET INFO

SHEET TITLE
ELECTRICAL POWER PLAN AREA 1

SHEET NUMBER
E311

OF SHEETS


KEYED NOTES:
1. NOT USED.
2. EXISTING PANELS ARE ACCESSED IN CONCRETE BLOCK WALL. REMOVE EXISTING PANELS AND CUT CONCRETE BLOCK AS NECESSARY TO FIT NEW PANELS. CUT CONCRETE BLOCK UP TO CEILING CAVITY AS NECESSARY TO INSTALL NEW CONDUITS. PATCH/REPAIR BLOCK WALL TO MATCH EXISTING AFTER INSTALLATION IS COMPLETE.
3. UNDERCOUNTER GFI RECEPTACLES FOR LAVATORY, COORDINATE EXACT REQUIREMENTS AND LOCATION ON-SITE WITH PLUMBING CONTRACTOR.
4. POWER FOR HAND DRYER, VERIFY EXACT LOCATION ON-SITE WITH INSTALLER.
5. REPLACE EXISTING RECEPTACLE WITH NEW GFI RECEPTACLE, INSTALL NEW FACEPLATE TO MATCH EXISTING FACEPLATES IN THIS AREA.
6. ROUTE 1-1/4" CONDUIT TO ACCESSIBLE AREA ABOVE CEILING.
7. CONNECT RECEPTACLE TO NEAREST ABOVE-CEILING RECEPTACLE CIRCUIT FOR THIS ROOM.
GENERAL NOTES:
1. COORDINATE POWER AND DATA RECEPTACLES WITH MILLWORK IN FIELD. RECEPTACLES SHALL NEVER BE LOCATED BEHIND MILLWORK UNLESS SPECIFICALLY NOTED. DATA RECEPTACLES SHOULD NOT BE LOCATED ABOVE MILLWORK IN CLASSROOMS UNLESS SPECIFICALLY NOTED.
2. IF ALTERNATE #5 IS TAKEN TO SPRINKLE THE ENTIRE BUILDING, FIRE ALARM PULLSTATIONS SHALL NOT BE INSTALLED AT EACH BUILDING EXIT. IF THE ENTIRE BUILDING IS SPRINKLED, ONLY ONE PULLSTATION SHALL BE INSTALLED IN THE ADMINISTRATION AREA. IF THIS ALTERNATE IS TAKEN, FIRE DETECTION COVERAGE SHALL BE MODIFIED AS REQUIRED BY CODE.
3. AT EACH REPLACEMENT PANELBOARD, CONTRACTOR SHALL RECONNECT ALL EXISTING CIRCUITS TO NEW BREAKERS OF THE SAME RATING OF THE BREAKER THAT WAS REMOVED. PROVIDE NEW, TYPEWRITTEN PANEL SCHEDULES FOR ALL PANELS INCLUDING EXISTING LOADS. CONTRACTOR SHALL VERIFY EXISTING LOAD FOR EACH CIRCUIT. ALL ABANDONED WIRING SHALL BE REMOVED.
4. ALL NEW AND EXISTING CONDUIT IN FINISHED ROOMS SHALL BE PAINTED TO MATCH SURROUNDING AREA. SURFACE RACEWAYS SHALL ONLY BE INSTALLED ON EXISTING WALLS. RACEWAYS SHALL BE INSTALLED RECESSED IN ALL NEW WALLS.
5. IN EACH CLASSROOM, POWER AND RACEWAY SHALL BE ADDED FOR NEW PROJECTOR, TV AND SMARTBOARD. REFER TO DETAIL ON E501 FOR ADDITIONAL INFORMATION.
6. ALL LOW VOLTAGE CABLING INSTALLED IN CEILING CAVITY SHALL BE PLENUM RATED.
7. WHERE NEW MILLWORK IS TO BE INSTALLED OVER EXISTING RECEPTACLES, CONTRACTOR SHALL INSTALL EXTENSION RING IF NECESSARY AND INSTALL FACEPLATE ON RECEPTACLE WHICH RELOCATED.
AREA 1
AREA 2
AREA 3
AREA 4
MEDIA CENTER
FLEX ROOM
CLASSROOM
CORRIDOR
STORAGE
MEN'S RR
WOMEN'S RR
MECHANICAL
ELEC.
(IN FEET)
A ELECTRICAL POWER PLAN - AREA 2
ADDENDUM #1 11/13/2013
RFP #016 09/20/2013
MA+ ARCHITECTURE L.L.C.
ARCHITECTURE
4020 N CLASSEN BLVD
SUITE 100N
OKLAHOMA CITY, OK
73118
PH (405) 525-6009
FX (405) 525-6037
CONSULTANTS
CIVIL:
ENERGY ENGINEERING
STRUCTURAL:
FIRE ENGINEERING
MEP:
MEP ENGINEERING
FOOD SERVICE:
FOODSERVICE CONSULTANTS
ALLEN CONSULTING INCORPORATED
KEY PLAN
PROJECT IDENTIFICATION
MUSTANG MID-HIGH RENOVATION
5TH & 6TH GRADE CENTER
MUSTANG, OKLAHOMA
DRAWING ISSUE
SHEET INFO
SHEET TITLE
ELECTRICAL POWER PLAN AREA 2
SHEET NUMBER
E312
OF SHEETS

KEYED NOTES:

1. NOT USED.
2. EXISTING PANELS ARE RECESSED IN CONCRETE BLOCK WALL. REMOVE EXISTING PANELS AND CUT CONCRETE BLOCK AS NECESSARY TO FIT NEW PANELS. CUT CONCRETE BLOCK UP TO CEILING CAVITY AS NECESSARY TO INSTALL NEW CONDUITS. PATCH/REPAIR BLOCK WALL TO MATCH EXISTING AFTER INSTALLATION IS COMPLETE.
3. UNDERCOUNTER GFI RECEPTACLES FOR LAUNDRY. COORDINATE EXACT REQUIREMENTS AND LOCATION ON-SITE WITH PLUMBING CONTRACTOR.
4. POWER FOR HAND DRYER, VERIFY EXACT LOCATION ON-SITE WITH INSTALLER.
5. REPLACE EXISTING RECEPTACLE WITH NEW GFI RECEPTACLE. INSTALL NEW FACEPLATE TO MATCH EXISTING FACEPLATES IN THIS AREA.
6. ROUTE 1-1/4" CONDUIT TO ACCESSIBLE AREA ABOVE CEILING.
7. CONNECT RECEPTACLE TO NEAREST ABOVE-CEILING RECEPTACLE CIRCUIT FOR THIS ROOM.

GENERAL NOTES:

1. COORDINATE POWER AND DATA RECEPTACLES WITH MILLWORK IN FIELD. RECEPTACLES SHALL NEVER BE LOCATED BEHIND MILLWORK UNLESS SPECIFICALLY NOTED. DATA RECEPTACLES SHOULD NOT BE LOCATED ABOVE MILLWORK IN CLASSROOMS UNLESS SPECIFICALLY NOTED.
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3. AT EACH REPLACEMENT PANELBOARD, CONTRACTOR SHALL RECONNECT ALL EXISTING CIRCUITS TO NEW BREAKERS OF THE SAME RATING OF THE BREAKER THAT WAS REMOVED. PROVIDE NEW TYPEWRITTEN PANEL SCHEDULES FOR ALL PANELS INCLUDING EXISTING LOADS. CONTRACTOR SHALL VERIFY EXISTING LOAD FOR EACH CIRCUIT. ALL ABANDONED WIRING SHALL BE REMOVED.
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7. WHERE NEW MILLWORK IS TO BE INSTALLED OVER EXISTING RECEPTACLES, CONTRACTOR SHALL INSTALL EXTENSION RING IF NECESSARY AND RE-INSTALL FACEPLATE ON RECEPTACLE INSIDE MILLWORK.

MA+ ARCHITECTURE L.L.C.
ARCHITECTURE
4008 N.E. ADEN ROAD
SUITE 100N
OKLAHOMA CITY, OK
73118
PH (405) 525-0800
FX (405) 525-0807
www.maparchitects.com

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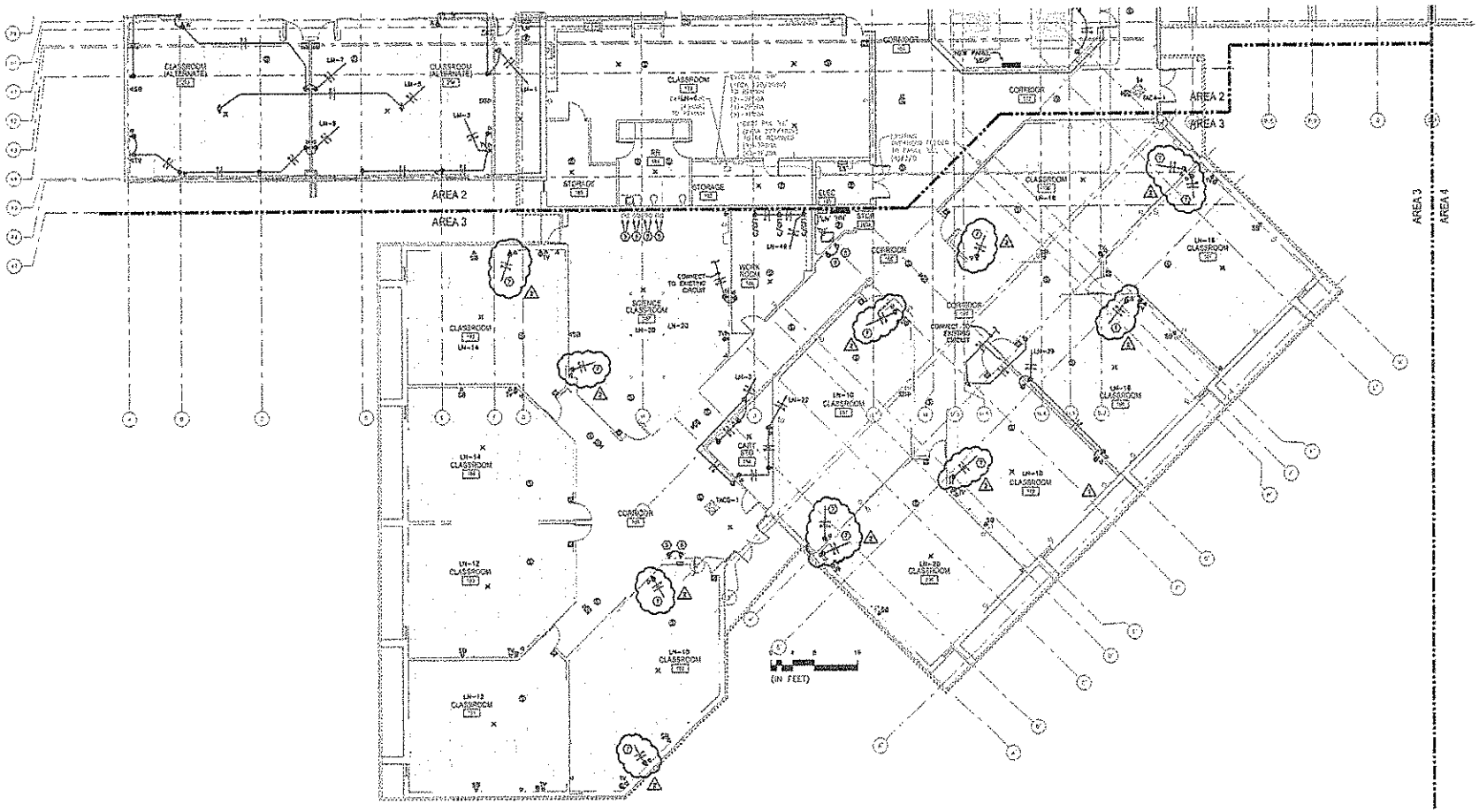


A ELECTRICAL POWER PLAN - AREA 3

CONSULTANTS
CIVIL: LEGACY ENGINEERING
STRUCTURAL: ARC ENGINEERING
MEP: ACE ENGINEERING
FOOD SERVICE: BLADDEL ASSOCIATES

ALLEN CONSTRUCTION INCORPORATED

KEY PLAN

PROJECT IDENTIFICATION
MUSTANG MID-HIGH RENOVATION
5TH & 6TH GRADE CENTER
MUSTANG, OKLAHOMA

DRAWING ISSUES

ISSUE	DATE	DESCRIPTION
SD	10/15/2012	SCHEMATIC DESIGN SET
DD	11/15/2012	DESIGN DEVELOPMENT SET
CD	01/15/2013	CONSTRUCTION DOCUMENTS
CD1	02/15/2013	PERMIT SET OF DRAWINGS
CD2	03/15/2013	PERMIT SET #2
CD3	04/15/2013	PERMIT SET #3

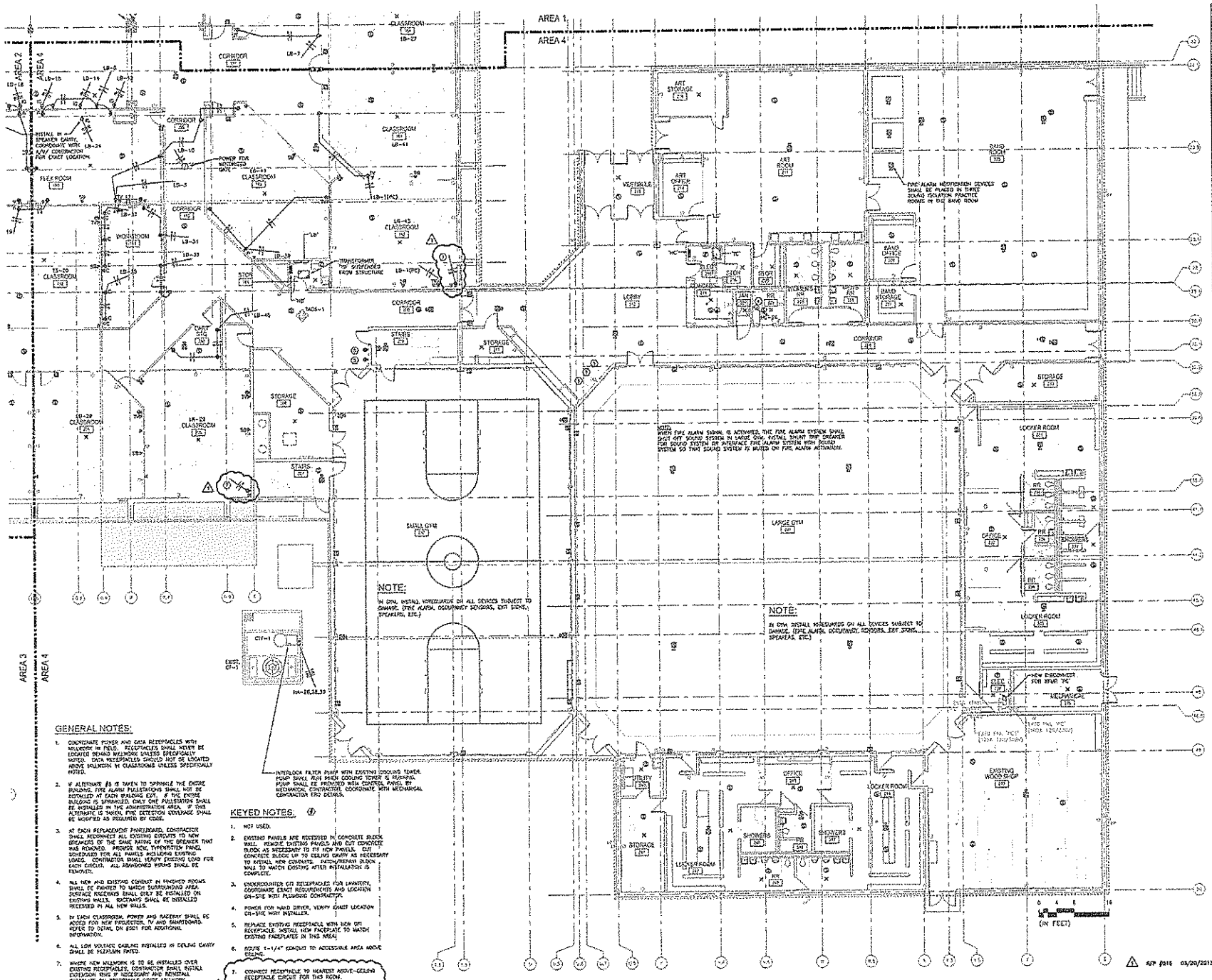
SHEET INFO

SHEET TITLE
ELECTRICAL POWER PLAN AREA 3

SHEET NUMBER
E313

1 BP #2 2013 02/05/2013
2 BP #3 2013 03/20/2013

OF SHEETS



GENERAL NOTES:

1. COORDINATE POWER AND DATA RECEPTACLES WITH MILLWORK IN FIELD. RECEPTACLES SHALL NEVER BE LOCATED BEHIND MILLWORK UNLESS SPECIFICALLY NOTED. DATA RECEPTACLES SHOULD NOT BE LOCATED ABOVE MILLWORK IN CLASSROOMS UNLESS SPECIFICALLY NOTED.
2. IF ALTERNATE #8 IS TAKEN TO SPRINKLE THE ENTIRE BUILDING, FIRE ALARM PULLSTATIONS SHALL NOT BE INSTALLED AT EACH BUILDING EXIT. IF THE ENTIRE BUILDING IS SPRINKLED, ONLY ONE PULLSTATION SHALL BE INSTALLED IN THE ADMINISTRATION AREA. IF THIS ALTERNATE IS TAKEN, FIRE DETECTION COVERAGE SHALL BE MODIFIED AS REQUIRED BY CODE.
3. AT EACH REPLACEMENT PANELBOARD, CONTRACTOR SHALL RECONNECT ALL EXISTING CIRCUITS TO NEW BREAKERS OF THE SAME RATING AS THE BREAKER THAT WAS REMOVED. PROVIDE NEW, TYPEWRITTEN PANEL SCHEDULES FOR ALL PANELS INCLUDING EXISTING LOADS. CONTRACTOR SHALL VERIFY EXISTING LOAD FOR EACH CIRCUIT. ALL ABANDONED WIRING SHALL BE REMOVED.
4. ALL NEW AND EXISTING CONDUIT IN FINISHED ROOMS SHALL BE PAINTED TO MATCH SURROUNDING AREA. SURFACE RACEWAYS SHALL ONLY BE INSTALLED ON EXISTING WALLS. RACEWAYS SHALL BE INSTALLED RECESSED IN ALL NEW WALLS.
5. IN EACH CLASSROOM, POWER AND RACEWAY SHALL BE ADDED FOR NEW PROJECTOR, TV AND SMARTBOARD. REFER TO DETAIL ON E501 FOR ADDITIONAL INFORMATION.
6. ALL LOW VOLTAGE CABLING INSTALLED IN CEILING CAVITY SHALL BE PLENUM RATED.
7. WHERE NEW MILLWORK IS TO BE INSTALLED OVER EXISTING RECEPTACLES, CONTRACTOR SHALL INSTALL EXTENSION RING IF NECESSARY AND REINSTALL FACEPLATE ON RECEPTACLE INSIDE MILLWORK.

KEYED NOTES:

1. NOT USED.
2. EXISTING PANELS ARE RECESSED IN CONCRETE BLOCK WALL. REMOVE EXISTING PANELS AND CUT CONCRETE BLOCK AS NECESSARY TO FIT NEW PANELS. CUT CONCRETE BLOCK UP TO CEILING CAVITY AS NECESSARY TO INSTALL NEW CONDUITS. PATCH/REPAIR BLOCK WALL TO MATCH EXISTING AFTER INSTALLATION IS COMPLETE.
3. UNDERFLOOR GFI RECEPTACLES FOR LAVATORY, COORDINATE EXACT REQUIREMENTS AND LOCATION ON-SITE WITH PLUMBING CONTRACTOR.
4. POWER FOR HAND DRYER, VERIFY EXACT LOCATION ON-SITE WITH INSTALLER.
5. REPLACE EXISTING RECEPTACLE WITH NEW GFI RECEPTACLE. INSTALL NEW FACEPLATE TO MATCH EXISTING FACEPLATES IN THIS AREA.
6. ROUTE 1-1/4" CONDUIT TO ACCESSIBLE AREA ABOVE CEILING.
7. CONNECT RECEPTACLE TO NEAREST ABOVE-CEILING RECEPTACLE CIRCUIT FOR THIS ROOM.

A ELECTRICAL POWER PLAN - AREA 4

ma+ ARCHITECTURE L.L.C.
ARCHITECTURE
4000 N ELLISON BLVD
SUITE 100N
OKLAHOMA CITY, OK
73118
PH (405) 525-6200
FX (405) 525-6207

CONSULTANTS
CIVIL: LEGACY ENGINEERING
STRUCTURAL: PATE ENGINEERING
MEP: ADE ENGINEERING
FOOD SERVICE: BOSWELL ASSOCIATES

ALLEN CONSTRUCTION

KEY PLAN

PROJECT IDENTIFICATION
MUSTANG MID-HIGH RENOVATION
5TH & 6TH GRADE CENTER
MUSTANG, OKLAHOMA

DRAWING ISSUE

NUM	DATE	DESCRIPTION
1	08/30/2013	ADDENDUM #1 PACKAGE
2	09/20/2013	50% CONSTRUCTION DOCS
3	10/11/2013	95% CONSTRUCTION DOCS
4	10/25/2013	95% CONSTRUCTION DOCS (REV)
5	11/01/2013	95% CONSTRUCTION DOCS (REV)

SHEET INFO
ARCHITECT: 10%
MECHANICAL: 10%
ELECTRICAL: 10%
PLUMBING: 10%
FIRE SPRINKLER: 10%

SHEET TITLE
ELECTRICAL POWER PLAN AREA 4

SHEET NUMBER
E314

DF SHEETS

ADP #010 09/20/2013

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:7/15/13

PROPOSED CHANGE #62

CHANGE DESCRIPTION: Pricing below is per RFP #15 which states per the request of the Owner to provide pricing for the ADA ramp, crosswalk, signage, and striping as shown in attached detail titled RFP 015 from Legacy Engineering. Sidewalk on west side of street is to connect to the existing walk in that area. Contractor to field verify exact location of existing walk. Also included in this price is per RFI 067 response stating contractor to adjust layout of road in question as shown in attached details RFI-67 & 67.2 from Legacy Engineering. Elevation and grading information for an ADA crosswalk is also provided in these attached details for the Contractors use. Contractor is to notify Architect of any conflicts arising with new or existing building elements or utilities from the relocation of the road and crosswalk.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Connelly Paving			$4,385.00		$4,385.00
2		Timberlake Construction(Demo)			$256.00	$150.00	$406.00
3		Timberlake Construction(Dumpster)				$100.00	$100.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	**$0.00**	**$0.00**	**$4,641.00**	**$250.00**	**$4,891.00**
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$43.04	N/A	$43.04
		SUBTOTALS	**$0.00**	**$0.00**	**$4,684.04**	**$250.00**	**$4,934.04**
				0.2400%	SUB LIABILITY		$11.84
				0.8300%	BONDS		$40.95
				4.0000%	OH&P		$197.36
				0.3200%	Safety		$15.79
				0.2200%	Shop Dray		$10.85
				0.2500%	Cleanup		$12.34
		TOTAL CHANGE ORDER					**$5,223**

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

5-17-13

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

ARCHITECTURE

Request for Proposal

DATE: May 29, 2013

TO: Jay Crawford

COMPANY: Timberlake Construction

FROM: Josh Pendleton

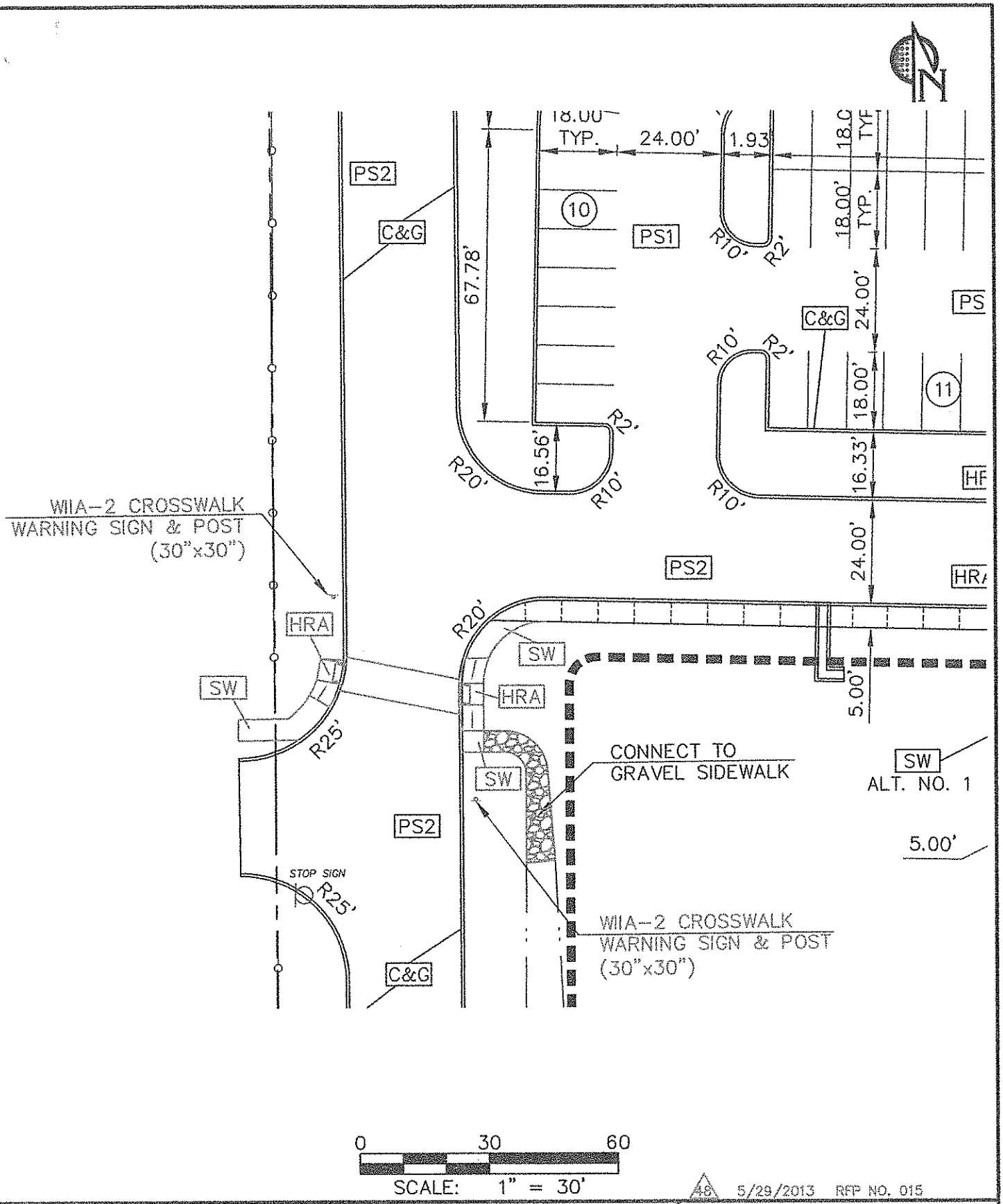
PROJECT: Mustang Mid-High Renovation – 5th & 6th Grade Center JOB #: 1511E67

CONTRACT DATE: April 26, 2012

RFP NO. 015 :

Per request of Owner, please provide pricing for the ADA ramp, crosswalk, signage and striping as shown in attached detail titled RFP 015 from Legacy Engineering. Sidewalk on west side of street is to connect to the existing walk in that area. Contractor to field verify exact location of existing walk.

MA+ ARCHITECTURE ■ 4000 N Classen Blvd. Suite 100N ■ Oklahoma City, OK 73118 ■ Phone 405.525.8806 ■ Fax 405.525.8807
www.meyerarch.com



LEGACY ENGINEERING, INC.
Engineering Tomorrow's Infrastructure
One N.W. 64th Street, Suite C
Oklahoma City, OK 73116
405/840-0995 (Voice) 405/840-1250 (Fax) info@legacyengr.com

MUSTANG MID-HIGH RENOVATION

5TH & 6TH GRADE CENTER

RFP NO. 15

Drawn By: MAH	Scale: 1"= 30'
Checked By: BSB	Date: MAY 29, 2013
Project No.: 1511E67	Sheet 1 of 1

From: Jay Crawford
To: Josh Pendleton
Cc: Gary Sweeney; Ryan Manning; Heath Tate
Subject: MMH Renovation--RFP #15
Date: Tuesday, June 11, 2013 2:14:53 PM
Attachments: MMH Renovation RFP #15 Backup.pdf

Josh—As soon as Ryan is able he will reissue the pricing of RFP #15. It will include the following breakdown. For the record, note my comments:

1. Attached is unit pricing for the sw done for the same civil engineer using $38/SY. As the backup suggests Connelly was low on this project using the same unit pricing.
2. It is not cost effective to add just a dap of gravel for the sw to the south—the cost of trucking such a small amount out weights the cost of the concrete sidewalk itself.
3. $25/SY for sw is not realistic—that is less than $3/SF.
4. I did not see the ADA ramp breakdown within the EOR's breakdown remarks.

This is the conclusion of the mater from Timberlake's perspective. If the owner/and or AOR refuses to accept the pricing you should send a construction directive forcing the work to be done (per supplemental general condition section 7.3.3) and the chips will fall where they may.

Jay Crawford
Timberlake Construction Co., Inc.
P.O. Box 18297
Oklahoma City, OK 73154
405-840-2521 office
405-213-8142 cell
405-840-5469 fax
jay@timberlakeconstruction.com
www.timberlakeconstruction.com

TIMBERLAKE
Construction

05-13-13 CE 1st rpt 04-15-13

WWTP INTERIOR WALL MODIFICATIONS

Anadarko Oklahoma (Caddo County)

OWNER TAKING BIDS DUE MAY 13TH
UNTIL 4 PM IN OWNER'S OFFICE

Owner: Anadarko Public Works Authority-
501 West Virginia-
Anadarko Oklahoma 73005-
Phone: #405-247-2481

Engineer: WDB Engineering, P.L.L.C-
6330 Southeast 74th Street-
Oklahoma City Oklahoma 73135-
Phone: #405-741-7090 - FAX #405-741-7094

Includes: 1 LS Construct Pilasters On Three Of The Interior Walls Of The Digester And SBR Chambers

PLANS ON FILE IN OUR OKLA CITY & TULSA PLANROOM

Plans Obtainable From Engineer - $100 NON-Refundable Deposit 5% Bid Bond Certified/Cashier's Check - 100% Statutory Bond - 100% Maintenance Bond - 100% Performance Bond

BIDDERS (PREVIOUS REPORT)

Young Contracting LLC-10900 Hefner Pointe Drive Suite 202-
Oklahoma City 73120-
#405-286-5588 - FAX #405-286-5589

HCC Company, LLC-1325 East 15th Street-
Tulsa Oklahoma 74120-
#918-794-0392 - FAX #918-794-0393

Evans & Associates-3320 N 14th Street-
Ponca City Oklahoma 74601-
#580-765-6693 - FAX #580-765-2298

Downey Contracting, LLC-3217 Northeast 63rd Street-
Oklahoma City 73121-
#405-478-5277 - FAX #405-478-5269

Lippert Brothers, Inc-2211 E. I-44 Service Road-
Oklahoma City 73112-
#405-478-3580 - FAX #405-478-3301

NOTE: INSPECTION TRIPS FOR PROSPECTIVE BIDDERS MAY BE ARRANGED WITH THE CITY MANAGER AT THE ANADARKO PUBLIC WORKS AUTHORITY UPON REQUEST

ONLINE ENGR9459

05-13-13 OE 1st rpt 04-03-13

MUSTANG PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #I069
2013 PARKING LOT IMPROVEMENTS PROJECT

Mustang Oklahoma (Canadian County)
Valley Elementary & Lakehoma Elementary

LOW BIDDERS - BIDS UNDER ADVISEMENT

Owner: Mustang Public Schools-
Office Of The Director Of Operations-
301 West Dowden-
Mustang Oklahoma 73064

Engineer: Legacy Engineering Inc-
One NW 64th Street-Suite C-
Oklahoma City Oklahoma 73116-
Phone: #405-840-0995 - FAX #405-840-1250

LOW BIDDERS

VALLEY ELEMENTARY PARKING LOT

(1) Connelly Paving Company-917 N. Tulsa Avenue-
Oklahoma City 73107-
#405-943-8388 - FAX #405-946-5621 - $174,776

(2) A-Tech Paving-7845 North Robinson Avenue Suite H2-
Oklahoma City 73116-
#405-418-4741 - FAX #405-418-4743 - $246,066

(3) Rudy Construction Company-3101 Northeast 63rd-
Oklahoma City 73121-
#405-478-9900 - FAX #405-478-9901 - $289,872

LAKEHOMA ELEMENTARY PARKING LOT

(1) A-Tech Paving-7845 North Robinson Avenue Suite H2-
Oklahoma City 73116-
#405-418-4741 - FAX #405-418-4743 - $74,995

(2) Connelly Paving Company-917 N. Tulsa Avenue-
Oklahoma City 73107-
#405-943-8388 - FAX #405-946-5621 - $81,744

(3) Rudy Construction Company-3101 Northeast 63rd-
Oklahoma City 73121-
#405-478-9900 - FAX #405-478-9901 - $107,456

NOTE: PROJECT BID MAY 2ND, 2013

ONLINE ENGR9417

---

9. 1,160.00 LF Concrete Curb (6" Barrier Integral) (ODOT 609)

Five and 00/100 Dollars $ 5.00 $ 5,800.00 ✓
(Dollars per unit written)

10. 430.00 SY 4" P.C. Concrete Sidewalk (ODOT 610)

Thirty six and 00/100 Dollars $ 36.00 $ 15,480.00 ✓
(Dollars per unit written)

11. 430.00 SY 4" Sand Base (ODOT 610) plus

Two and 00/100 Dollars $ 2.00 $ 860.00 ✓
(Dollars per unit written)

12. 56.00 LF 18" R.C. Pipe Class III (ODOT 613)

Fifty and 00/100 Dollars $ 50.00 $ 2,800.00 ✓
(Dollars per unit written)

13. 2.00 EA Pre-Fabricated Culvert End Section, Round (ODOT 613L)

One thousand and 00/100 Dollars $ 1,000.00 $ 2,000.00 ✓
(Dollars per unit written)

14. 33.30 LF Concrete Flume (2' wide)

Twenty five and 00/100 Dollars $ 25.00 $ 832.50 ✓
(Dollars per unit written)

15. 464.00 LF 5' High Chain-Link Fence

Twenty three and 50/100 Dollars $ 23.50 $ 10,904.00 ✓
(Dollars per unit written)

16. 1.00 EA Chain-Link Single Gate (5' wide)

Two hundred sixty five and 00/100 Dollars $ 265.00 $ 265.00 ✓
(Dollars per unit written)

17. 1.00 EA Chain-Link Double Gate (10' wide)

Five hundred thirty and 00/100 Dollars $ 530.00 $ 530.00 ✓
(Dollars per unit written)

18. 1,130.00 LF Traffic Stripe (Paint) (4" wide) (White) (ODOT 854)

Fifty Cents Dollars $ 0.50 $ 565.00 ✓
(Dollars per unit written)

CONNELLY PAVING COMPANY

CONCRETE ASPHALT

SINCE 1907

J.A. Connelly, Jr.
President

J.A. Connelly, III (Andy)
Vice President

J.A. Connelly, Sr.
1928-2003

Morgan P. Connelly
Vice President

A.F. Connelly
1906-1962

J.F. Connelly
1903-1959

Morgan Connelly
1882-1942

A.D. Connelly
1876-1958

July 12, 2013

VIA EMAIL

Timberlake Construction Group, L.L.C.
P.O. Box 18297
Oklahoma City, OK 73154
Attn: Ryan Manning

Following is our revised pricing on the proposed paving for the RFP #15 for Mustang Mid High per your request.

Others to do: demo

Our Price Includes:

1. Forming.
2. 4" concrete sidewalk on 2" sand.
3. Form and pour concrete slope wall.
4. Paint crosswalk.
5. ADA ramps with truncated domes.
6. Furnish and install signs.
7. Joint seal.
8. Layout.
9. Grading changes to the roadway.

OUR PRICE **$4,385.00**

We are covered by public liability, property damage, and compensation insurance.

Thank you for the opportunity of submitting this bid.

Sincerely,

J.A. Connelly, III.
Connellypaving.com

P.O. Box 75450 • 917 N. Tulsa Avenue • Oklahoma City, OK 73147-0450 • (405) 943-8388 • Fax (405) 946-5621 • e-mail: cpaving@aol.com • www.connellypaving.com

ARCHITECTURE

RFI RESPONSE

DATE: June 24, 2013

TO: Ryan Manning

COMPANY: Timberlake Construction, Inc

FROM: Josh Pendleton

PROJECT: Mustang Mid-High Renovation – 5th & 6th Grade Center **JOB #:** 1511E67

CONTRACT DATE: April 26, 2012

RFI QUESTION NO. 067 (received 06/06/13):

After doing a locate on the area east of the new road off Forster Drive it appears there are several ATT lines, gas lines, electrical lines, etc that are located within the grass area and shown on the attached pictures but are not depicted on the contract documents. As you will see in the pictures, these lines are right in line with the new road we have to put in along with all the cuts that are required to bring this area to the proper elevation. Gary Sweeney dug up an area today and located an electrical line which was about 18-24" deep in one location. We are required to cut quite a bit near the area where the road ties into the road in the neighborhood which is our main area of concern. Please review the attached pictures and the verbiage above and provide feedback on how to proceed in this area. It may be beneficial to shift the road to the east/and or adjust grades to get it out of line of all these utilities.

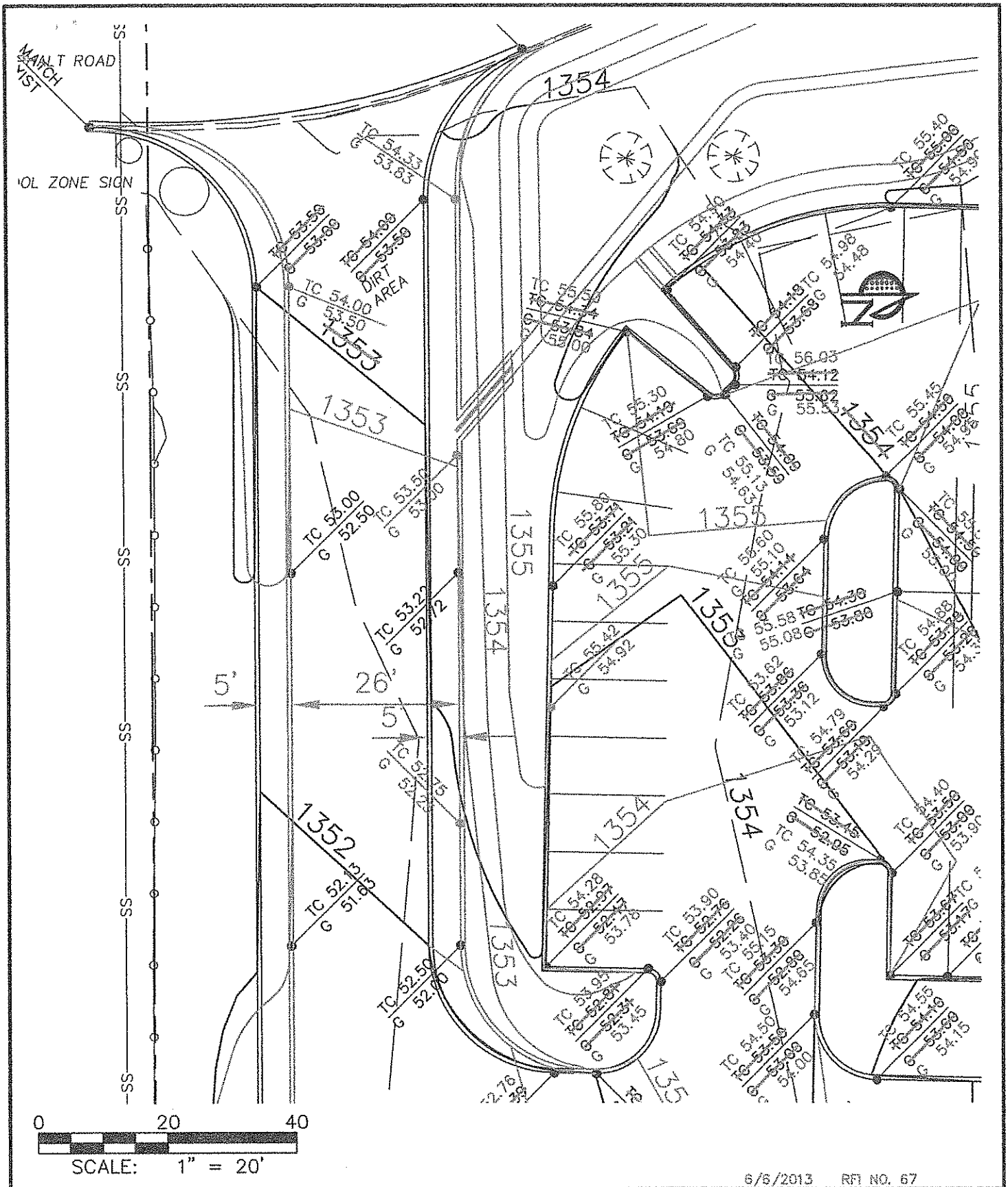
Should there be any additional work required to move lines or change elevations there will be costs associated with this request.

RFI ANSWER:

Contractor is to adjust layout of road in question as shown in attached details RFI-67.1 & 67.2 from Legacy Engineering. Elevation and grading information for an ADA crosswalk is also provided in these attached details for the Contractor's use.

Contractor is to notify Architect of any conflicts arising with new or existing building elements or utilities from the re-location of the road and crosswalk.

MA+ ARCHITECTURE ▪ 4000 N Classen Blvd. Suite 100N ▪ Oklahoma City, OK 73118 ▪ Phone 405.525.8806 ▪ Fax 405.525.8807
www.meyerarch.com



6/6/2013 RFI NO. 67

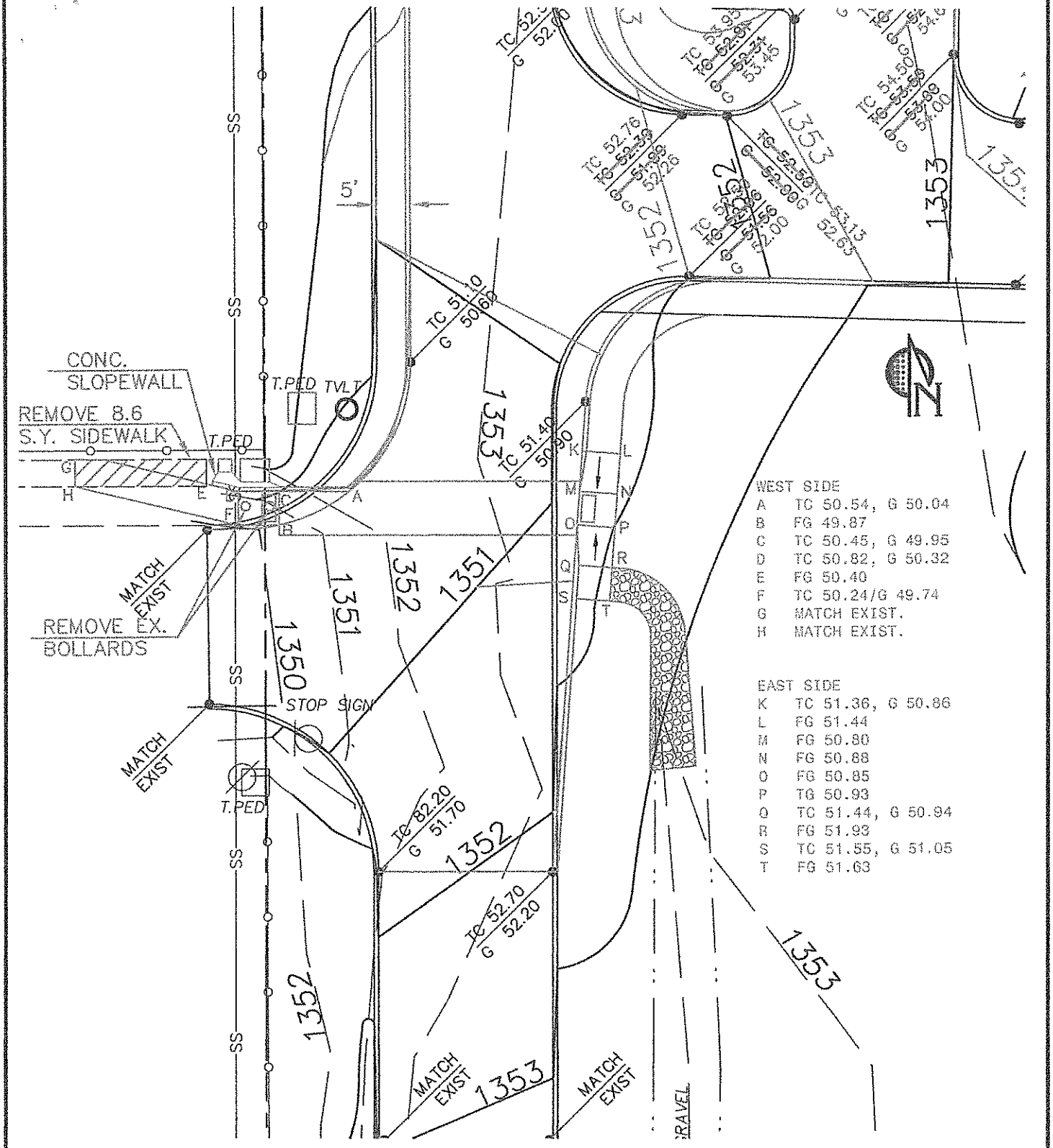
LEGACY ENGINEERING, INC.
Engineering Tomorrow's Infrastructure
One N.W. 64th Street, Suite C
Oklahoma City, OK 73116
405/840-0995 (Voice) 405/840-1250 (Fax) info@legacyengr.com

MUSTANG MID-HIGH RENOVATION

5TH & 6TH GRADE CENTER

RFI NO. 67

Drawn By: AMc	Scale: 1"= 20'
Checked By: RGC	Date: June 12, 2013
Project No.: 1511E67	Sheet 1 of 2



REVISED 6/24/2013
6/6/2013 RFI NO. 67

LEGACY ENGINEERING, INC.
Engineering Tomorrow's Infrastructure
One N.W. 64th Street, Suite C
Oklahoma City, OK 73116
405/840-0995 (Voice) 405/840-1250 (Fax) info@legacyengr.com

MUSTANG MID-HIGH RENOVATION
5TH & 6TH GRADE CENTER

RFI NO. 67

Drawn By: AMc	Scale: 1"= 20'
Checked By: RGC	Date: June 12, 2013
Project No.: 1511E67	Sheet 2 of 2

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:7/2/13

PROPOSED CHANGE #65

CHANGE DESCRIPTION: Pricing below is misc T&M tickets for additional work done on the chiller from Bass, United, and Timberlake. Timberlake bought the starter, Bass hooked it up, and United had costs associated with the chiller and cooling tower repairs.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Timberlake(Bought Starter)	$762.96				$762.96
2		Bass Electric(Hook up Starter)			$791.96		$791.96
3		United Mechanical(Chiller/Cooling Tower Repairs)			$1,461.71		$1,461.71
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$762.96	$0.00	$2,253.67	$0.00	$3,016.63
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$26.55	N/A	$26.55
		SUBTOTALS	$762.96	$0.00	$2,280.22	$0.00	$3,043.18
				0.2400%	SUB LIABILITY		$7.30
				0.8300%	BONDS		$25.26
				4.0000%	OH&P		$121.73
				0.3200%	Safety		$9.74
				0.2200%	Shop Dray		$6.69
				0.2500%	Cleanup		$7.61
		TOTAL CHANGE ORDER					$3,222

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

7-3-13

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

* DELIVERY TICKET *

EVANS ENTERPRISES INC-OKC
Po Box 2370
Oklahoma City OK 73101-2370

Phone: (405) 631-1344
Fax: (405) 634-6916

Date: 06/13/2013
Order #: 183974

Completed by: jamokc

SOLD TO: 11334
NON ACCOUNT HOLDER
PO BOX 2370
OKLAHOMA CITY OK 73101-2370
USA

(405) 631-1344

SHIP TO:
TIMBERLAKE CONSTRUCTION
FOR MUSTSANG SCHOOLS
OKLAHOMA CITY OK 73101-2370
USA

Purchase Order	Clerk	Ship Via	Job Number
TIMBERLAKE	JAMOKC	WILL CALL	STOCK

Part Number	Description	Ordered	Ship	U Price	Wgt	Location
14EUE32B	SIZE 1.75 10-40A NEMA 1	1.00	1.00	352.00	.00	D1E
49SBSB1	HAND OFF AUTO SWITCH	2.00	2.00	76.00	.00	C3F

Signed by

6-13-13
Date

S & H:
Sales Tax: 50.96
Total Due: $762.96

Printed Name

EVANS
ENTERPRISES, INC.
Electric Motors Sales / Service / Repair
Hoist Systems / Wind Energy
Electronics / Control / Reman / Power Switch

Since 1954

www.goevans.com
1 1/2% PER MONTH OR 18% PER ANNUM WILL BE CHARGED ON PAST DUE ACCOUNTS

PROPOSED CHANGE ORDER

CCN #	**COOLING TOWER**
Date:	6/7/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	1

Client Address:

Work Description

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.
This price is good for acceptance within 10 days from the date of receipt.
We request a time extension of 3 days.
We will supply and install all materials, labor, and equipment as per your instructions on **CCN # COOLING TOWER CONTROLS.**

FIELD CODES

Tab - distance in inches that text following the field code will be indented from left
Current date 6/7/2013
6/7/2013 - current date with tab from the left included

Database Name
Database Number (folder name) BASSELECTRICLLC
Database Address (path and folder name) C:\ProgramData\Accubid\Databases\BASSELECTRICLLC

Project Name MUSTANG MID-HIGH 5TH & 6TH GRADE CENTER
Project Number (folder name) RFP# 007
Project Address (path and folder name) C:\ProgramData\Accubid\CODATA\MUSTANG MID-HIGH 5TH & 6TH GRADE CENTER.co10
Project Contract Number

File name of PDF attached to email COOLING TOWER CONTROLS.pdf

My Company Name
My Company Address Line 1
My Company Address Line 2
My Company City
My Company State or Province
My Company Counrty
My Company Zip Code or Postal Code
My Company Telehone number
My Company Fax number
My Company Contact name
My Company E-mail

Client Address Site Name
Client Address Address Line 1
Client Address Address Line 2
Client Address City
Client Address State or Province
Client Address Country
Client Address Zip Code or Postal Code
Client Address Telehone number
Client Address Fax number
Client Address Contact name
Client Address E-mail

FROM JOB INFO SCREEN

PROPOSED CHANGE ORDER

Client Address:

CCN #	**COOLING TOWER**
Date:	6/7/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	2

Job (CCN) Number	COOLING TOWER CONTROLS
Job (CCN) Number Header	CCN #
Job (CCN) Description	
Job (CCN) Notes	
Job (CCN) Status	Pending
Job (CCN) Date	6/7/2013
Job (CCN) Date Header	CCN Date
Last Saved Date	6/7/2013
Received Date	6/7/2013
Due Date	6/7/2013
Start Date	6/7/2013
CO Date	
CO Number	
Reference Column 1	
Reference Column 1 Header	Ref #1
Reference Column 2	
Reference Column 2 Header	Ref #2
Reference Column 3	
Reference Column 3 Header	Ref #3
Reference Column 4	
Reference Column 4 Header	Ref #4
Reference Column 5	
Reference Column 5 Header	Ref #5
Reference Column 6	
Reference Column 6 Header	Ref #6
FROM JOB SCREENS	
Labor column used in Extension	3
FROM TOTALS	
Selling Price	791.96
Final Price (includes Global Tax)	791.96

Itemized Breakdown

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
3/4" EMT	60	108.90	C	65.34	5.81	C	3.49
3/4" EMT STL COMP CONN	2	254.84	C	5.10	15.00	C	0.30
3/4" EMT STL COMP CPLG	6	299.04	C	17.94	0.00	C	0.00
3/4" PVC T.A.	1	74.77	C	0.75	15.00	C	0.15
#12 THHN	500	276.56	M	138.28	6.92	M	3.46
B2-1 RED WIRE CONN	15	15.54	C	2.33	9.00	C	1.35
# 8-10x 7/8" PL ANCHOR (3/16)	10	5.70	C	0.57	9.00	C	0.90
12P 3/4 CONDUIT CLIP	5	33.56	C	1.68	8.25	C	0.41
Totals				**231.99**			**10.06**

Summary

General Materials		231.99
Material Total		**231.99**
JOURNEYMAN	(10.06 Hrs @ $42.00)	422.52

ORIGINAL

PROPOSED CHANGE ORDER

Client Address:

CCN #	**COOLING TOWER**
Date:	6/7/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	3

Summary (Cont'd)

Subtotal		654.51
Overhead	(@ 10.000 %)	65.45
Markup	(@ 10.000 %)	72.00
Subtotal		791.96
Final Amount		$791.96

CONTRACTOR CERTIFICATION

Name: _____

Date: _____

Signature: _____

I hereby certify that this quotation is complete and accurate based on the information provided.

CLIENT ACCEPTANCE

CCN #: COOLING TOWER CONTROLS

Final Amount:$791.96

Name: _____

Date: _____

Signature: _____

Change Order #: _____

I hereby accept this quotation and authorize the contractor to complete the above described work.

United Mechanical
SERVICE / CONSTRUCTION

CHANGE ORDER

PROJECT: Mustang Mid High Renovation
RFP NO.:
DESCRIPTION: Chiller and Cooling Tower Repair

JOB NUMBER: 12956
DATE: 7/2/2013

MATERIAL:

QTY	SIZE	CODE	DESCRIPTION	COST EA.	TOTAL
1		Lot	Plumbing Material	$ -	$ -
1		Lot	Hydronic Material	$ -	$ -
1		Lot	Sheetmetal Material	$ -	$ -
					$ -
1		Lot	Plumbing Equipment	$ -	$ -
1		Lot	Hydronic Equipment	$ 248.71	$ 248.71
1		Lot	Sheetmetal Equipment	$ -	$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
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					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
			SUB TOTAL:		$ 248.71
			SALES TAX:		$ -
			OVERHEAD:		$ -
			PROFIT:	10%	$ 24.87
			TOTAL MATERIAL:		$ 273.58

LABOR:

TYPE	CODE	RATE	HRS	TOTAL
REGULAR HOURS				
PIPE FITTER		$ 31.08	6	186.48
PLUMBER		$ 31.08		-
SHEET METAL FIELD		$ 30.00		-
SHEET METAL SHOP		$ 30.00		-
FOREMENS RATE		$ 6.00	3	18.00
TRUCKING LABOR		$ 25.00	0.6	15.00
OVERTIME (TIME & 1/2)				
PIPE FITTER		$ 46.62	7	326.34
PLUMBER		$ 46.62		-
SHEET METAL FIELD		$ 45.00		-
SHEET METAL SHOP		$ 45.00		-
FOREMENS RATE		$ 9.32	3.5	32.63
TRUCKING LABOR		$ 37.50	1.1	39.38
FRINGE BENEFITS				
PIPE FITTER		$13.22	13	171.86
PLUMBER		$13.22		-
SHEET METAL FIELD		$14.28		-
SHEET METAL SHOP		$14.28		-
				-
LABOR BURDEN				
TOTAL				68.79
TRAVEL PAY	$65	PER DAY		
COST PER HOUR		$8.13		-
INDIRECT COST ALLOCATION (6%)				
TOTAL		6.00%		42.40
			SUB TOTAL:	$ 920.88
			OVERHEAD:	$ -
			PROFIT: 10%	$ 92.09
			TOTAL LABOR:	$ 1,012.96

TOOL AND EQUIPMENT RENTAL:

QTY	SIZE	CODE	DESCRIPTION	RATE:	TOTAL
1	Lot		Plumbing Other Cost	$ -	$ -
1	Lot		Hydronic Other Cost	$ 150.00	$ 150.00
1	Lot		Sheetmetal Other Cost	$ -	$ -
1	Lot		Excavation		$ -
					$ -
			SUB TOTAL:		$ 150.00
			OVERHEAD:		$ -
			PROFIT:	10%	$ 15.00
			TOTAL RENTAL:		$ 165.00

SUBCONTRACTS:

DESCRIPTON:	CODE	TOTAL:
Insulation		
Excavation		$ -
Test & Balance		$ -
Temperature Controls		$ -
	SUB TOTAL:	$ -
	OVERHEAD:	$ -
	PROFIT:	$ -
	TOTAL SUB-CONTRACTS:	$ -

BOND RATE: 0.7% $ 10.16

TOTAL CHANGE ORDER: $ 1,461.71

THIS WILL BECOME KNOWN AS CHANGE ORDER NO. 22

CONTRACTOR:

BY: _____

DATE: _____

SUBCONTRACTOR:
UNITED MECHANICAL, INC.

BY: _____

DATE: July 2, 2013

United Mechanical
117 N.E. 38th Terrace
Oklahoma City, OK • 73105-2403
405/528-1234 • Fax 405/528-6662

SERVICE REPORT

ASSIGNED TO	COVERAGE CODE	CALL RECEIVED	ACCT #	SALESMAN	TECHNICIAN
					DP

CUSTOMER CONTACT	DATE SCHEDULED	SERVICE PERFORMED MONTH	DAY	YEAR
Per Patrick G.		6	14	13

PURCHASER: Mustang Middle School BILL TO:

ADDRESS: ADDRESS:

SERVICE COMPLETE ☑ YES ☐ NO

SIGNATURE X Dan Potter

PURCHASE ORDER NO:
CHANGE NO:
DATE:
JOB NO:
JOB NAME:

CUSTOMER AUTHORIZATION TO PERFORM WORK X

CUSTOMER P.O.
SITE ADDRESS
SITE CONTACT Timberlake Const. - Gary Sweeny

REASON FOR CALL: ☐ COOLING UNIT ☐ HEATING UNIT ☐ WATER LEAK ☐ NOISE ☐ WARRANTY ☐ START UP ☐ POWER FAILURE ☐ PLUMBING ☐ TEST & INSPECT ☐ OTHER

1. MAKE TRANE MODEL: RTHB180FLC00LWP000UNN3LE2LEV0QU SERIAL # HP: VOLTS PH
2. MAKE MODEL: SERIAL # U95D07405 HP: VOLTS PH

DESCRIPTION OF WORK:

Start Chiller after flow interlock check - repeated shut off on low pressure (refrigerant) - Further checkout shows defective pressure switch - bypassed - run machine - operation ok.

6/15

Pick up new LP switch - on job - install switch on gauge tap as did not have large recovery time - wire in - test - ok leakcheck ok
Reset Chiller - clean noisy starter (coil iron)
start pumps & Chiller - observe operation - good.
Work with electrician to get AH in starters working - ck. fan rotations

REFRIGERANT DATA

1	EQUIPMENT DESCRIPTION	2	ID NUMBER	REFRIGERANT TYPE	3	QUANTITY POUNDS	QUANTITY OUNCES		PO. #

[1] X = Extra Work; A = Agreement Work [2] A = Reclaimed Refrigerant; B = Recycled Refrigerant; C = Recovered Refrigerant; D = New [3] Source: I = Inventory; P = PO; R = Reclaimed, Recycled, Recovered Refrigerant [4] Source: I = Inventory, P = PO; C = Cash Slip

QUANTITY	MATERIAL	PRICE EACH	AMOUNT
1	SLP5090 LP Control	DP503050	
	Control Relay	19.17	

DATE: 6-14 DP	DATE: 6-15 DP
___ HRS. REG	___ HRS. REG =
3 HRS. OT	4 HRS. OT =
___ HRS. TRAVEL	___ HRS. TRAVEL =
___ HRS. HOLIDAY	___ HRS. HOLIDAY =
___ MILES	___ MILES =
___ VEHICLE	___ VEHICLE =

RECOMMENDED ADDITIONAL WORK:

COMPLETION PENDING: ☐ PARTS ☐ CUSTOMER AUTHORIZATION ☐ OTHER

CUSTOMER SIGNATURE X

ORIGINAL

United Mechanical
117 N.E. 38th Terrace
Oklahoma City, OK • 73105-2403
405/528-1234 • Fax 405/528-6662

SERVICE REPORT

ASSIGNED TO	COVERAGE CODE	CALL RECEIVED	ACCT #	SALESMAN	TECHNICIAN
					DP

CUSTOMER CONTACT	DATE SCHEDULED	SERVICE PERFORMED MONTH	DAY	YEAR
Per Patrick G		6	17	13

PURCHASER: Mustang Mid. High School BILL TO:

ADDRESS: ADDRESS:

SERVICE COMPLETE ☐ YES ☐ NO

SIGNATURE X Dan Potter

PURCHASE ORDER NO:

CHANGE NO:

DATE:

JOB NO:

JOB NAME:

CUSTOMER AUTHORIZATION TO PERFORM WORK X

CUSTOMER P.O.	
SITE ADDRESS	
SITE CONTACT	Timberlake

REASON FOR CALL: ☑ COOLING UNIT ☐ HEATING UNIT ☐ WATER LEAK ☐ NOISE ☐ WARRANTY ☐ START UP ☐ POWER FAILURE ☐ PLUMBING ☐ TEST & INSPECT ☐ OTHER

1. MAKE TRANE MODEL: RTHB SERIAL # HP: VOLTS PH

2. MAKE MODEL: SERIAL # HP: VOLTS PH

DESCRIPTION OF WORK: Check Chiller - not operating and Cond. Flow loss alarm check Cooling tower sump - found Empty - found B-W fill control Faulty as will not fill even with probes disconnected obtain part Downtown OKC and replace B-W fill level control wire in and checks ok. - refill sump - restart, reset Chiller

REFRIGERANT DATA

1	EQUIPMENT DESCRIPTION	2	ID NUMBER	REFRIGERANT TYPE	3	QUANTITY POUNDS	QUANTITY OUNCES	P.O. #

[1] X = Extra Work; A = Agreement Work [2] A = Reclaimed Refrigerant; B = Recycled Refrigerant; C = Recovered Refrigerant; D = New [3] Source: I = Inventory; P = PO; R = Reclaimed, Recycled, Recovered Refrigerant [4] Source: I = Inventory; P = PO; C = Cash Slip

QUANTITY	MATERIAL	PRICE EACH	AMOUNT
1	B/W 1500 G -TLW 505068		
		229.54	
	Federal		

DATE: 6-17		DATE:	
6	HRS. REG	HRS. REG	=
	HRS. OT	HRS. OT	=
	HRS. TRAVEL	HRS. TRAVEL	=
	HRS. HOLIDAY	HRS. HOLIDAY	=
	MILES	MILES	=
	VEHICLE	VEHICLE	=

RECOMMENDED ADDITIONAL WORK:

COMPLETION PENDING: ☐ PARTS ☐ CUSTOMER AUTHORIZATION ☐ OTHER

CUSTOMER SIGNATURE X

505

ORIGINAL

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:7/2/13

PROPOSED CHANGE #66

CHANGE DESCRIPTION: Pricing below is for work performed on T&M due to understood poor condition of existing frames. Contractor to provide new finished hollow metal frames at the following door locations: 173a, 210b, 217b, 225b, 228a, and 229b. Due to the low anticipated use at these door locations, the following door frames are to remain with new doors installed with appropriate surface mounted continuous hinges: 124a, 137b, 207b, 239a, and 249a per RFP 17 dated 4/26/13.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Trinity Commerical Sales(Frames/Hardware)	$3,058.69				$3,058.69
2		Maxwell Supply(Grout Pump)	$566.28				$566.28
3		Hamil Inc(Welding)			$260.00		$260.00
4		Timberlake(Cleanup) 8 hrs x $30/hr		$240.00			$240.00
5		Timberlake(Grout/Anchors/Bondo)	$300.00				$300.00
6		Timberlake(Demo/Installation of Frames) 16 hrs per frame $35/hr		$3,360.00			$3,360.00
7		Timberlake(Dumpster)				$150.00	$150.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	**$3,924.97**	**$3,600.00**	**$260.00**	**$150.00**	**$7,934.97**
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$69.83	N/A	$69.83
		SUBTOTALS	**$3,924.97**	**$3,600.00**	**$329.83**	**$150.00**	**$8,004.80**
				0.2400%	SUB LIABILITY		$19.21
				0.8300%	BONDS		$66.44
				4.0000%	OH&P		$320.19
				0.3200%	Safety		$25.62
				0.2200%	Shop Dray		$17.61
				0.2500%	Cleanup		$20.01
		TOTAL CHANGE ORDER					**$8,474**

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

ARCHITECTURE

Request for Proposal

DATE: June 3, 2013

TO: Jay Crawford

COMPANY: Timberlake Construction

FROM: Josh Pendleton

PROJECT: Mustang Mid-High Renovation – 5th & 6th Grade Center JOB #: 1511E67

CONTRACT DATE: April 26, 2012

RFP NO. 017 :

It is understood by the Architect that the following door locations outlined below have existing conditions that do not allow the work found in the Construction Documents to be performed adequately. If the existing conditions allow the work outlined in the Construction Documents to be performed without modification, Contractor to proceed and perform this work as shown in the Documents. Contractor to review existing conditions of all frames provided below and notify Architect if any doors do not require work, prior to pricing.

Due to understood poor condition of existing frames, Contractor to provide new finished hollow metal frames at the following door locations: 173A, 210B, 217B, 225B, 228A, 229B

Due to the low anticipated use at these locations, the following door frames are to remain with new doors installed with appropriate surface mounted continuous hinges: 124A, 137B, 207B, 239A, 249A.

MA+ ARCHITECTURE ■ 4000 N Classen Blvd. Suite 100N ■ Oklahoma City, OK 73118 ■ Phone 405.525.8806 ■ Fax 405.525.8807
www.meyerarch.com

MAXWELL SUPPLY COMPANY

PO BOX 83077
OKLAHOMA CITY, OK 73148
(800)365-3388 Fax(405)947-1939
Phone: (405)943-3388

INVOICE

Number	136494
Date	04/23/2013
Page	1

DAVID REMY 13,483

Bill To:	Ship To:
TIMBERLAKE CONST. CO., INC. P.O. BOX 18397 OKLAHOMA CITY, OK 73154	TIMBERLAKE CONST. CO., INC. JOB# 1229 MUSTANG MIDDLE 430 W FORESTER MUSTANG, OK

Reference #	Shipped	Via	Terms	Tax Code	Cust #	Whse	Ship Via
	04/23/13	500 JB	Net 30 Days	OK009033	51449S	01	O/T

Item	Description	Shipped	UM	Price	UM	Extension
GPIHD	HEAVY DUTY GROUT PUMP	1	EA	520.240	EA	520.24

Merchandise	Misc	Tax	Freight	Total Due
520.24	.00	46.04	.00	566.28

NOTE: Sales tax will be charged on all invoices unless we have received a tax-exempt certificate prior to shipment. In order to be eligible for a refund you MUST notify us within 15 days of invoice date so we can make changes, otherwise you will be held liable for that amount.

Do not write below this line

Customer Copy

... Last Page

SOINV

01-136494

Invoice

Trinity Commercial Sales Inc.
1009 SE 25TH ST
OKLAHOMA CITY, OK 73129

DATE	INVOICE #
6/17/2013	41332

Timberlake Construction
PO Box 18297
Oklahoma City, OK 73154

DUE DATE	TERMS	JOB	PO #	ORDER DATE	REP
7/17/2013	Net 30	Mustang Football Field		6/7/2013	LT

QTY	DESCRIPTION	RATE	AMOUNT
6	Frame FS16 5-3/4 60710 4.5 EO MK#173A, 210B, 217B, 225B, 228A, 229B	195.00	1,170.00T
8	Continuous Hinge SL57 H/D x 95" clear MK#124A, 137B, 207B20239A, 249A	205.00	1,640.00T
	If this is a tax exempt job, please forward us a copy of the tax exempt certificate and contractual relationship documentation so that we may be relieved of the obligation of charging your company sales tax. Thank you in advance for your prompt response.		

TERMS: NET 30 Amount past due will incur an interest charge of 1 1/2% per month (18% per annum)

PLEASE PAY FROM INVOICE.
NO STATEMENT WILL BE SENT. THANK YOU.

Phone: 405-619-9080 Fax: 405-619-9078

Subtotal	$2,810.00
Sales Tax (8.85%)	$248.69
Balance Due	$3,058.69

Invoice

HAMIL INC.

Welding, Fabrication & Construction

We go where you are!

1304 Northern Hills Road, Norman OK 73071
Phone: (405) 623-9009 Fax: (405) 329-5545
Email: joe@hamilinc.com

Date	Invoice #
7/2/2013	190131

Bill To

Timberlake Construction
P.O. Box 18297
Oklahoma City, OK. 73154

Description	Service Date	Hours	Amount
welding door jambs at Mustang school	7/2/2013	4	260.00

Payment due within 30 days of Invoice date. A 5% late fee may apply if payment is received after due date.

Total	$260.00
Payment/Credit	$0.00
Balance Due	$260.00

Thank you for your business!

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:6/25/13

PROPOSED CHANGE #69

CHANGE DESCRIPTION: Pricing below is per RFP #19 request to add outlets as shown on the attached sheets per our walkthrough with Owner on 6/19/13.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Bass Electric			$1,937.85		$1,937.85
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$0.00	$0.00	$1,937.85	$0.00	$1,937.85
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$17.05	N/A	$17.05
		SUBTOTALS	$0.00	$0.00	$1,954.90	$0.00	$1,954.90
				0.2400%	SUB LIABILITY		$4.69
				0.8300%	BONDS		$16.23
				4.0000%	OH&P		$78.20
				0.3200%	Safety		$6.26
				0.2200%	Shop Dray		$4.30
				0.2500%	Cleanup		$4.89
		TOTAL CHANGE ORDER					$2,069

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

ARCHITECTURE

Request for Proposal

DATE: June 21, 2013

TO: Jay Crawford

COMPANY: Timberlake Construction

FROM: Josh Pendleton

PROJECT: Mustang Mid-High Renovation – 5th & 6th Grade Center JOB #: 1511E67

CONTRACT DATE: April 26, 2012

RFP NO. 019 :

Please provide pricing for the installation of additional electrical outlets shown on the attached pdf sheets E313-E314. Contractor to provide in wall concealed installation whenever possible and wire mold surface mounted installation whenever in wall installation is not possible.

MA+ ARCHITECTURE ■ 4000 N Classen Blvd. Suite 100N ■ Oklahoma City, OK 73118 ■ Phone 405.525.8806 ■ Fax 405.525.8807
www.meyerarch.com

KEYED NOTES: ⓐ

1. NOT USED.
2. EXISTING PANELS ARE RECESSED IN CONCRETE BLOCK WALL. REMOVE EXISTING PANELS AND CUT CONCRETE BLOCK AS NECESSARY TO FIT NEW PANELS. CUT CONCRETE BLOCK UP TO CEILING CAVITY AS NECESSARY TO INSTALL NEW CONDUITS. PATCH/REPAIR BLOCK WALL TO MATCH EXISTING AFTER INSTALLATION IS COMPLETE.
3. UNDERCOUNTER GFI RECEPTACLES FOR LAUNDRY. COORDINATE EXACT REQUIREMENTS AND LOCATION ON-SITE WITH PLUMBING CONTRACTOR.
4. POWER FOR HAND DRYER. VERIFY EXACT LOCATION ON-SITE WITH INSTALLER.
5. REPLACE EXISTING RECEPTACLE WITH NEW GFI RECEPTACLE. INSTALL NEW FACEPLATE TO MATCH EXISTING FACEPLATES IN THIS AREA.
6. ROUTE 1-1/4" CONDUIT TO ACCESSIBLE AREA ABOVE CEILING.
7. CONNECT RECEPTACLE TO NEAREST ABOVE-CEILING RECEPTACLE CIRCUIT FOR THIS ROOM.

GENERAL NOTES:

1. COORDINATE POWER AND DATA RECEPTACLES WITH MILLWORK IN FIELD. RECEPTACLES SHALL NEVER BE LOCATED BEHIND MILLWORK UNLESS SPECIFICALLY NOTED. DATA RECEPTACLES SHOULD NOT BE LOCATED ABOVE MILLWORK IN CLASSROOMS UNLESS SPECIFICALLY NOTED.
2. IF ALTERNATE #5 IS TAKEN TO SPRINKLE THE ENTIRE BUILDING, FIRE ALARM PULLSTATIONS SHALL NOT BE INSTALLED AT EACH BUILDING EXIT. IF THE ENTIRE BUILDING IS SPRINKLED, ONLY ONE PULLSTATION SHALL BE INSTALLED IN THE ADMINISTRATION AREA. IF THIS ALTERNATE IS TAKEN, FIRE DETECTION COVERAGE SHALL BE MODIFIED AS REQUIRED BY CODE.
3. AT EACH REPLACEMENT PANELBOARD, CONTRACTOR SHALL RECONNECT ALL EXISTING CIRCUITS TO NEW BREAKERS OF THE SAME RATING OF THE BREAKER THAT WAS REMOVED. PROVIDE NEW, TYPEWRITTEN PANEL SCHEDULES FOR ALL PANELS INCLUDING EXISTING LOADS. CONTRACTOR SHALL VERIFY EXISTING LOAD FOR EACH CIRCUIT. ALL ABANDONED WIRING SHALL BE REMOVED.
4. ALL NEW AND EXISTING CONDUIT IN FINISHED ROOMS SHALL BE PAINTED TO MATCH SURROUNDING AREA. SURFACE RACEWAYS SHALL ONLY BE INSTALLED ON EXISTING WALLS. RACEWAYS SHALL BE INSTALLED RECESSED IN ALL NEW WALLS.
5. IN EACH CLASSROOM, POWER AND RACEWAY SHALL BE ADDED FOR NEW PROJECTOR, TV AND SMARTBOARD. REFER TO DETAIL ON E501 FOR ADDITIONAL INFORMATION.
6. ALL LOW VOLTAGE CABLING INSTALLED IN CEILING CAVITY SHALL BE PLENUM RATED.
7. WHERE NEW MILLWORK IS TO BE INSTALLED OVER EXISTING RECEPTACLES, CONTRACTOR SHALL INSTALL EXTENSION RING IF NECESSARY AND REINSTALL FACEPLATE ON RECEPTACLE INSIDE MILLWORK.

m A+ ARCHITECTURE L.L.C.
ARCHITECTURE
4010 N LINCOLN BLVD
SUITE 100N
OKLAHOMA CITY, OK
73118
PH (405) 528-8906
FX (405) 528-8607
www.maplusarch.com

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF M A+ ARCHITECTURE L.L.C. AND ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF M A+ ARCHITECTURE L.L.C. © 2013 M A+ ARCHITECTURE L.L.C.

AREA 2
AREA 3
AREA 4
CORRIDOR
CLASSROOM
STORAGE
SCIENCE CLASSROOM
CONNECT TO EXISTING CIRCUIT
(0) FEET

A ELECTRICAL POWER PLAN - AREA 3

1	RFI #013	05/09/2013
2	RFP #016	05/20/2013
3	RFP #019	05/20/2013

CONSULTANTS
CIVIL: LEGACY ENGINEERING
STRUCTURAL: TCG ENGINEERING
MEP: ACE ENGINEERING
FOOD SERVICE: BOARDS ASSOCIATES

ALLEN CURRENTLY INCORPORATED

KEY PLAN

PROJECT IDENTIFICATION
MUSTANG MID-HIGH RENOVATION
5TH & 6TH GRADE CENTER
MUSTANG, OKLAHOMA

DRAWING ISSUE

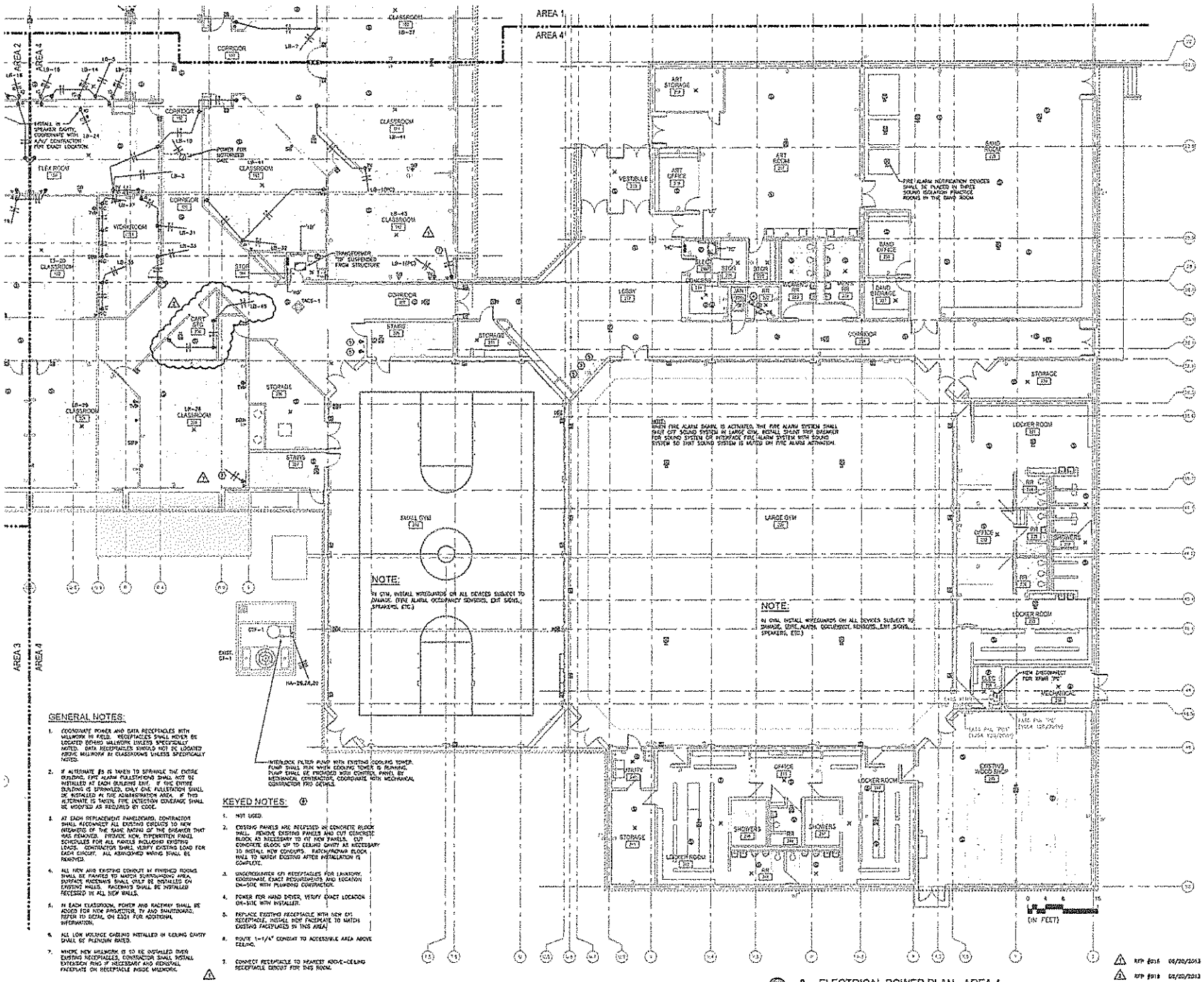
1	04.19.2013	PERMIT/BID SUBMITTAL
2	05.09.2013	RFI #13 RESPONSES
3	05.20.2013	ADDENDUM #1 & RFP
4	06.18.2013	ADDENDUM #2 & RFP

SHEET INFO
PROJECT NO: 1213.01
DRAWN BY: MPH
CHECKED BY: JLS
DATE: 06.18.2013

SHEET TITLE
ELECTRICAL POWER PLAN AREA 3

SHEET NUMBER
E313

OF SHEETS



GENERAL NOTES:

1. COORDINATE POWER AND DATA RECEPTACLES WITH MILLWORK IN FIELD. RECEPTACLES SHALL NOT BE LOCATED BEHIND MILLWORK UNLESS SPECIFICALLY NOTED. DATA RECEPTACLES SHOULD NOT BE LOCATED ABOVE MILLWORK IN CLASSROOMS UNLESS SPECIFICALLY NOTED.
2. IF ALTERNATE #5 IS TAKEN TO SPRINKLE THE ENTIRE BUILDING, FIRE ALARM PULLSTATIONS SHALL NOT BE INSTALLED AT EACH BUILDING EXIT. IF THE ENTIRE BUILDING IS SPRINKLED, ONLY ONE PULLSTATION SHALL BE INSTALLED IN THE ADMINISTRATION AREA. IF THIS ALTERNATE IS TAKEN, FIRE DETECTION COVERAGE SHALL BE MODIFIED AS REQUIRED BY CODE.
3. AT EACH REPLACEMENT PANELBOARD, CONTRACTOR SHALL RECONNECT ALL EXISTING CIRCUITS TO NEW INTERRUPTS OF THE SAME RATING OF THE BREAKER THAT WAS REMOVED. PROVIDE NEW DIRECTORIES FOR ALL SCHEDULES FOR ALL PANELS INCLUDED EXISTING LOADS. CONTRACTOR SHALL VERIFY EXISTING LOAD FOR EACH CIRCUIT. ALL ABANDONED WIRING SHALL BE REMOVED.
4. ALL NEW AND EXISTING CONDUIT IN FINISHED ROOMS SHALL BE PAINTED TO MATCH SURROUNDING AREA. SURFACE RACEWAYS SHALL ONLY BE INSTALLED ON EXISTING WALLS. RACEWAYS SHALL BE INSTALLED RECESSED IN ALL NEW WALLS.
5. IN EACH CLASSROOM, POWER AND RACEWAY SHALL BE ROUGH FOR NEW PROJECTOR, TV AND SMARTBOARD. REFER TO DETAIL ON E321 FOR ADDITIONAL INFORMATION.
6. ALL LOW VOLTAGE CABLING INSTALLED IN CEILING CAVITY SHALL BE PLENUM RATED.
7. WHERE NEW MILLWORK IS TO BE INSTALLED OVER EXISTING RECEPTACLES, CONTRACTOR SHALL INSTALL EXTENSION RING IF NECESSARY AND REINSTALL FACEPLATE ON RECEPTACLE INSIDE MILLWORK.

KEYED NOTES:

1. NOT USED.
2. EXISTING PANELS ARE RECESSED IN CONCRETE BLOCK WALL. REMOVE EXISTING PANELS AND CUT CONCRETE BLOCK AS NECESSARY TO FIT NEW PANELS. CUT CONCRETE BLOCK UP TO CEILING CAVITY AS NECESSARY TO INSTALL NEW CONDUITS. PATCH/REPAIR BLOCK WALL TO MATCH EXISTING AFTER INSTALLATION IS COMPLETE.
3. UNDERCOUNTER GFI RECEPTACLES FOR LAUNDRY. COORDINATE EXACT REQUIREMENTS AND LOCATION ON-SITE WITH PLUMBING CONTRACTOR.
4. POWER FOR HAND DRYER. VERIFY EXACT LOCATION ON-SITE WITH INSTALLER.
5. REPLACE EXISTING RECEPTACLE WITH NEW GFI RECEPTACLE. INSTALL NEW FACEPLATE TO MATCH EXISTING FACEPLATES IN THIS AREA.
6. ROUTE 1-1/4" CONDUIT TO ACCESSIBLE AREA ABOVE CEILING.
7. CONNECT RECEPTACLE TO NEAREST ABOVE-CEILING RECEPTACLE CIRCUIT FOR THIS ROOM.

A ELECTRICAL POWER PLAN - AREA 4

RFP #016 03/20/2013
RFP #018 03/20/2013

m.a+ ARCHITECTURE L.L.C.
ARCHITECTURE
4000 N CLASSEN BLVD
SUITE 400N
OKLAHOMA CITY, OK
73118
PH (405) 525-8808
FX (405) 525-8807
www.maparch.com

CONSULTANTS
CIVIL: LEGACY ENGINEERING
STRUCTURAL: KCI ENGINEERING
MEP: KCI ENGINEERING
FOOD SERVICE: GLASSCOCK ASSOCIATES

ALLEN CONSTRUCTION MANAGEMENT

KEY PLAN

PROJECT IDENTIFICATION
MUSTANG MID-HIGH RENOVATION
5TH & 8TH GRADE CENTER
MUSTANG, OKLAHOMA

DRAWING ISSUE

NO.	DATE	DESCRIPTION
1	01/11/13	PERMITTING SUBMITTAL
2	02/08/13	BID SET SUBMITTAL
3	03/06/13	PERMITTING SUBMITTAL
4	03/20/13	ADDENDUM #2
5	04/10/13	PERMITTING SUBMITTAL

SHEET INFO
PROJECT NO.
DRAWN BY
CHECKED BY
ISSUE DATE

SHEET TITLE
ELECTRICAL POWER PLAN AREA 4

SHEET NUMBER
E314

OF SHEETS

PROPOSED CHANGE ORDER

CCN #	**RFP019**
Date:	6/24/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	1

Client Address:

Work Description

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.
This price is good for acceptance within 10 days from the date of receipt.
We request a time extension of 3 days.
We will supply and install all materials, labor, and equipment as per your instructions on **CCN # RFP019.**

FIELD CODES

Tab - distance in inches that text following the field code will be indented from left
Current date 6/24/2013
6/24/2013 - current date with tab from the left included

Database Name
Database Number (folder name) BASSELECTRICLLC
Database Address (path and folder name) C:\ProgramData\Accubid\Databases\BASSELECTRICLLC

Project Name MUSTANG MID-HIGH 5TH & 6TH GRADE CENTER
Project Number (folder name) RFP# 007
Project Address (path and folder name) C:\ProgramData\Accubid\CODATA\MUSTANG MID-HIGH 5TH & 6TH GRADE CENTER.co10
Project Contract Number

File name of PDF attached to email RFP019.pdf

My Company Name
My Company Address Line 1
My Company Address Line 2
My Company City
My Company State or Province
My Company Counrty
My Company Zip Code or Postal Code
My Company Telehone number
My Company Fax number
My Company Contact name
My Company E-mail

Client Address Site Name
Client Address Address Line 1
Client Address Address Line 2
Client Address City
Client Address State or Province
Client Address Country
Client Address Zip Code or Postal Code
Client Address Telehone number
Client Address Fax number
Client Address Contact name
Client Address E-mail

FROM JOB INFO SCREEN

PROPOSED CHANGE ORDER

Client Address:

CCN #	**RFP019**
Date:	6/24/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	2

Job (CCN) Number	RFP019
Job (CCN) Number Header	CCN #
Job (CCN) Description	
Job (CCN) Notes	
Job (CCN) Status	Pending
Job (CCN) Date	6/24/2013
Job (CCN) Date Header	CCN Date
Last Saved Date	6/24/2013
Received Date	6/24/2013
Due Date	6/24/2013
Start Date	6/24/2013
CO Date	
CO Number	
Reference Column 1	
Reference Column 1 Header	Ref #1
Reference Column 2	
Reference Column 2 Header	Ref #2
Reference Column 3	
Reference Column 3 Header	Ref #3
Reference Column 4	
Reference Column 4 Header	Ref #4
Reference Column 5	
Reference Column 5 Header	Ref #5
Reference Column 6	
Reference Column 6 Header	Ref #6
FROM JOB SCREENS	
Labor column used in Extension	3
FROM TOTALS	
Selling Price	1,937.85
Final Price (includes Global Tax)	1,937.85

Itemized Breakdown

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
1/2" EMT	96	57.23	C	54.94	4.75	C	4.56
1/2" EMT DC SS CONN	6	57.60	C	3.46	12.00	C	0.72
1/2" EMT STL SS CONN	2	126.31	C	2.53	12.00	C	0.24
1/2" EMT DC SS CPLG	6	63.20	C	3.79	0.00	C	0.00
1/2" EMT STL SS CPLG	4	167.60	C	6.70	0.00	C	0.00
#12 THHN	491	276.56	M	135.79	6.92	M	3.40
B2-1 RED WIRE CONN	24	15.54	C	3.73	9.00	C	2.16
4x2-1/8" SQ BOX COMB KO	7	1,093.68	C	76.56	34.50	C	2.42
4" SQ BLANK COVER	1	255.35	C	2.55	3.75	C	0.04
4" SQ 1G PL-RING 3/4" RISE	3	479.80	C	14.39	3.75	C	0.11
4" SQ 2G PL-RING 3/4" RISE	3	636.35	C	19.09	3.75	C	0.11
GROUND SCREW W/INSUL #12 LEAD	7	235.39	C	16.48	4.50	C	0.32
502 BUSHING	3	24.00	C	0.72	3.00	C	0.09
V500 ONE-PIECE RACEWAY	30	98.00	C	29.40	6.00	C	1.80
V511 90DEG FLAT ELBOW	3	140.00	C	4.20	22.50	C	0.68
V518 90DEG OUTSIDE ELB	1	162.00	C	1.62	22.50	C	0.23
20A 125V DUPLEX REC (SG)	6	1,740.00	C	104.40	30.00	C	1.80
20A 125V GFI DUP REC (SG)	3	1,060.00	C	31.80	33.00	C	0.99

PROPOSED CHANGE ORDER

Client Address:

CCN #	**RFP019**
Date:	6/24/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	3

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
2G S/S DUP REC PLATE	3	520.00	C	15.60	6.00	C	0.18
GFI RECEPTACLE PLATE	3	144.00	C	4.32	6.00	C	0.18
1/4" PLATED T-ROD	17	134.80	C	22.92	3.75	C	0.64
1/4-20 HEX NUT (PLATED)	2	3.10	C	0.06	3.00	C	0.06
#6x 3/8" S-TAP SCREW P/H	24	4.76	C	1.14	3.00	C	0.72
H23 QUICK MTD BOX SUPP	6	117.56	C	7.05	7.50	C	0.45
812M4I 1/2-3/4 THRD COND CLIP	8	33.46	C	2.68	9.75	C	0.78
812MF 1/2-3/4 EMT M/STUD	6	115.39	C	6.92	4.65	C	0.28
4TI24 1/4 ROD 1/4 FLNG HNGR	9	94.49	C	8.50	15.00	C	1.35
Totals				**581.35**			**24.29**

Summary

General Materials		581.35
Material Total		**581.35**
JOURNEYMAN	(24.29 Hrs @ $42.00)	1,020.18
Subtotal		**1,601.53**
Overhead	(@ 10.000 %)	160.15
Markup	(@ 10.000 %)	176.17
Subtotal		**1,937.85**
Final Amount		**$1,937.85**

CONTRACTOR CERTIFICATION

Name: _____

Date: _____

Signature: _____

I hereby certify that this quotation is complete and accurate based on the information provided.

CLIENT ACCEPTANCE

CCN #: RFP019

Final Amount:$1,937.85

Name: _____

Date: _____

Signature: _____

Change Order #: _____

I hereby accept this quotation and authorize the contractor to complete the above described work.

ORIGINAL

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:7/2/13

PROPOSED CHANGE #72

CHANGE DESCRIPTION: Pricing below is per RFP #20 for the installation of additional downspout boots and collection pipes to the east courtyard, as shown in attached details.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		H&H Utilities			$3,230.00		$3,230.00
2		Layout		$100.00			$100.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$0.00	$100.00	$3,230.00	$0.00	$3,330.00
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$29.30	N/A	$29.30
		SUBTOTALS	$0.00	$100.00	$3,259.30	$0.00	$3,359.30
				0.2400%	SUB LIABILITY		$8.06
				0.8300%	BONDS		$27.88
				4.0000%	OH&P		$134.37
				0.3200%	Safety		$10.75
				0.2200%	Shop Dray		$7.39
				0.2500%	Cleanup		$8.40
		TOTAL CHANGE ORDER					$3,556

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

H & H Plumbing & Utilities, Inc.

Lic. No.
OK 02653

266 Industrial Blvd., Goldsby, OK 73093-9116
(405) 288-2346 (405) 288-2349 FAX

Contractor: Timberlake Const. Co., Inc. Ph.#: 840-2521 Project: Mustang Mid-High Renovation
Address: P.O. Box 18297 Fax #: 840-5469 Address: 5th & 6th Grade Center
Oklahoma City, OK 73154 430 Forster Dr., Mustang, OK

Price change request to add three downspout boots, piping and tee connections for PCR #20 dated 6/28/13.

		Unit	Qty	Price	Total
A	**Material**				
	6" HDPE storm pipe	LF	60	2.50	150.00
	8" x 6" HDPE tees	EA	2	54.00	108.00
	6" x 6" HDPE tee	EA	1	23.00	23.00
	6" HDPE 90° bends	EA	3	18.00	54.00
	6" Round x 6" x 4" cast iron downspout boots	EA	3	161.23	483.69
	Extensions for boots	EA	3	159.99	479.97
	Bolts, anchors & washers	EA	12	2.40	28.80
	Sand bedding & backfill	CY	10	9.90	99.00
					1,426.46
			Tax	0.000%	-
					1,426.46
B	**Labor**				
	Plumber	Hrs	12	35.50	426.00
	Operator	Hrs	9	33.60	302.40
	Helper	Hrs	12	26.30	315.60
					1,044.00
C	**Equipment**				
	Truck	Hrs	12	15.00	180.00
	Trackhoe (Mini)	Hrs	4.5	20.00	90.00
	Bobcat	Hrs	4.5	20.00	90.00
					360.00
D	**Subcontract**				
	CPM Trucking (haul off spoils)				100.00
					100.00
			Subtotal		**2,930.46**
E	**Overhead**			5%	146.52
					3,076.98
F	**Profit**			5%	153.85
			Total		$ 3,230.83

Total Add to Contract **$ 3,230.00**

Submitted by: Earl Hendrix Title: Vice President Date: 7/2/2013

Accepted by: _____ Title: _____ Date: 519

ARCHITECTURE

Request for Proposal

DATE: July 1, 2013

TO: Jay Crawford

COMPANY: Timberlake Construction

FROM: Josh Pendleton

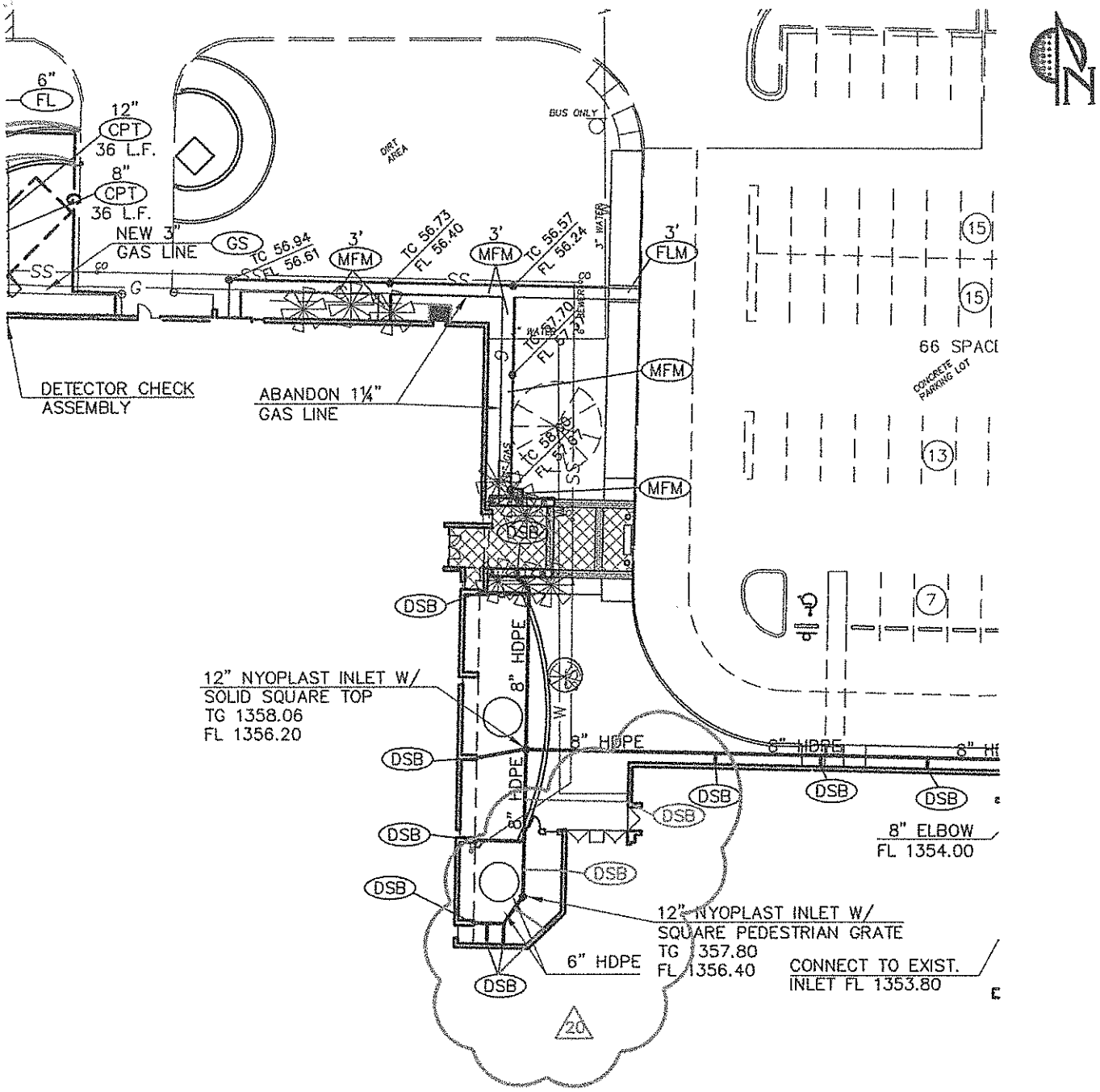
PROJECT: Mustang Mid-High Renovation – 5th & 6th Grade Center JOB #: 1511E67

CONTRACT DATE: April 26, 2012

RFP NO. 020 :

Please provide pricing for the installation of additional downspout boots and collection pipes to the east courtyard, as shown in attached details.

MA+ ARCHITECTURE ▪ 4000 N Classen Blvd. Suite 100N ▪ Oklahoma City, OK 73118 ▪ Phone 405.525.8806 ▪ Fax 405.525.8807
www.meyerarch.com



0 40 80

SCALE: 1" = 40'

20 6/28/2013 RFP NO. 00020

LEGACY ENGINEERING, INC.
Engineering Tomorrow's Infrastructure
One N.W. 64th Street, Suite C
Oklahoma City, OK 73116
405/840-0995 (Voice) 405/840-1250 (Fax) info@legacyengr.com

MUSTANG MID-HIGH RENOVATION

5TH & 6TH GRADE CENTER

RFP 00020

Drawn By: MAH	Scale: 1"= 40'
Checked By: BSB	Date: JUNE 28, 2013
Project No.: 1511E67	Sheet 1 of 1

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:7/1/13

PROPOSED CHANGE #70

CHANGE DESCRIPTION: Pricing below is per RFI #71 response to provide a backflow valve with a box in gravity line before tie in to pumped line. This is to be located in new line near where it ties into the existing.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		United Mechanical			$2,140.38		$2,140.38
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	**$0.00**	**$0.00**	**$2,140.38**	**$0.00**	**$2,140.38**
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8600%	SUB BONDS	N/A	N/A	$18.84	N/A	$18.84
		SUBTOTALS	**$0.00**	**$0.00**	**$2,159.22**	**$0.00**	**$2,159.22**
				0.2400%	SUB LIABILITY		$5.18
				0.8300%	BONDS		$17.92
				4.0000%	OH&P		$86.37
				0.3200%	Safety		$6.91
				0.2200%	Shop Dray		$4.75
				0.2500%	Cleanup		$5.40
		TOTAL CHANGE ORDER					**$2,286**

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

7-17-13

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

ARCHITECTURE

RFI RESPONSE

DATE: June 25, 2013

TO: Ryan Manning

COMPANY: Timberlake Construction, Inc

FROM: Josh Pendleton

PROJECT: Mustang Mid-High Renovation – 5th & 6th Grade Center **JOB #:** 1511E67

CONTRACT DATE: April 26, 2012

RFI QUESTION NO. 071 (received 06/19/13):

It was discussed in the AOC meeting today that the sewage lift pump station when powered on boils through the ground on south side of the building. There is a 4" sewage line that runs from there and appears that it needs a backflow device installed to keep it from boiling through the ground. Do you agree? If so, please provide specifics so we can accurately price.

RFI ANSWER:

From Mechanical Engineer:

"Provide a backwater valve with box in gravity line before tie in to pumped line. This is to be located in new line near to where it ties into the existing."

- Heath McKee, ACI

MA+ form # CA003 – 1/08

MA+ ARCHITECTURE ■ 4000 N Classen Blvd. Suite 100N ■ Oklahoma City, OK 73118 ■ Phone 405.525.8806 ■ Fax 405.525.8807
www.meyerarch.com

United Mechanical
SERVICE / CONSTRUCTION

CHANGE ORDER

PROJECT: Mustang Mid High Renovation
RFP NO.:
DESCRIPTION: RFI-071, Install back water valve in sanitary sewer line

JOB NUMBER: 12956
DATE: 6/26/2013

MATERIAL:

QTY	SIZE	CODE	DESCRIPTION	COST EA.	TOTAL
1		Lot	Plumbing Material	$ 526.00	$ 526.00
1		Lot	Hydronic Material	$ -	$ -
1		Lot	Sheetmetal Material	$ -	$ -
					$ -
1		Lot	Plumbing Equipment	$ -	$ -
1		Lot	Hydronic Equipment	$ -	$ -
1		Lot	Sheetmetal Equipment	$ -	$ -
					$ -
					$ -

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:7/8/13

PROPOSED CHANGE #74

CHANGE DESCRIPTION: Pricing below is to furnish and install break metal above the Q Frames on the west side of building outside media area. The other price is to furnish and install break metal at the location shown on the attached picture on the west side by door 165a.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Alred Glass Company			$1,239.00		$1,239.00
2		Alred Glass Company			$825.00		$825.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$0.00	$0.00	$2,064.00	$0.00	$2,064.00
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$18.16	N/A	$18.16
		SUBTOTALS	$0.00	$0.00	$2,082.16	$0.00	$2,082.16
				0.2400%	SUB LIABILITY		$5.00
				0.8300%	BONDS		$17.28
				4.0000%	OH&P		$83.29
				0.3200%	Safety		$6.66
				0.2200%	Shop Dray		$4.58
				0.2500%	Cleanup		$5.21
		TOTAL CHANGE ORDER					$2,204

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

7-17-13

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

ALRED GLASS COMPANY

DATE: JULY 3, 2013

CHANGE ORDER PRICE QUOTE

JOB NAME: MUSTANG MID-HIGH

PROPOSAL INCLUDES THE FOLLOWING:

BASE BID

1. FURNISH AND INSTALL (9) STICKS OF BREAK METAL FOR ABOVE THE Q-FRAMES THAT THE SOFFIT DIDN'T GET FINISHED OUT TO OUR FRAMES.
2. INCLUDES ALL INSTALLATION AND CAULKING OF OUR WORK.

TOTAL INSTALLED PRICE $ 1,239.00

BASE BID

1. FURNISH AND INSTALL BREAK METAL IN FLAT SHEETS IN AN "L" ANGLE TO APPLY TO THE FACE OF THE BUILDING TO FINISH OUT. THE METAL WILL HAVE TO BE IN TWO PIECES TO AVOID DEMPLES FROM SHOWING, AND THE CONTRACTOR WILL HAVE TO MAKE SURE THE SURFACE WE ARE ADHERING TO IS SMOOTH AND FLAT.
2. INCLUDES ALL INSTALLATION AND CAULKING OF OUR WORK.

TOTAL INSTALLED PRICE $ 825.00

RESPECTFULLY,

M. CHANCE ALRED, PRESIDENT

Chance Alred
2708 Vancouver Street
Broken Arrow, OK 74012

Phone: 1-918-664-2272
Fax: 1-918-664-4936
E-mail: alred117@msn.com

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:7/12/13

PROPOSED CHANGE #75

CHANGE DESCRIPTION: Pricing below is per RFI 73 to add outlets in the MDF Room 154 for the Owner's Server equipment.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Bass Electric			$1,011.10		$1,011.10
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$0.00	$0.00	$1,011.10	$0.00	$1,011.10
0.0000%		SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
38.4400%		LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
0.8800%		SUB BONDS	N/A	N/A	$8.90	N/A	$8.90
		SUBTOTALS	$0.00	$0.00	$1,020.00	$0.00	$1,020.00
					0.2400%	SUB LIABILITY	$2.45
					0.8300%	BONDS	$8.47
					4.0000%	OH&P	$40.80
					0.3200%	Safety	$3.26
					0.2200%	Shop Dray	$2.24
					0.2500%	Cleanup	$2.55
		TOTAL CHANGE ORDER					$1,080

$500.00 fee

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

APPROVED

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

7-17-13

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

ARCHITECTURE

RFI RESPONSE

DATE: July 9, 2013

TO: Ryan Manning

COMPANY: Timberlake Construction, Inc

FROM: Josh Pendleton

PROJECT: Mustang Mid-High Renovation – 5th & 6th Grade Center **JOB #:** 1511E67

CONTRACT DATE: April 26, 2012

RFI QUESTION NO. 073 (received 07/08/13):

MPS has informed Timberlake today that they have four IT drops going into Room 154, but the server in room 154 has no outlets to power these up. MPS IT Dept said that they would like to have 2 quad outlets located in this room on the wall the servers are located (there is a quad on a different wall in this). They would like to have one quad outlet for each tower, which is not indicated on the contract documents. Timberlake needs to get power to these areas asap.

Note, should the outlets be needed there will be additional cost with this.

RFI ANSWER:

Contractor to provide pricing for circuits as described by Electrical Engineer below. Circuits can be run in a single conduit.

From Electrical Engineer:

Contractor shall provide pricing to install two quad receptacles in room 154. These receptacles shall be installed on the wall at the I.T. racks provided by the owner, coordinate the exact location on site with the owner. One quad shall be fed from the existing circuit serving the I.T. equipment in this room. The other receptacle shall be fed from circuit "T2-13", an existing spare 1P20A breaker.

Steve Ruse, P.E., LEED AP
Electrical Engineer
Allen Consulting, Inc.

MA+ ARCHITECTURE ■ 4000 N Classen Blvd. Suite 100N ■ Oklahoma City, OK 73118 ■ Phone 405.525.8806 ■ Fax 405.525.8807
www.meyerarch.com

PROPOSED CHANGE ORDER

CCN #	**RFI 073, IT DROPS**
Date:	7/11/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	1

Client Address:

Work Description

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.
This price is good for acceptance within **10** days from the date of receipt.
We request a time extension of **3** days.
We will supply and install all materials, labor, and equipment as per your instructions on **CCN # RFI 073, IT DROPS.**

FIELD CODES

Tab - distance in inches that text following the field code will be indented from left
Current date 7/11/2013
7/11/2013 - current date with tab from the left included

Database Name
Database Number (folder name) BASSELECTRICLLC
Database Address (path and folder name) C:\ProgramData\Accubid\Databases\BASSELECTRICLLC

Project Name MUSTANG MID-HIGH 5TH & 6TH GRADE CENTER
Project Number (folder name) RFP# 007
Project Address (path and folder name) C:\ProgramData\Accubid\CODATA\MUSTANG MID-HIGH 5TH & 6TH GRADE CENTER.co10
Project Contract Number

File name of PDF attached to email RFI 073, IT DROPS.pdf

My Company Name
My Company Address Line 1
My Company Address Line 2
My Company City
My Company State or Province
My Company Counrty
My Company Zip Code or Postal Code
My Company Telehone number
My Company Fax number
My Company Contact name
My Company E-mail

Client Address Site Name
Client Address Address Line 1
Client Address Address Line 2
Client Address City
Client Address State or Province
Client Address Country
Client Address Zip Code or Postal Code
Client Address Telehone number
Client Address Fax number
Client Address Contact name
Client Address E-mail

FROM JOB INFO SCREEN

ORIGINAL

PROPOSED CHANGE ORDER

Client Address:

CCN #	**RFI 073, IT DROPS**
Date:	7/11/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	2

Job (CCN) Number	RFI 073, IT DROPS
Job (CCN) Number Header	CCN #
Job (CCN) Description	RFI 073, IT DROPS IN ROOM 154
Job (CCN) Notes	
Job (CCN) Status	Pending
Job (CCN) Date	7/11/2013
Job (CCN) Date Header	CCN Date
Last Saved Date	7/11/2013
Received Date	7/11/2013
Due Date	7/11/2013
Start Date	7/11/2013
CO Date	
CO Number	
Reference Column 1	
Reference Column 1 Header	Ref #1
Reference Column 2	
Reference Column 2 Header	Ref #2
Reference Column 3	
Reference Column 3 Header	Ref #3
Reference Column 4	
Reference Column 4 Header	Ref #4
Reference Column 5	
Reference Column 5 Header	Ref #5
Reference Column 6	
Reference Column 6 Header	Ref #6
FROM JOB SCREENS	
Labor column used in Extension	3
FROM TOTALS	
Selling Price	1,011.10
Final Price (includes Global Tax)	1,011.10

Itemized Breakdown

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
1/2" EMT	34	57.23	C	19.46	4.75	C	1.62
3/4" EMT	50	108.90	C	54.45	5.81	C	2.90
1/2" EMT DC SS CONN	4	57.60	C	2.30	12.00	C	0.48
3/4" EMT STL SS CONN	2	205.54	C	4.11	15.00	C	0.30
1/2" EMT DC SS CPLG	4	63.20	C	2.53	0.00	C	0.00
3/4" EMT STL SS CPLG	5	252.79	C	12.64	0.00	C	0.00
#12 THHN	279	276.56	M	77.16	6.92	M	1.93
B2-1 RED WIRE CONN	11	15.54	C	1.71	9.00	C	0.99
4x2-1/8" SQ BOX COMB KO	3	1,093.68	C	32.81	34.50	C	1.03
4" SQ BLANK COVER	1	255.35	C	2.55	3.75	C	0.04
4" SQ 2G PL-RING 3/4" RISE	2	636.35	C	12.73	3.75	C	0.07
GROUND SCREW W/INSUL #12 LEAD	3	235.39	C	7.06	4.50	C	0.14
20A 125V DUPLEX REC (SG)	4	1,740.00	C	69.60	30.00	C	1.20
2G S/S DUP REC PLATE	2	520.00	C	10.40	6.00	C	0.12
1/4-20 HEX NUT (PLATED)	1	3.10	C	0.03	3.00	C	0.03
#6x 3/8" S-TAP SCREW P/H	8	4.76	C	0.38	3.00	C	0.24
M24 1/4" FLANGE	1	63.13	C	0.63	7.50	C	0.07
H23 QUICK MTD BOX SUPP	2	117.56	C	2.35	7.50	C	0.15

PROPOSED CHANGE ORDER

Client Address:

CCN #	**RFI 073, IT DROPS**
Date:	7/11/2013
Project Name:	MUSTANG MID-HIGH
Project Number:	RFP# 007
Page Number:	3

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
812M24 .5-.75 EMT 1/4 FLNG	8	92.21	C	7.38	8.25	C	0.66
812MF 1/2-3/4 EMT M/STUD	4	115.39	C	4.62	4.65	C	0.19
Totals				**324.90**			**12.16**

Summary

General Materials		324.90
Material Total		**324.90**
JOURNEYMAN	(12.16 Hrs @ $42.00)	510.72
Subtotal		**835.62**
Overhead	(@ 10.000 %)	83.56
Markup	(@ 10.000 %)	91.92
Subtotal		**1,011.10**
Final Amount		**$1,011.10**

CONTRACTOR CERTIFICATION

Name: _____

Date: _____

Signature: _____

I hereby certify that this quotation is complete and accurate based on the information provided.

CLIENT ACCEPTANCE

CCN #: RFI 073, IT DROPS

Final Amount:$1,011.10

Name: _____

Date: _____

Signature: _____

Change Order #: _____

I hereby accept this quotation and authorize the contractor to complete the above described work.

ORIGINAL

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:7/15/13

PROPOSED CHANGE #76

CHANGE DESCRIPTION: Pricing below is to furnish and install high moisture VCT adhesive in existing rooms 133, 134, 136, 137, 138. The Owner will provide VCT material for Special Needs Room and Spectra will install the floor at no cost to the Owner.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Timberlake Construction(Demo/Cleanup)			$0.00		$0.00
2		Spectra(Floor in Special Needs)			$0.00		$0.00
3		Spectra(High Moisture Adhesive)			$2,800.00		$2,800.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$0.00	$0.00	$2,800.00	$0.00	$2,800.00
0.0000%		SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
38.4400%		LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
0.8800%		SUB BONDS	N/A	N/A	$24.64	N/A	$24.64
		SUBTOTALS	$0.00	$0.00	$2,824.64	$0.00	$2,824.64

0.2400%	SUB LIABILITY	$6.78
0.8300%	BONDS	$23.44
4.0000%	OH&P	$112.99
0.3200%	Safety	$9.04
0.2200%	Shop Dray	$6.21
0.2500%	Cleanup	$7.06

TOTAL CHANGE ORDER	$2,990

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

7-17-13

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

SCF: Oklahoma d/b/a
Spectra Contract Flooring - Dallas/Fort Worth
6000 NW 2nd Street Suite 100
Oklahoma City, OK 73127

Phone: (405) 787-8131
Fax: (405) 787-8859

SPECTRA CONTRACT FLOORING
A Berkshire Hathaway Company

Proposal Submitted To	Attention	Phone	Fax	Date
Timberlake Construction Co., Inc.	Jay Crawford	(405) 840-2521	(405) 840-5469	07/14/13
Proposal Name		**Job Name**		**Job #**
High Moisture Adhesive		Mustang Mid-High Renovation		81542
Street		**Job Street**		**Proposal ID**
7613 N Classen		3600 S. Sara Road		138902-A07

City, State and Zip	Architect	Date of Plans	Add #	Job City, State and Zip	Customer Job #	Customer PO
Oklahoma City, OK 73116				MUSTANG, OK 73064	TCI 1229	None

We hereby submit specifications and estimates for:

Item Description

Inclusions: High Moisture VCT adhesive only rooms: 133,134,136,137,138

Base Bid Total: $2,800.00

We PROPOSE to perform the work complete in accordance with the specifications and as described above for the SUM of:

Signature: Darrin Davis **Darrin Davis** **$2,800.00**

Email: darrin.davis@spectracf.com

Conditions of Proposal:

1. This proposal may be withdrawn if not accepted within 30 days of its issuance. Spectra will consider reasonable requests to engage in negotiations for revisions to this Proposal, including signing a subcontract that incorporates the terms of this Proposal. A proposal not accepted within 30 days will be subject to price escalation for materials.
2. This proposal is subject to credit review and approval. Payment terms are net 30 days. Past due invoices are subject to service charges of 1.5% per month (18% per annum). In the case of any default, Customer shall pay Spectra's reasonable attorney fees and costs, including those on any appeal, even if no suit or action is filed.
3. All work shall be performed in a workmanlike manner according to industry standards. Areas to receive flooring shall be free and clear of debris. Any changes to the work shall be performed only after execution of a written change order.
4. Prior to commencement of Spectra's work: (a) Customer shall test all concrete sub floors receiving flooring for vapor emission levels and alkalinity per ASTM F-1869 and provide written results to Spectra, including a list of any sealers applied to the concrete sub floor; (b) If Customer does not provide such reports at least 10 days prior to commencement of Spectra's work, then Customer shall provide Spectra with access to all concrete sub floors for appropriate testing and Customer shall be responsible for the costs of such testing; and (c) Any concrete sub floors not meeting manufacturers' requirements for installation will require correction or the execution of a separate waiver agreement.
5. All work is contingent upon strikes, accidents or delays beyond Spectra's control. Customer shall carry insurance for all hazards, including fire. Spectra's workers are fully covered by Worker's Compensation and Liability Insurance.
6. Customer represents and warrants that: (a) the project site contains no hazardous or other dangerous substances, either exposed or concealed; or (b) Customer has given written notice to Spectra of all such substances and their location(s). To the fullest extent permitted by law, Customer shall indemnify, defend and hold Spectra harmless from any damage, claim, loss, expense and attorney fees related to Spectra's liability, if any, including any federal or state statute related to hazardous or other dangerous substances.
7. Spectra is fully licensed, bonded, and insured. This proposal does not include participation in any OCIP/CCIP or related programs. Requests for Spectra to participate in such programs may result in additional costs.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.

535

Customer: Timberlake Construction Co., Inc. **Signed:** _____ **Date:** _____

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1229
Mustang Mid High 5th & 6th Grade Center Renovation
PROPOSED CHANGE SUMMARY

DATE:7/15/13

PROPOSED CHANGE #77

CHANGE DESCRIPTION: Pricing below is per our AOC meeting onsite with EGR, Timberlake, and MA+ to discuss using particleboard in lieu of MDF. EGR stated they made a mistake and would provide a credit for the difference in material cost. The particleboard installed was only used in the office/admin areas. All other areas are the MDF as specified.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		EGR			($294.20)		($294.20)
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$0.00	$0.00	($294.20)	$0.00	($294.20)
0.0000%		SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
38.4400%		LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
0.8800%		SUB BONDS	N/A	N/A	$0.00	N/A	$0.00
		SUBTOTALS	$0.00	$0.00	($294.20)	$0.00	($294.20)
				0.2400%	SUB LIABILITY		$0.00
				0.8300%	BONDS		$0.00
				4.0000%	OH&P		$0.00
				0.3200%	Safety		$0.00
				0.2200%	Shop Dray		$0.00
				0.2500%	Cleanup		$0.00
		TOTAL CHANGE ORDER					($294.20)

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

7-17-13

AUTHORIZING SIGNATURE
OWNER

AUTHORIZING SIGNATURE
TIMBERLAKE CONSTRUCTION

From: Ed Martz
To: Ryan Manning
Cc: Darren Lister
Subject: FW: Mustang Credit
Date: Monday, July 15, 2013 10:57:27 AM
Attachments: BRN_DB1623_020523.pdf

Ryan,

Please find attached the backup docs requested. Will this suffice?

Ed

From: NOAH HUTCHENS
Sent: Thursday, July 11, 2013 2:55 PM
To: Ed Martz; Darren Lister
Subject: Mustang Credit

Here are the invoices for Mustang where we bought the MDF melamine. I have highlighted the MDF Melamine on one, and the particleboard Melamine from a different job on a separate invoice so they can see the price difference. I also attached an invoice from Patrick's showing that all the laminated parts are MDF Core. Here is the price breakdown:

- (1) Sheet of MDF core Melamine 2 side - $39.96
- (1) Sheet of Particleboard core Melamine 2 side - $25.25
- Difference in price - $14.71
- (20) Number of sheets affected
- Total Credit for particleboard parts - $294.20

Noah Hutchens PROJECT MANAGER
EGR ARCHITECTURAL MILLWORK
601 N. MILLER, OKLAHOMA CITY, OKLAHOMA 73107
m:405.213.6016 o:405.943.0900 f:405.943.0944
www.egronline.com

Cedar Creek Oklahoma City
450 N. MacArthur
Oklahoma City, OK 73127- USA
Phone: (800)-375-6025

Remit To: CEDAR CREEK LLC
P.O. BOX 843704
DALLAS, TX 75284-3704

INVOICE

OKC01154505-001

Invoice Date: 04/22/13
Account: EGRCONOKLOK 0001
Branch: OKC
Phone: (943)-090-0
Fax: (943)-094-4
Delivery: OKC01154505-001

BILL TO:
EGR CONSTRUCTION, INC.
601 N. MILLER
OKLAHOMA CITY OK 73107

SHIP TO:
EGR CONSTRUCTION, INC.
601 N. MILLER
OKLAHOMA CITY OK 73107

PO: 29196 REF: JOB:

ORDER DATE: 04/19/13 SALES AGENTS OKC12 ORDER TYPE: 0101WH ORDERED BY: ENTERED BY: Lwestlake SHIP VIA: CCreek Truck FRT TERM: AUTH CHG:
SHIP DATE: 04/22/13

QTY ORDERED	QTY SHIPPED	UOM	ITEM/DESCRIPTION	CONVERTED QTY	PRICE/UOM	AMOUNT
49	49	EAC	MELM3448WHI2 3/4X4X8 (MDF)WHITE 2S THERMOFUSED MELAMINE (40)	1.57/MSF	1249.00/MSF 39.94/SHEET	1,958.43
94	94	EAC	MEPM1448WHI1 1/4X4X8 MDF WHITE 1 SIDE	3.01/MSF	459.00/MSF	1,380.67
50	50	EAC	BIR3448VRICABW1 3/4X4X8 V/C CABINET GRADE BIRCH WPF IMPORT	1.6/MSF	1020.00/MSF	1,632.00
			****** SUB-TOTAL ******			4,971.10

**********NOTICE**********
NO RETURNS ON SPECIAL ORDER MERCHANDISE.
NO RETURNS AFTER 30 DAYS.
20% RE-STOCKING FEE ON RETURNS PRIOR TO 30 DAYS.

*** ATTENTION - PLEASE NOTE THAT OUR REMITTANCE ADDRESS HAS CHANGED***

PAYMENT TERMS:
0.5% 10TH PROX NET 11TH
You may deduct 24.86 if paid by 05/10/13

Balance $4,971.10

Cedar Creek Oklahoma City
450 N. MacArthur
Oklahoma City, OK 73127- USA
Phone: (800)-375-6025

Remit To: CEDAR CREEK LLC
P.O. BOX 843704
DALLAS, TX 75284-3704

INVOICE

OKC01188423-001

Invoice Date: 05/16/13
Account: EGRCONOKLOK 0001
Branch: OKC
Phone: (943)-090-0
Fax: (943)-094-4
Delivery: OKC01188423-001

BILL TO:
EGR CONSTRUCTION, INC.
601 N. MILLER
OKLAHOMA CITY OK 73107

SHIP TO:
EGR CONSTRUCTION, INC.
601 N. MILLER
OKLAHOMA CITY OK 73107

PO: 29390 REF: JOB:

ORDER DATE: 05/15/13 SALES OKC12 ORDER TYPE: 0101WH SHIP VIA: CCreek Truck FRT TERM:
SHIP DATE: 05/16/13 AGENTS OKC08 ORDERED BY: JARED C AUTH CHG:
ENTERED BY: Lwestlake

QTY ORDERED	QTY SHIPPED	UOM	ITEM/DESCRIPTION	CONVERTED QTY	PRICE/UOM	AMOUNT
100	100	EAC	MEPM1448WHI1 1/4X4X8 MDF WHITE 1 SIDE PLEASE SHIP 1 UNIT	3.2/MSF	459.00/MSF	1,468.80
160	160	EAC	MELP3448WHI2 3/4X4X8 WHITE 2S MELAMINE (40) PLEASE SHIP 4 UNITS	5.12/MSF	789.00/MSF L 25.25/SHEET	4,039.68
40	40	EAC	MAP3448FRDBW21 3/4X4X8 F/C R/C WHT MAPLE B-2 WPF PLEASE SHIP 1 UNIT	1.28/MSF	1605.00/MSF	2,054.40
100	100	EAC	BIR3448VRICABW1 3/4X4X8 V/C CABINET GRADE BIRCH WPF IMPORT PLEASE SHIP 2 UNITS	3.2/MSF	1020.00/MSF	3,264.00
132	132	EAC	RUB1255IBBBB 1/2X5X5 RUSSIAN BIRCH BB/BB 9-PLY	3.3/MSF	999.00/MSF	3,296.70
25	25	EAC	RUB1455BBBB 1/4X5X5 BALTIC BIRCH 5-PLY	.63/MBF	722.00/MBF	451.25

DECORATIVE DYNAMICS

Custom Vinyls - TX
PHONE: 254-799-5717
Email: credit@patrickind.com

INVOICE

WE THANK YOU FOR YOUR BUSINESS

DIVISION	340
INVOICE NUMBER	1973639 RI
INVOICE DATE	03/27/13
SALES ORDER	1460963 SO
SHIPPED DATE	03/27/13
SALES PERSON	090

SOLD TO accountspayable@egronline.com

1019230
EGR Construction, Inc.
601 N. Miller Blvd.
Oklahoma City, OK 73107

SHIP TO

1019230
EGR Construction, Inc.
601 N. Miller Blvd.
Oklahoma City, OK 73107

Products comply with FMHCSS 3280.308 &/or CCR93120.2 (a) Applicable Phase &/or EPPS CPA3-08 &/or FSC SCS-COC-004363, if ordered as such by customer. All sales subject to Patrick Industries' standard terms and conditions.

CUSTOMER'S PO	SHIPPED VIA	TERMS	TAX CERTIFICATE	TAX ID
28971	Destination (delivered)	1% 10, Net 30	178065	

QUANTITY DELIVERED	ITEM NUMBER	DESCRIPTION	TOTAL UNITS	UNIT PRICE	EXTENDED AMOUNT
1.00 PC	23301821D	HC 3/4X49X97 MONTICELLO MAPLE 7925-38 CPII MDF OS U G2S Formaldehyde Emission not>0.11PPM meets Carb 93120 P-II Cert 1680667 Shipment: 01460963-00000002	.0320 3921653 WO	3,105.0000 MS 99.3600 PC	99.36
31.00 PC	23101704D	HC 3/4X49X97 MONTICELLO MAPLE 7925-38 WHITE LINER CPII MDF Formaldehyde Emission not>0.11PPM meets Carb 93120 P-II Cert 1680667 Shipment: 01460963-00000002	.9920 3921654 WO	2,321.0000 MS 74.2720 PC	2,302.43
1.00		FUEL SURCHARGE Shipment: 01460963-		125.0000 125.0000 PC	125.00

SHIPPER

APPROVED RETURNS SUBJECT TO A MINIMUM 20% RE-STOCKING CHARGE

PAY THIS AMOUNT 2,526.79

REMIT TO

Patrick Industries, Inc.
#774701
4701 Solutions Center
Chicago, IL 60677-4007

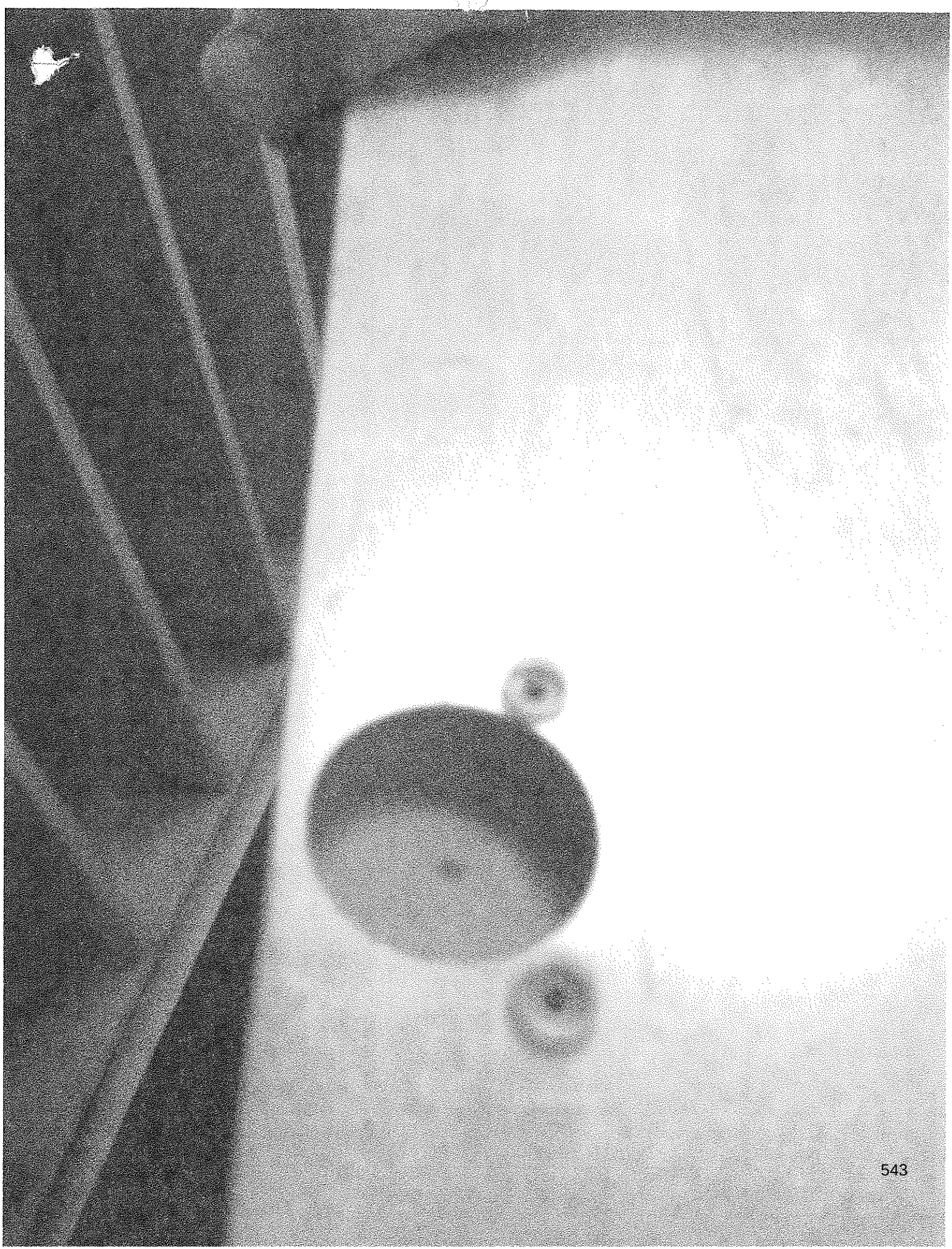
PLEASE RETURN THIS PAY STUB WITH REMITTANCE

340 1973639 RI
1460963 SO
1019230
EGR Construction, Inc.
601 N. Miller Blvd.
Oklahoma City, OK 73107

INVOICE TOTAL 2,526.79

INVOID

5742590



MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: July 24, 2013
Re: Timberlake Change Order #10

JW 7-24-13

Respectfully request that the Board discuss, consider, and/or act upon approval of the change order from Timberlake Construction for the following on the Sara Rd. Elementary:

*PC#80 – Add monument sign at entry per RFP#35 - $3500.79
*PC#103 – Add closer, threshold, and stop to door 21D - $610.85
*PC#105 – Provide carpet moisture barrier - $3203.75
*PC#107 – Modify ductwork & sprinkler system per RFP#21R - $5855.41

This will be a total **decrease** to the **Construction Contingency** by $13,170.80

AIA® Document G701™ – 2001

Change Order

PROJECT *(Name and address)*:
Sara Road Elementary - Building
3600 S Sara Road
Oklahoma City, OK 73099

TO CONTRACTOR *(Name and address)*:
Timberlake Construction Co., Inc.
PO Box 18297
Oklahoma City, OK 73154

CHANGE ORDER NUMBER: 010
DATE: 7-23-13

ARCHITECT'S PROJECT NUMBER:
CONTRACT DATE: 4-26-12
CONTRACT FOR: General Construction

OWNER: ☒
ARCHITECT: ☒
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
This change order will be a net deduct to the Owner Contingency in the amount of $13,170.80 as follows:
1. PC #80 - Add monument sign at entry per RFP #35 - $3,500.79.
2. PC #103 - Add closer, threshold, and stop to Door 21D - $610.85.
3. PC #105 - Provide carpet moisture barrier - $3,203.75.
4. PC #107 - Modify ductwork & sprinkler system per RFP #21R - $5,855.41.

The original Guaranteed Maximum Price was	$	16,801,568.66
The net change by previously authorized Change Orders	$	0.00
The Guaranteed Maximum **Price** prior to this Change Order was	$	16,801,568.66
The Guaranteed Maximum **Price** will be unchanged by this Change Order in the amount of	$	0.00
The new Guaranteed Maximum **Price** including this Change Order will be	$	16,801,568.66

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT	CONTRACTOR	OWNER
MA+ Architecture *(Firm name)*	Timberlake Construction Co., Inc. *(Firm name)*	Mustang Public Schools *(Firm name)*
4000 North Classen, Suite 100N, Oklahoma City, OK 73118	PO Box 18297, Oklahoma City, OK 73154	906 S Heights Drive, Mustang, OK 73064
ADDRESS	ADDRESS	ADDRESS
BY *(Signature)*	BY *(Signature)*	BY *(Signature)*
(Typed name)	STEVEN CALLAHAN *(Typed name)*	Sean McDaniel *(Typed name)*
07/24/13 DATE	July 23, 2013 DATE	DATE

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User Notes:
(961833547)

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1224
Sara Road Elementary
PROPOSED CHANGE SUMMARY

DATE: 7/2/2013

PROPOSED CHANGE # 80

CHANGE DESCRIPTION: Price to add monument sign at entry, per RFP 35.

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Masonry and Cast Stone	$252.00	$466.00	$79.00	$75.00	$872.00
2		Blocking and Angle Installation 2 carpenters 1 day	$350.00	$608.00			$958.00
3		Metal Cap	$165.00	$341.00			$506.00
4		Signage	$1,172.00				$1,172.00
5		Concrete Footing (No Cost)	$0.00	$0.00	$0.00	$0.00	$0.00
6		Price was approved at $3,500.00			($201.00)		
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$1,939.00	$1,415.00	($122.00)	$75.00	$3,307.00
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$0.00	N/A	$0.00
		SUBTOTALS	$1,939.00	$1,415.00	($122.00)	$75.00	$3,307.00
				0.2400%	SUB LIABILITY		$7.94
				0.8300%	BONDS		$27.45
				4.0000%	OH&P		$132.28
				0.3200%	Safety		$10.58
				0.2200%	Shop Dray		$7.28
				0.2500%	Cleanup		$8.27
		TOTAL CHANGE ORDER					$3,500.79

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:
Special notes and comments about this change:

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

UNIVERSAL ROOFING & SHEET METAL

P.O. Box 6650 Moore, Oklahoma 73153
Phone (405) 799-6400
Fax (405) 735-3360
Oklahoma Registration # 8000432

May 9, 2013

Mr. Brandon Cheney
Timberlake Construction Co., Inc.
P.O. Box 18297
Oklahoma City, OK 73154

Project: Sara Road Elementary

Re: Detailed Breakdown for RFP 035

Provide labor and material to install coping and related trim for monument sign.

Material Cost: $165.00
Labor Cost: $341.00

Total Cost: $506.00

EXCLUDES: Wood Blocking, and custom colors

Sincerely,

Vernon Rowland
Universal Roofing & Sheet Metal, Inc.

DMG
MASONRY, LTD.

May 9, 2013

Timberlake Construction Co., Inc.
Attn.: Brandon Cheney
brandonc@timberlakeconstruction.com

RE: Sara Road Elementary School
Monument Sign breakdown is as follows:

Material:	CMU	50 ea	$78.00
	Brick	40 ea	$26.00
	Mortar	½ cy	$88.00
	Grout	½ cy	$60.00
			$0.00
			$0.00
		Total	$252.00
Equipment:			$75.00
Labor:	Foreman	2 HR (S)	$62.00
	Bricklayer	8 HR(S)	$224.00
	Labor	10 HR (S)	$180.00
		Total	$466.00
	Total Material/Equipment/Labor		**$793.00**
		P/O	**$79.00**
		Total Sum	**$872.00**

Please be advised that we do not have accent #2 available. If you have any questions with the above modification please call me at (817) 784-0880.

Regards,

Louis Morris
Project Estimator
LM/sz

Brandon Cheney

From: Jackie Turner <jturner@jandbgraphics.net>
Sent: Tuesday, July 02, 2013 10:16 AM
To: Brandon Cheney
Subject: pricing

Brandon,
Here is the pricing: The 16" cast letters Times Bold does not come in 16" so I increased it to 18" the cost impact for the size change is 303.60 and the price for the color add is 785.40. The 6" letters will be 1172.24 for both sets..I will not be in the rest of the week..so I will send over the drawings once everything is approved. The frosting is still not providing the 70% contrast. Thanks

Respectfully,
Jackie Turner - GA-C

J & B Graphics, Inc
2130 NW 40th Street
Oklahoma City, Oklahoma 73112

405-524-7446 - Local
888-848-7481 - Toll Free
405-528-4602 - fax

Celebrating our 25th Anniversary

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1224
Sara Road Elementary
PROPOSED CHANGE SUMMARY

DATE: 7/2/2013

PROPOSED CHANGE # 103

CHANGE DESCRIPTION: Price to add closer, threshold and drip to door 21D, per architects email on 6-12-13.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Added door hardware to door 21D	$447.00	$125.00			
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$447.00	$125.00	$0.00	$0.00	$572.00
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$5.03	N/A	$5.03
		SUBTOTALS	$447.00	$125.00	$5.03	$0.00	$577.03
				0.2400%	SUB LIABILITY		$1.38
				0.8300%	BONDS		$4.79
				4.0000%	OH&P		$23.08
				0.3200%	Safety		$1.85
				0.2200%	Shop Dray		$1.27
				0.2500%	Cleanup		$1.44
		TOTAL CHANGE ORDER					$610.85

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:
Special notes and comments about this change:

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

Brandon Cheney

From: Tabitha Lovell <tabithal@felixthomson.com>
Sent: Tuesday, June 18, 2013 5:01 PM
To: Brandon Cheney
Subject: Re: FW: Door 21D

Brandon,
The following is the price for adding the hardware listed below.
$447.00
Price excludes tax and installation.
Thanks,
Tabitha
On 6/16/2013 11:19 AM, Brandon Cheney wrote:

> Tabitha,
> Please price adding the hardware listed below to door 21D.

Brandon Cheney
Project Manager
Timberlake Construction Co., Inc.
P.O. Box 18297
Oklahoma City, OK 73154
405-840-2521 office
405-850-5919 cell
405-840-5469 fax
brandonc@timberlakeconstruction.com
www.timberlakeconstruction.com

TIMBERLAKE
Construction

From: Marcia Gallant [mailto:Marcia@maplusarchitecture.com]
Sent: Wednesday, June 12, 2013 3:13 PM
To: Brandon Cheney
Cc: Darrell Bates; Ray Rich
Subject: RE: Door 21D

It does need a closer, threshold, and drip, but does not need a panic if it is not an emergency egress door.

MA+
architecture
marcia gallant, AIA, CDT, LEED AP
PROJECT ARCHITECT/ ASSOCIATE

MA+ Architecture, LLC
4000 Classen Center Suite 100 North
Oklahoma City, Oklahoma 73118
Voice 405.525.8806
marcia@maplusarchitecture.com
www.maplusarchitecture.com
"Celebrating 45 Years of Design Excellence"

From: Brandon Cheney [mailto:brandonc@timberlakeconstruction.com]
Sent: Wednesday, June 12, 2013 11:56 AM
To: Marcia Gallant
Cc: Darrell Bates; Ray Rich
Subject: Door 21D

Marcia,
We are installing door 21D and noticed this is an exterior aluminum door. The hardware schedule does not call for a closer for this door. We believe the exterior door should have a closer. Do you know if this was an error or know why it would not have a closer if correct?

Thanks,

Brandon Cheney
Project Manager
Timberlake Construction Co., Inc.
P.O. Box 18297
Oklahoma City, OK 73154
405-840-2521 office
405-850-5919 cell
405-840-5469 fax
brandonc@timberlakeconstruction.com
www.timberlakeconstruction.com

TIMBERLAKE
Construction

--
Thank you,
Tabitha Lovell
Project Manager
Felix Thomson Company
479-646-7321 (p)
479-646-9368 (f)

Have a*´¨)
,.·´ ,.·*´¨) ,.·*¨)
(,.·´ (,.·´ * Wonderful day!

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TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1224
Sara Road Elementary
PROPOSED CHANGE SUMMARY

DATE: 7/16/2013

PROPOSED CHANGE # 105

CHANGE DESCRIPTION: Price to provide carpet moisture barrier. The specified carpet and carpet adhesive will not allow more than a 80% RH. The system requires a roll on applied moisture barrier. Cost is $2.50 per yard for 1200 yards.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Carpet moisture barrier			$3,000.00		$3,000.00
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$0.00	$0.00	$3,000.00	$0.00	$3,000.00
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$26.40	N/A	$26.40
		SUBTOTALS	$0.00	$0.00	$3,026.40	$0.00	$3,026.40
				0.2400%	SUB LIABILITY		$7.26
				0.8300%	BONDS		$25.12
				4.0000%	OH&P		$121.06
				0.3200%	Safety		$9.68
				0.2200%	Shop Dray		$6.66
				0.2500%	Cleanup		$7.57
		TOTAL CHANGE ORDER					$3,203.75

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:
Special notes and comments about this change:

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1224
Sara Road Elementary
PROPOSED CHANGE SUMMARY

DATE: 7/19/2013

PROPOSED CHANGE # 107

CHANGE DESCRIPTION: Price to modify existing ductwork and sprinkler system to allow ceiling design per RFP 21R.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Relocate sprinkler system	$396.92	$2,635.00	$116.00	$350.00	$3,497.92
2		Relocate HVAC ductwork			$1,985.11		$1,985.11
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18							$0.00
19							$0.00
20							$0.00
21							$0.00
22							$0.00
23							$0.00
24							$0.00
		CATEGORY TOTALS	$396.92	$2,635.00	$2,101.11	$350.00	$5,483.03
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$48.25	N/A	$48.25
		SUBTOTALS	$396.92	$2,635.00	$2,149.36	$350.00	$5,531.28
				0.2400%	SUB LIABILITY		$13.28
				0.8300%	BONDS		$45.91
				4.0000%	OH&P		$221.25
				0.3200%	Safety		$17.70
				0.2200%	Shop Dray		$12.17
				0.2500%	Cleanup		$13.83
		TOTAL CHANGE ORDER					$5,855.41

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:
Special notes and comments about this change:

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

3636 North Topeka
Wichita, Kansas 67219

P. 316-838-7885
F. 316-832-2876

CHANGE REQUEST ESTIMATE FORM

DATE: 3/27/2013 C.R. NO.: 48R
PROJECT: Sara Road Elementary School
PROJECT NO.: A2-095
DESCRIPTION OF CHANGE: RFP 021- Cafeteria ceiling alteration- Revised
Alteration of ductwork for HP-72 only

					Sub Totals
LABOR AND EXPENSES:					
	SM Shop Labor	Hours@	$48.30		$0.00
	SM Field Labor	Hours@	$48.30		$0.00
	SM Field Labor (Overtime)	Hours@	$66.57		$0.00
	Piping Labor	Hours@	$50.27		$0.00
	Piping Labor (Overtime)	Hours@	$68.44		$0.00
	Estimate Preparation	Hours@	$58.50		$0.00
	Field Supervision	10% of Field Labor			$0.00
	Cartage/Handling	Hours@	$30.00		$0.00
	Sheetmetal Shop Facility	25%of Shop Labor			$0.00
			TOTAL COST-LABOR:		$0.00
PURCHASE EQUIP. AND MATERIALS:					
	Equipment: N/A				
	Materials: N/A				
			TOTAL COST-EQUIPMENT AND MATERIALS:		$0.00
EQUIPMENT RENTAL:	N/A				$0.00
SUBCONTRACTORS:	Sheet Metal- ACP Sheet Metal				$1,771.00
			TOTAL COST-SUBCONTRACTORS:		$1,771.00
TOTAL COSTS:					$1,771.00
	Overhead	5%			$88.55
	Profit	5%			$88.55
	Taxes	7.3%	Tax Exempt enter 0, Taxable enter 1	0	$0.00
	Bond	1.9%	Not required enter 0, required enter 1	1	$37.01
TOTAL CHANGE ESTIMATE:			TOTAL:		$1,985.11

EXCLUSIONS:

- Site or utility work of any kind
- Electrical work of any kind
- Plumbing work of any kind
- Fire protection work of any kind
- Ceiling or wall demo/repair
- Roof Cut / Patch / Removal
- Structural steel work or supports of any kind

ACP SHEET METAL INC.

ITEMIZED ESTIMATE WORKSHEET

JOB: SARA ROAD ELEMENTARY

LOCATION: Mustang, Oklahoma

CHANGE: RFP 021 MODIFICATIONS TO HP-72 DUCTWORK ONLY

DATE: 3/22/2013

ESTIMATE NO

QUANTITY	UNIT	DESCRIPTION	MATERIAL UNIT	MATERIAL COST	LABOR UNIT	LABOR COST	EQUIPMENT COST
		AS ORIGINALLY INSTALLED					
		TOTAL		$0.00		$0.00	$0.00
		PROFIT AND OVERHEAD		$0.00		$0.00	
		TOTAL DEDUCT		$0.00		$0.00	
		NEW WORK PER RFP#021					
75	LBS	GALV LOW PRESS RECT	$0.85	$64.00	$0.00	$0.00	
3	LBS	RECT CONNECTORS	$5.33	$16.00	$0.00	$0.00	
3	LBS	DUCT HANGERS	$2.33	$7.00	$0.00	$0.00	
71	SQFT	DUCT LINER	$0.92	$65.00	$0.00	$0.00	
94	FT	DUCT SEALER	$0.06	$6.00	$0.00	$0.00	
16	HRS	FIELD LABOR	$0.00	$0.00	$62.75	$1,004.00	
2	HRS	SUPERVISOR TIME	$0.00	$0.00	$73.50	$147.00	
2	HRS	DRAFTING TIME	$0.00	$0.00	$37.00	$74.00	
2	EA	DAILY 19' SCISSOR LIFT	$0.00	$0.00	$0.00	$0.00	$226.00
		TOTAL		$158.00		$1,225.00	$226.00
		PROFIT AND OVERHEAD		$16.00		$123.00	$23.00
		TOTAL ADD		$174.00		$1,348.00	$249.00
		NEW TOTALS		$174.00		$1,346.00	$249.00
		ORIGINAL TOTALS		$0.00		$0.00	$0.00
		NET ADD		$174.00		$1,348.00	$249.00
		NET ADD TOTAL					$1,771.00

Brian Cox

From: Brandon Cheney <brandonc@timberlakeconstruction.com>
Sent: Wednesday, May 29, 2013 5:02 PM
To: Brian Cox; John Lentz
Cc: Darrell Bates; Ray Rich
Subject: FW: Sara Rd - Piranha System
Attachments: 2013-5-24 CO#3.pdf

John,
Please proceed with the Piranha piping per the attached quote.

Brandon Cheney
Project Manager
Timberlake Construction Co., Inc.
P.O. Box 18297
Oklahoma City, OK 73154
405-840-2521 office
405-850-5919 cell
405-840-5469 fax
brandonc@timberlakeconstruction.com
www.timberlakeconstruction.com

TIMBERLAKE
Construction

From: Brian Cox [mailto:bcox@firetrol.net]
Sent: Friday, May 24, 2013 10:18 AM
To: Brandon Cheney
Subject: Sara Rd - Piranha System

Brandon,
Please see attached request for change.

Thanks,

Brian Cox
Fire Protection Design Manager
FIRETROL Protection Systems, Inc.
108 NW 132nd Street
Oklahoma City, OK 73114

405-627-0583 Cell
405-752-2330 Office Ext. 10220
405-752-2297 Fax

E-mail: bcox@firetrol.net
Web: www.firetrol.net

Oklahoma License # 863 / #302

PROPOSED CHANGE ORDER

FROM
Firetrol Protection Systems
108 NW 132nd St.
Oklahoma City, OK. 73114
Phone (405)752-2330 Fax (405)752-2297

TO
Timberlake Construction
PO Box 18297
Oklahoma City. OK. 73154
Attn: Brandon Cheney
Phone (405)840-2521 Fax (405)840-5469

Project Name Sara Rd. Elementary

Project information Provide fire sprinkler protection for new building.

DESCRIPTION

1. Change piping in cafeteria to accommodate new ceiling.

Labor: $420.00

Material: $112.92

Total: $532.92

Time Impact

Sign> General Contractor Print Name Date

Brian Cox 5-21-13
Sign> Subcontractor Print Name Date

FIRE_ROL Protection Systems

108 NW 132nd Street, Oklahoma City, OK 73114
OK Lic. #863 & 302 Phone (405) 752-2330 Fax (405) 752-2297

Service Call #:

Date: 5-16-2013

Sales Representative:

System Tagged? ☐ Green ☐ White ☐ Blue ☐ Yellow ☐ Red

Invoice To: X BRANDON CHENEY
TIMBERLANCE CONSTRUCTION
PO BOX 18297, OKC OK 73154

Contact Name: Brandon

Ph #: Fax #:

Job Location: Sara Rd Elementary

Contact Name:

Ph #: Fax #:

Product Line:
☐ A& D / Electrical ☑ Sprinkler / Mechanical
☐ Extinguisher ☐ Kitchen Hood
☐ Special Hazards ☐ Inspection
☐ Other:

Agreement Type:
☒ Time & Material
☐ Price Not to Exceed $
☐ Lump Sum Fixed Price of $

Site Information:

	Yes	No
Inspection Due?	☐	☐
Return Trip Required?	☐	☐
Customer Provided Fire Watch Required?	☐	☐
Firetrol Sticker Posted?	☐	☐

Valve / Panel Type:

Work Description: had to change piping for drops to work in cafeteria further down middle area was the only area that was affected Re configured and installed 5 heads 2 with mech tees and arm overs and the other 3 were with nipple 90 and then arm overs

Labor/ Material	Product #	Description	Qty	Unit/ Meas.	Unit Price	Extended Price
1" 90's		1" Threaded 90's Material	10		2 78	27 80
2		1 1/2 X 1 Mech Tees Material	2		22 11	44 22
10		Threaded Nipples 0-2 1/2 (in)	10		4 09	40 90
3 hrs		Josh Hannon (Labor)	3 hrs		75 00	225 00
3 hrs		Jeremy Joseph (Labor)	3 hrs		65 00	195 00

Authorized Customer Signature: X [signature]

Print Name & Title: X BRANDON CHENEY 5-16-13

Customer PO:

Labor and Other Subtotal	420 00
Material Subtotal	112 92
Tax	
Shipping & Handling	
Total Due	~~532 92~~ 359

All work is subject to the terms & conditions on the back side of this work order.
All invoices are due net 10-days (no exceptions).

Date: 5-16-13

Technician: Josh Hannon

SS-01-WO

www.firetrol.net

532 92

REQUEST FOR PRICING

FROM
Firetrol Protection Systems
108 NW 132nd St.
Oklahoma City, OK. 73114

Phone (405)752-2330 Fax (405)752-2297

TO
Timberlake Construction
PO Box 18297
Oklahoma City, OK. 73154
Attn: Brandon Cheney
Phone (405)840-2521 Fax (405)840-5469

Project Name Sara Rd. Elementary

Project information Provide fire sprinkler protection for new building.

DESCRIPTION

1. Add additional material to relocate sprinkler system in cafeteria.
2. Labor to move installed sprinkler system higher to accommodate new ceiling elevation.
3. Redesign sprinkler system to show new elevations.

This price is contingent on soffit being built around 4" supply.

Labor: 55.38 X 40 = $2,215.00

Design: 46.50 X 2.5 = $116.00

Material: $284.00

Equipment: $350.00

Total: $2,965.00

Time Impact 2 1/2 days

Sign> General Contractor Print Name Date

Brian Cox 3-25-13
Sign> Subcontractor Print Name Date

Brian Cox

From:	Darrell Bates <darrellb@timberlakeconstruction.com>
Sent:	Wednesday, March 27, 2013 9:12 AM
To:	Brian Cox
Cc:	Brandon Cheney; Ray Rich; Robert Renshaw
Subject:	Re: [BULK] FW: Sara Rd - RFP 21

Brain,
This is to notify you to proceed with the raising of the sprinkler lines in the cafeteria to facilitate the modification to the ceiling. The price submitted of $2,965.00 has been approved.
Thanks Darrell

Darrell Bates
Superintendent
darrellb@timberlakeconstruction.com
P.O. Box 18297
Oklahoma City, OK 73154
405-840-2521 office
405-535-8958 cell
www.timberlakeconstruction.com

On Mar 26, 2013, at 12:48 PM, "Brian Cox" <bcox@firetrol.net> wrote:

> Darrell,
> Please see attached.
>
> ---
>
> **From:** Brian Cox
> **Sent:** Monday, March 25, 2013 8:50 PM
> **To:** Brandon Cheney
> **Subject:** RE: Sara Rd - RFP 21
>
> Brandon,
> See attached revised pricing for RFP 21.
>
> Brian
>
> ---
>
> **From:** Brandon Cheney [brandonc@timberlakeconstruction.com]
> **Sent:** Thursday, March 21, 2013 11:55 AM
> **To:** Brian Cox
> **Cc:** Darrell Bates; Ray Rich
> **Subject:** FW: Sara Rd - RFP 21
>
> Brian,
> I am available today until 2:50 and tomorrow morning. If I am not here, Darrell can show you the exact location we are planning to change to save cost. We will need a formal price on this work because Timberlake will not agree to the T&M rates you have provided because of the excessive amount.

Memo

To: Sean McDaniel, Superintendent
From: Ron Martin, Director of Operations
Date: August 5, 2013
Re: August agenda item regarding copy paper bids

Request the board review and consider the approval of the copy paper bids opened on Monday, August 5, 2013. Request the board award the bid to Sam's Club for 16,000 reams in the amount of $ 36,384.00 ($2.274 ream/$ 22.74 case).

MUSTANG PUBLIC SCHOOLS
PAPER BID SPREAD SHEET
5-Aug-13

CONTRACTOR	UNIT PRICE PER CASE	TOTAL 16,000 REAMS	TOTAL 8400 REAMS
SAM'S	**$ 22.74**	**16000 - 36,384.00**	**19,101.60**
XPEDX	$ 24.00	16800 - 40,320.00	20,160.00
CPG	$ 22.85	16000 -36,560.00	19,101.60
CLAMPITT PAPER	$ 23.50	16000 - 37,600.00	19,740.00

To: **BOARD OF EDUCATION**
From: **RON MARTIN**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

STUDENT RECORDS POLICY AND PROCEDURES

I. Introduction

A. This policy and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Mustang School District is committed to implementing the policy and following the procedures.

B. The Board of Education authorizes the Superintendent of Schools to inform parents, students and the public of the policy and to exercise his or her administrative resources to implement the policy as well as to deal with individuals who violate it.

C. If a parent of a student, an eligible student or a citizen of the Mustang School District believes that the District is violating the FERPA, that person has a right to file a complaint with the Department of Education. The address is:

The Family Educational Rights and Privacy Act Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

II. Definitions

For the purpose of this policy, the Mustang School District has used the following definitions of terms:

1. Student - Any person who attends or has attended a program of instruction sponsored by the Board of Education of the Mustang School District and for whom it maintains education records.
2. Eligible student - A student or former student who has reached age 18 or is attending a postsecondary school.
3. Parent - Either natural parent of a student, unless his or her rights under the FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
4. Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other medium) maintained by the Mustang School District, an employee of the District or an agent of the District, which is directly related to a student and maintained by the Mustang School District or by a party acting for the Mustang School District, except:
   a. A personal record kept by a school staff member that meets the following tests:
      1. The records are made by instructional, supervisory, or administrative personnel or educational personnel ancillary to those persons.
      2. The records are kept in the sole possession of the maker of the record. The records are not accessible or revealed to any other person except temporary substitute for the maker of the record.
   b. Records of a law enforcement unit of the Mustang School District, but only if education records maintained by the Mustang School District are not disclosed to the unit, and the law enforcement records are:
      1. Maintained separately from education records;
      2. Maintained solely for law enforcement purposes; and
      3. Disclosed only to law enforcement officials of the same jurisdiction.
   c. An employment record that is used only in relation to a student's employment by the Mustang School District. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)
   d. Records on an eligible student, that are:
      1. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
      2. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and

3. Disclosed only to individuals providing the treatment.

e. Alumni records that relate to the student after he or she no longer attends classes provided by the Mustang School District, and the records do not relate to the person as a student.

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

III. Annual Notification

A. Within the first three weeks of each school year, the Mustang School District will publish in the local newspaper of general circulation in the area, The Mustang News, a notice to parents and eligible students of their rights under the FERPA and this policy. The District will also send home with each student a bulletin listing these rights, and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

B. The notice will include the following:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible students when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extend that FERPA authorized disclosure without consent. Mustang Public Schools has designated the following as directory information and will be available for release and open for public inspection and copying:
    - Student name
    - Date and place of birth
    - Participation of officially recognized activities and sports
    - Weight and height of members of athletic teams
    - Dates of attendance
    - Degrees and awards received
    - The most recent school attended by the student
    - Current grade level

    Disclosure to school officials with legitimate education interest will be made without consent. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student service on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the School will disclose without consent to officials of another school district in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

C. As an agency of elementary and secondary education the District will effectively notify parents who have a primary or home language other than English or who are disabled. 34 C.F.R.§ 99.7(b)(2) and 34 C.F.R. §99.7(b)(1).

D. All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

IV. Locations of Education Records

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	School Counselor's Office: ▪ Mustang Education Center ▪ Mustang Elementary ▪ Mustang Valley Elementary ▪ Lakehoma Elementary ▪ Mustang Trails Elementary ▪ Mustang Creek Elementary ▪ Mustang Centennial Elementary School ▪ Canyon Ridge Intermediate ▪ Horizon Intermediate ▪ Mustang Middle School ▪ Mustang North Middle School ▪ Mustang High School	School Counselor
Cumulative School Records (Former Students)	School Counselor's Office ▪ Mustang High School	School Counselor
Health Records	School Nurse's Office: ▪ Mustang Education Center ▪ Mustang Elementary ▪ Mustang Valley Elementary ▪ Lakehoma Elementary ▪ Mustang Trails Elementary ▪ Mustang Creek Elementary ▪ Mustang Centennial Elementary School ▪ Canyon Ridge Intermediate ▪ Horizon Intermediate ▪ Mustang Middle School ▪ Mustang North Middle School ▪ Mustang High School	School Nurse

Special Education Records Psychological Records Special Test Records	Special Services Director Mustang Administrative Building 906 South Heights Drive Mustang, OK 73064	Special Services Office
School Transportation	Transportation Dept	Transportation Director Records
Occasional Records (Student Education. Records not identified above, such as in Supt.'s office, in the school attorney's office or in the personal possession of teachers)	Principal will collect and make available at student's school	School Principal

V. Procedure to Inspect Education Records

A. Parents of students and eligible students may inspect and review the student's education records within 45 days of a request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

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

C. Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect.

D. The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

E. The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in *45* days or less from the receipt of the request for access.

F. If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Mustang School District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

G. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

H. The Mustang School District is not required to given an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

VI. Fees for Copies of Records

A. The Mustang School District will not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the District reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes. The School District may deny copies of records (except for those required by the FERPA) in the following situations:
   1. The student has an unpaid financial obligation to the school.
   2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

B. The FERPA requires the School District to provide copies of records:
   1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student.
   2. At the request of the parent or eligible student when the School District has provided the records to third parties by the prior consent of the parent or eligible student.
   3. At the request of the parent or eligible student when the School District has forwarded the records to another school where the student seeks or intends to enroll.

C. The fee for copies provided under the FERPA may not include the costs for search and retrieval. This fee will be from no cost to twenty-five cents per page.

D. The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience will be twenty-five cents per page plus postage, if that is involved.

VII. Directory Information

A. The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:
   1. Student name
   2. Date and place of birth
   3. Participation of officially recognized activities and sports
   4. Weights and height of members of athletic teams
   5. Dates of attendance
   6. Degrees and awards received
   7. The most recent school attended by the student
   8. Current grade level

B. Within the first three weeks of each school year, the Mustang School District will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

C. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of School's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

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

VIII. Use and Disclosure of Student Education Records

A. To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The Mustang School District will use the following criteria to determine who are school officials. An official is:
   1. A person employed by the School as an administrator, supervisor, instructor, or support staff

member (including health or medical staff and law enforcement unit personnel)
2. A person serving on the School Board

3. A person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist)
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

B. School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:
1. Perform an administrative task required (a) in the school employee's position description approved the School Board, or (b) by participation in the school service program.
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

C. The Mustang School District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent. Exceptions to this standard are defined un 34 C.F.R. § 99.31 and may be disclosed by the school without prior written consent of the parent.
1. To teachers or other district officials who have a legitimate education interest. 34 C.F.R. § 99.31(a)(1).
2. To officials of another school system or school where the student seeks to enroll. 34 C.F.R. § 99.31(a)(2).
3. To authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, or state and local education authorities. 34 C.F.R. § 99.31(a)(3).
4. In the connection with the application for or receipt of financial aid. 34 C.F.R. §99.31(a)(4).
5. To state and local juvenile justice systems or their officials. 34 C.F.R. 99.31(a)(5).
6. To organizations conducting educational studies. 34 C.F.R. 99.31(a)(6).
7. To accrediting organization. 34 C.F.R. 99.31(a)(7).
8. To parents of an eligible student who is considered a dependent student under the Internal Revenue Code. 34 C.F.R. § 99.31(a)(8).
9. In compliance with a judicial order or other lawfully issued subpoena. The school will make a reasonable effort to notify the parent or eligible student of the order in advance of compliance, so that the parent or eligible student may seek protective action. 34 C.F.R. § 99.31(a)(9).
10. In connection with a health or safety emergency if the knowledge of the information is necessary to protect the health or safety of the student or other individuals. 34 C.F.R. § 99.31(a)(10).
11. If designated as directory information 34 C.F.R. § 99.31(a)(11).
12. To parents of non-eligible student or to eligible student. 34 C.F.R.§ 9.31(a)(12).
13. To a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student"

D. Mustang School District officials may release information from a student's education record if the student's parent or the eligible student gives his or her prior written consent for the disclosure. The written consent must include at least:
1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person or the organization or the class of persons or organizations to whom the disclosure is to be made;
4. The parent or student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

E. Communications regarding students via the Internet must adhere to the Mustang Public School's Internet and Local Area Network Policies.
F. No communication including personally identifiable information shall be transmitted via the Internet without expressed written permission from the parent/guardian or student 18 or older.
G. The student's parent or the student may obtain a copy of any records disclosed under this provision.

H. The Mustang School District will not release information contained in a student's education records, except directory information, pursuant to court orders or lawfully issued subpoenas and as otherwise provided by state law concerning releases of information to state and local officials and authorities regarding the juvenile justice system, to any third parties, except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student's prior written consent.

IX. Records or Requests for Access and Disclosures Made From Education Records

A. The Mustang School District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.
B. The record will include at least:
   1. The name of the person or agency that made the request;
   2. The legitimate interest the person or agency had in the information;
   3. The date the person or agency made the request; and
   4. Whether the request was granted, and if it was, the date access was permitted or the disclosure was made.
C. The District will maintain this record as long as it maintains the student's education record.
D. The record will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the Mustang School District who have a legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, for requests for or disclosure of directory information designated for that student, or for access by a party seeking or receiving the records by a Federal grand jury or other law enforcement subpoena, when the issuing court or agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

X. Procedures to Seek to Correct Education Records

A. Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. (NOTE: Under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)
B. For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" will be used to
describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the School District to correct a record.
C. To establish an orderly process to review and correct an education record for a requester, the District may make a decision to comply with the request for a change at several levels in the procedure. Accordingly, a parent should complete a written request, with the assistance of the school to the extend required, advising the following:
   - Information that is claimed to be inaccurate, misleading, or in violation of the student's privacy rights;

- Education records in which the parent believes the information is contained;
- Basis for parent's claim (i.e., why the parent believes the information is inaccurate, misleading, etc.); and
- Parent's proposed change.

D. First level decision - When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.
E. If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, he or she will:
   1. Provide the requester a copy of the questioned record at no cost;
   2. Ask the requester to initiate a written request for the change; and
   3. Follow the procedure for a second level decision.
F. *Second level decision* - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:
      1. Is inaccurate and why;
      2. Is misleading and why; or
      3. Violates student rights and why.
G. The request will be dated and signed by the requester.
H. Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.
I. If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will
   include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is
   satisfactory.
J. If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the Superintendent of Schools.
K. *Third level decision* - The Superintendent of Schools will review the material provided by the record custodian and, if necessary, discuss the matter with other officials, such as the school attorney or the Board of Education (in executive session). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.
L. If the Superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.
M. If the Superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:
   1. The School District's decision that the record is correct and the basis for the decision;
   2. A notice to the requester that he or she has a right to ask for a hearing to present evidence

that the record is incorrect and that the District will grant such a hearing;

3. Instructions for the requester to contact the Superintendent or an officer he or she designates, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and

4. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

N. *Fourth level decision* - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within a week, notify the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

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

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

Q. The Superintendent of Schools will prepare the District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent will take one of the following actions:

1. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester, which will include:
    a. The School District's decision that the record is correct and will not be changed;
    b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision; and
    c. Advise the requester that he or she may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the School District's decision and/or the reasons he or she believes the record is incorrect.

R. *Final administrative step in the procedure* - When the Mustang School District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

XI. Availability of Policy

Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and at the Superintendent's office.

Adopted: 12-98
Revised: 10-01
Revised: 05-02
Revised: 08-14-06
Revised: 08-08
Revised: 07-11-11
Revised: 07-31-13

Internet Acceptable Use and Safety Policy (IAUSP)

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines..

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, or professional social media sites;
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
- Sending, posting, or otherwise distributing chain letters or engaging in spamming;
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:

- Malicious tampering, phishing or hacking activities;
- Intentionally seeking information about passwords belonging to other users;
- Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
- Modifying passwords belonging to other users;
- Attempting to log in through another person's account;
- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user; or
- Engaging in uses that jeopardize access into others' accounts or other computer networks.

3. Using the District's Internet Systems for commercial purposes, such as:

- Using the District's Internet Systems for personal financial gain;

- Conducting for-profit business activities, personal advertising, or other non-District business communications;
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or
- Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Social Media
    - "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.
    - Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user's access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 06-10
Revised: 08-13

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator. Acceptable device types include but are not limited to the following:

Laptop Computer
Tablet
Cellular Phone
Smart Phone
Kindle

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance.

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

No child shall be enrolled in Kindergarten unless he or she will have reached the age of five year on or before September 1 of the school year. No child shall be enrolled in the first grade unless he/she will have reached the age of six (6) years on or before September 1 of the school year. The superintendent may waive the age requirement for students who wish to enroll in first grade upon parent request and based upon a review of the child's circumstances.

Mustang Public Schools

Memo

To: Charles Bradley

From: Deborah Beel

CC: File

Date: 7/17/2013

Re: Contracted Employment

Please consider for board approval a contract between Northeastern Speech Therapy, Pllc and Mustang Public Schools to provide a speech language pathologist (SLP) for the 2013-2014 school year. Services will be paid at the rate of $65.00 per hour for up to four days per week. The contract will be paid for through federal funds.

Northeastern Speech Therapy, PLLC

Chelsea R. Poteete, M.A., CCC-SLP
P.O. Box 1612
Tahlequah, OK 74465
P: 918.931.8941
cpoteete.slp@gmail.com

AGREEMENT TO PROVIDE SPEECH THERAPY SERVICES

MUSTANG PUBLIC SCHOOLS
AND
NORTHEASTERN SPEECH THERAPY, PLLC

THIS AGREEMENT (the "Agreement") is made as of the ____ day of _____, 20____ by and between Northeastern Speech Therapy, P.L.L.C. (the "COMPANY"), and MUSTANG PUBLIC SCHOOLS ("MPS").

The COMPANY and MPS hereby agrees as follows:

SECTION 1: ENGAGEMENT

MPS engages the COMPANY to render the services according to the schedule and as described in Exhibit "A" (collectively, the "Services").

SECTION 2: COMPENSATION

A. In full consideration for the performances of the Services, MPS shall pay as follows (and not to exceed) for the 2013-2014 calendar school year:

$ 65 Per hour, up to four (4) calendar school days in a week

B. The COMPANY acknowledges and agrees that, except as provided in this SECTION 2, it shall be entitled to, and MPS shall not be obligated to pay, any monies or other compensation for the Services provided and rights granted under this agreement.

SECTION 3: ASSURANCE OF SERVICES

A. The COMPANY will assure that the following individuals (the "Key Employees") will be available to perform, and will perform, the Services hereunder until they are completed (identify by title and name as applicable):

CHELSEA R. POTEETE, M.A., CCC-SLP	SPEECH-LANGUAGE PATHOLOGIST
Name of Key Employee	Title

B. The Key Employees may not be changed, with the exception of prior written approval of MPS, which approval shall not be unreasonably withheld.

SECTION 4: COMPANY AND MPS CONTRACT RELATIONSHIP

A. The COMPANY agrees to perform the Services hereunder solely as a Contractor. The parties to this Agreement recognize that this Agreement does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between the parties. The COMPANY is not authorized to enter into or commit MPS to any agreements, and the COMPANY shall not be entitled to any compensation, benefits, or expenses other than as specifically provided for in this Agreement.

B. MPS shall not be liable for taxes, Worker's Compensation, unemployment insurance, employer's liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of the COMPANY.

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SECTION 5: CONFIDENTIALITY

A. Following the expiration of this Agreement, the COMPANY shall not disclose client lists, information, evaluation reports, or any other confidential information of MPS.

B. The COMPANY agrees that the client caseload provided by the MPS, including all evaluation protocols, response recordings, and all other information obtained that is relative to the client belongs to MPS and shall not be disclosed.

SECTION 6: WARRANTIES AND INDEMNIFICATIONS

A. The COMPANY represents and warrants that:

i) The services shall be performed in accordance with, and shall not violate, applicable laws, rules, or regulations, and standards prevailing in the industry and the COMPANY shall obtain all licenses and certificates required to comply with such laws, rules, or regulations;

ii) The COMPANY has full power and authority to enter into and perform its obligations under this Agreement: this Agreement is legal, valid, and binding obligation of the COMPANY, enforceable against it in accordance with its terms.

iii) The COMPANY will perform the Services in accordance with the specifications established by MPS;

B. The COMPANY shall comply with all of MPS's standards and procedures when working on-site.

SECTION 7: TERM AND TERMINATION

A. The term of this Agreement shall commence on the date hereof and shall continue for one (1) calendar school year until the 15 day of August, 2013.

B. This Agreement may be terminated by either party upon fifteen (15) days prior written notice if the other party breaches or is in default of any obligation hereunder and such default has not been cured within such fifteen (15) day period.

C. Neither party shall be liable or deemed to be in default for any delay or failure in performance under this Agreement or interruption of service resulting, directly or indirectly, from acts of God, civil or military authority, acts of the public enemy, war, riots, civil disturbances, insurrections, accidents, fire, explosions, earthquakes, floods, the elements, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation or any causes beyond the control of such party.

D. Upon termination by either party, the COMPANY shall provide MPS any and all copies, in whole or in part, of the Materials (as they then exist) and any and all tangible materials MPS provided to the COMPANY in connection with this Agreement.

SECTION 8: GENERAL TERMS

A. This Agreement shall be governed and construed in accordance with the laws of the State of Oklahoma applicable to contracts made and fully performed therein, and the state and federal courts located in Oklahoma shall have exclusive jurisdiction of all suits and proceedings arising out of or in connection with this agreement. Both parties hereby submit to the jurisdiction of said courts for purposes of any such suit or proceeding, and waive any claim that any such forum is an inconvenient forum.

B. Following the expiration or termination of this Agreement, whether by its terms, operation of law, or otherwise, the terms and conditions set forth, as well as any term, provision, or condition required for the interpretation of this Agreement or necessary for the full observation and performance by each party hereto of all rights and obligations arising prior to the date of termination, shall survive such expiration or termination.

C. *This Agreement represents the entire Agreement between the parties. The Agreement may not be amended, changed, or* supplemented in any way except by written Agreement signed by both parties.

MUSTANG PUBLIC SCHOOLS

By: _____

Tiltle: _____

NORTHEASTERN SPEECH THERAPY, PLLC

By: Chelsea R. Potecte, MA CCC-SLP

Chelsea R. Potecte, M.A., CCC-SLP
Speech-Language Pathologist
OWNER

JUL-15-2013 08:05A FROM: 5128287268 TO:4053761687 P.3/5

EXHIBIT "A"

SERVICES PROVIDED BY SPEECH LANGUAGE PATHOLOGIST IN ACCORDANCE WITH OKLAHOMA STATE LICENSURE REQUIREMENTS:

1. Speech Therapy Treatments/Evaluations
2. Consultative Service as related to Speech Therapy
3. Evaluations and progress reports
4. Participation in IEP's and eligibility staffings as necessary
5. Provision of written home programs when appropriate
6. Professional development activities as agreed upon by MPS and the COMPANY

NON-REIMBURSABLE ACTIVITIES:

1. Sick days
2. Holidays
3. Vacation days
4. Lunch Time (30 minutes)
5. Continuing Education activities other than those included in Item 6 above
6. Travel/Mileage

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STATE OF OKLAHOMA
BOARD OF EXAMINERS
FOR SPEECH-LANGUAGE PATHOLOGY
AND AUDIOLOGY
This is to certify that
CHELSEA R POTEETE
LICENSE #3626 IS AUTHORIZED TO
PRACTICE SPEECH-LANGUAGE PATHOLOGY
THROUGH DECEMBER 31,2013

BOARD CHAIR

EXECUTIVE SECRATARY

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION
2200 Research Boulevard
Rockville, MD 20850-3289
Building the future of the professions

Chelsea R Poteete

Affiliation Status: **Member**
Certification Status: **CCC-SLP**
SIGs:

12130239 Account Number

12/31/2013 Valid Through

Chief Executive Officer

JUL-15-2013 08:06A FROM: 5128287268 TO:4053761687 P.5/5

Memo

To: Sean McDaniel, Superintendent
From: Ron Martin, Director of Operations
Date: July 15, 2013
Re: Resolution for board approval at August board meeting

Sean -

I have been on the City of Mustang's Hazard Mitigation Plan Committee for the school district since its inception a few years back. Approval of said plan would allow Mustang the opportunity to request assistance from FEMA for grants and such. It appears from the correspondence I received below from Jerry Smith, the updated plan submittal has finally been completed and sent to FEMA for approval consideration. The school board needs to approve the attached Resolution to be a part of the overall Mitigation Plan. Every city and school district in the county has to approve similar Resolutions to be eligible for FEMA assistance and special grant opportunities.

From Jerry Smith, Director of Emergency Management for Canadian County.

Well we finally received FEMA approval on our mitigation plan subject to each jurisdiction approval, attached you will find a resolution for your council or board to approve as soon as possible. Please look it over, make changes as needed and have it approved and return back to Flanagan & Associates. The plan will be officially approved by FEMA once they receive all the approved resolutions, so please don't delay. Below you will find a link to the plan for your review, Ron Flanagan and his crew has done an outstanding job considering all the extra time and effort that was donated, jumping through hoops to get FEMA's blessing. When you look at the new plan verses our old plan you'll see why it has taken so long to complete due to the change in requirements now verses back then. I want to thank each jurisdiction for their patients and understanding and I truly appreciate everyone's time and participation they put forth on this important project. I would like to stress once again how urgent it is for each jurisdiction to approve and return their resolution to Ron Flanagan in a timely manner, it's time to finally close the book on this project.

The resolution in question is attached to this document for the board to review and consider at the August Board Meeting.

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE *CANADIAN COUNTY MULTI-JURISDICTIONAL MULTI-HAZARD MITIGATION PLAN*

WHEREAS, the Mustang Public Schools and its environs are subject to danger and damage from flooding, tornadoes, high winds, lightning, wildfire and other natural hazards;

WHEREAS, several different agencies, organizations and business have programs that can address these hazards or their impact, but there is an overriding need for a comprehensive, coordinated plan to assess the problems faced by the Schools and measures that are and can be brought to bear on them;

WHEREAS, the Mustang Public Schools would benefit from the development and adoption of a multi-hazard mitigation plan;

WHEREAS, the 2000 Stafford Act mandates that communities must have an adopted, approved hazard mitigation plan before they can apply for funds from the Pre-Disaster or Post-Disaster Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, Severe Repetitive Loss Program, and Repetitive Flood Claims Program; and

WHEREAS, Canadian County was awarded a Hazard Mitigation Grant Program planning grant in the amount of $122,700 and Canadian County provided local funds and in-kind services to prepare a hazard mitigation plan for Canadian County, the incorporated and unincorporated towns, and the Public School Systems;

WHEREAS, the Mustang Public Schools Board of Education, after due and proper notice and hearing, has considered said Multi-Jurisdictional, Multi-Hazard Mitigation Plan and has determined that it is in the best interest of the faculty and students of the Mustang Public Schools to approve such a plan.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE MUSTANG PUBLIC SCHOOLS, OKLAHOMA:

Section 1. That the *Canadian County Multi-Jurisdictional Multi-Hazard Mitigation Plan*, made a part of this resolution, together with any and all graphic representations referenced in this *Multi-Jurisdictional Multi-Hazard Mitigation Plan*, are hereby approved;

Section 2: That upon its adoption of the Multi-Jurisdictional Multi-Hazard Mitigation Plan, future planning shall include this plan; and

Section 3: That copies of the *Multi-Jurisdictional Multi-Hazard Mitigation Plan* will be maintained.

PASSED AND APPROVED BY THE BOARD OF EDUCATION OF THE MUSTANG PUBLIC SCHOOLS, OKLAHOMA, THIS _____ DAY OF _____, 2012.

_____
Chad Fulton, President
Mustang Board of Education

Attest:

_____
District Clerk

Please sign and return
FAX: (405) 470.6000
contact@SLRSinc.com

Sign Language Resource Services, Inc.
P.O. Box 7 Edmond, OK 73083-0007
Main/After Hours: (405) 721.0800 Toll free: (888) 842.9460 www.SLRSinc.com

AGREEMENT ENTERED INTO ON MONDAY, AUGUST 5, 2013, BETWEEN SLRS, INC., AND:

MUSTANG PUBLIC SCHOOLS

BILLING: MUSTANG PUBLIC SCHOOLS

CONTACT: DEBORAH BEEL

PHONE: 376-7332 FAX: 376-1687

EMAIL: BEELD@MUSTANGPS.ORG

ADDRESS: 906 S. HEIGHTS

CITY, STATE, ZIP MUSTANG, OK 73064

ATTN:

BILLING PHONE:

BILLING EMAIL:

SLRS- Sign Language Resource Services, Inc. (hereafter referred to as "SLRS") agrees to provide, when available, sign language interpreting/transliterating services on an as requested basis with the above named entity (hereafter referred to as "Company"). (RATES AND POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE) We cannot accept requests for service until a signed service agreement is on file.

REGULAR RATES: 8:00 AM-5:00 PM, Monday-Friday [non-holidays]
$48.00 per hour, $119.00 booking fee
Short Notice (less than 48 hours notice): $68.00 per hour, $177.50 booking fee

AFTER HOUR RATES: 5:00 PM-8:00 AM, Monday-Friday, or weekends [non- holidays]
$64.00 per hour, $152.00 booking fee
Short Notice (less than 48 hours notice): $80.00 per hour, $209.00 booking fee

REGULAR *LEGAL RATES (not courtroom): 8:00 AM- 5:00 PM, Monday-Friday [non holidays]
$70.00 per hour, $160.00 booking fee
Short Notice (less than 48 hours notice): $87.00 per hour, $223.50 booking fee

AFTER HOUR *LEGAL RATES (not courtroom): 5:00 PM-8:00 AM, Mon-Fri, weekends [non-holidays])
$85.00 per hour, $192.50 booking fee
Short Notice (less than 48 hours notice): $105.00 per hour, $252.50 booking fee

***OKLAHOMA DISTRICT COURTROOM RATE (**pursuant to SCAD No. 2007-32) :** 8:00 AM-5:00 PM, Monday-Friday [non-holidays]
**$60.00 per hour plus interpreter(s) mileage. 3 HOUR MINIMUM

EMERGENCY SERVICE RATE: Emergency or urgent in nature, and/or taken through Emergency Paging Service
$100.00 per hour, $255.00 booking fee

EMERGENCY *LEGAL SERVICE (not courtroom): Legal emergency or urgent in nature, and/or taken through Emergency Paging Service
$125.00 per hour, $315.00 booking fee

HOLIDAY RATE: New Year's Day, Easter, Memorial Day (observed), Independence Day, Labor Day (observed), Thanksgiving, or Christmas
$170.00 per hour, $385.00 booking fee

New Rates Beginning January 1, 2014:

REGULAR RATES: 8:00 AM-5:00 PM, Monday-Friday [non-holidays]
$50.00 per hour, $125.00 Booking Fee
Regular Short Notice Rate: $65.00 per hour, $180.00 booking fee

AFTER HOUR RATES: 5:00 PM-8:00 AM, Monday-Friday, or weekends [non- holidays]
$65.00 per hour, $155.00 booking fee
Short Notice After Hour Rate: $85.00 per hour, $220.00 booking fee

REGULAR *LEGAL RATES (not courtroom): 8:00 AM- 5:00 PM, Monday-Friday [non holidays]
$75.00 per hour, $175.00 booking fee
Short Notice Regular Legal Rate: $90.00 per hour, $230.00 booking fee

AFTER HOUR *LEGAL RATES (not courtroom): 5:00 PM-8:00 AM, Mon-Fri, weekends [non-holidays])
$90.00 per hour, $205.00 booking fee
Short Notice After Hour Legal Rates: $110.00 per hour, $270.00 booking fee

***OKLAHOMA DISTRICT COURTROOM RATE (**pursuant to SCAD No. 2007-32) :** 8:00 AM-5:00 PM, Monday-Friday [non-holidays]
**$60.00 per hour plus interpreter(s) mileage. 3 HOUR MINIMUM

EMERGENCY SERVICE RATE: Emergency or urgent in nature, and/or taken through Emergency Paging Service
$110.00 per hour, $270.00 booking fee

EMERGENCY *LEGAL SERVICE (not courtroom): Legal emergency or urgent in nature, and/or taken through Emergency Paging Service
$130.00 per hour, $310.00 booking fee

HOLIDAY RATE: New Year's Day, Easter, Memorial Day (observed), Independence Day, Labor Day (observed), Thanksgiving, or Christmas
$175.00 per hour, $400.00 booking fee

*Legal Service are typically, but not limited to: courtroom, attorney visits, police, deposition, and mediation. OK District Courts must following the rate as defined above. All other courts fall under "legal" rates.

BOOKING FEE: Each booking fee includes ***up to*** 2 hours of interpreting services and up to 30 miles of travel. The appropriate booking fee will be charged on all assignments, per interpreter. The appropriate hourly rate will be billed for any time booked/used over 2 hours, per interpreter. The booking fee does not constitute an automatic 2 hours of the interpreter's time. Rather, an interpreter will be procured for the amount of time the company representative requests, and the interpreter is not obligated to stay beyond that. The interpreter will need to leave promptly at the specified ending time. If interpreter is kept beyond the original booked time, you will be billed the surplus at the appropriate "Short Notice Rate."

SHORT NOTICE: Any assignment if which SLRS is given less than 48 (business) hours notice, Company will be charged "Short Notice Rates" as defined above.

QUALITY OF SERVICE: Interpreters are required by SLRS to only accept assignments for which they feel they are qualified, and to abide by the RID Code of Professional Conduct or Oklahoma QAST Code of Ethics at all times.

CONFIDENTIALITY: All interpreters are required at all times to keep all assignment related information strictly confidential. Interpreters breaching this tenant of the RID Code of Professional Conduct, QAST Code of Ethics, or other code of ethics pertaining the interpreters' certification will be reported to the ethics board/committee of the governing certifying entity.

QUANTITY: Most assignments greater than 1.5 hours (continuous language processing) will require 2 interpreters working together as a team. SLRS will procure all necessary interpreters. In the event SLRS does not provide all interpreters (the Company provides their own) and for whatever reason the Company's interpreter(s) fails to provide services (or doesn't show up), and SLRS is not able to fill the void in services, the assignment will be considered "canceled," the SLRS interpreter(s) will leave the assignment, and the Company will be billed the entire booked time. Billing will be made individually for each interpreter booked.

TRAVEL TIME: For interpreters traveling over 100 miles round trip. SLRS will calculate a reasonable time necessary to travel to the assignment site and back. The assignment time, plus travel time constitutes the "booked time," and if canceled in less than 48 hours (see CANCELLATION POLICY), the whole booked time will be charged.

MILEAGE & EXPENSES (not courtroom): Mileage will be charged on any assignment where the interpreter travels more than 30 miles round trip. Mileage expenses are calculated according to the Internal Revenue Service Standard Mileage Rate. Interpreters' expenses: mileage, parking, tolls, food, etc., will be charged per interpreter. **MILEAGE & EXPENSES (courtroom):** Mileage will be charged on all courtroom assignments. Mileage is determined from interpreters' travel origin to the court house address provided, round trip. Mileage costs are calculated according to the Internal Revenue Service Standard Mileage Rate. Interpreters' expenses: mileage, parking, tolls, food, etc., will be charged per interpreter.

BLOCK OF TIME: Interpreting services are booked by the amount of their time you've asked us to reserve. You will be billed the amount of time you booked (unless the assignment goes over the specified time), regardless of, but not limited to: assignment finishing early: deaf person doesn't show up: break times, or is not canceled in more than 48 hours (see CANCELLATION POLICY). Some assignments will require preparation time which will be added to the booked time.

CANCELLATION POLICY: SLRS incurs the cost of interpreting services once an interpreter is procured. For this reason, ALL assignments must be canceled during business hours and no less than 48 hours from the assignment start time to avoid being charged the entire booked time (not less than the booking fee). This includes but is not limited to: scheduling, and time adjustments to the original assignment of any kind. NO EXCEPTIONS. The cancellation policy goes into effect the moment an order is taken by SLRS. Canceling services must be done through SLRS office personnel only (not the interpreter), or by e-mailing us at **cancelorder@SLRSinc.com** (retrieved during normal business hours). Office hours can be found on our website www.SLRSinc.com. **This policy is strictly upheld.**

SPECIALTY INTERPRETING: An additional amount of $15.00 will be added to all booking fees, and $10 per hour will be added to all rates, per interpreter, where specialized interpreting is necessary. Specialized services include: CDI/DI (Intermediary), Tactile, Deaf-Blind, etc.

NON COMPETITION & HIPAA: The Company will not pursue hiring or contracting with SLRS interpreters directly. Interpreters sent by SLRS must be booked through SLRS. When necessary, Company will provide and SLRS will execute a **Business Associate Agreement** according to and consistent with HIPAA regulations. Company is responsible for HIPAA compliance as is required by applicable laws and regulations. SLRS is responsible for compliance with the provisions and obligations set forth in the Business Associate Agreement executed by the parties. Each party will only be held responsible or liable for compliance with the requirements of HIPAA or the Business Associate Agreement obligations that apply to them. Neither will be held responsible for complying with the legal and regulatory obligations of the other party.

Payment: Please provide a business credit card and an accounts payable e-mail address. SLRS will electronically invoice you. You will NOT be invoiced from the interpreter. SLRS accepts Visa, Master Card, Discover, PO's and checks. Payment is due upon receipt of invoice, made payable to "SLRS Inc." Invoices over 30 days late will be subject to a $10.00 or 1.5% (which ever is greater) late fee per invoice, per 30 day period. There will be a $30.00 fee for any returned checks or ACH.

CREDIT CARD ON FILE WILL BE AUTOMATICALLY CHARGED FOR ALL OUTSTANDING INVOICES OVER 45 DAYS LATE

Credit Card Type: Visa___MC___Dis___P-Card___ Name, exactly as on card: _____

Credit Card Number: _____ Exp Date: _____

Accounts payable E-mail address : _____

The "Business Representative" being a person of authority representing this company and with the authority to carry out compliance of these terms has read and understands the above defined rates, policies & procedures and will abide by them as outlined.

_____

Business Representative Signature **print name, and title** **Date**

FREQUENTLY ASKED QUESTIONS ABOUT SIGN LANGUAGE INTERPRETING

*Federal and State laws address persons with disabilities as a whole. For our Q & A, we will focus only on stipulations related to hearing impairments.

Q: Am I required to provide Sign Language interpreting services?
A: Usually: The Americans with Disabilities Act (ADA), passed in 1990, requires businesses, organizations, services, and other entities to make its services/programs/products accessible to persons who are deaf or hard of hearing. A reasonable accommodation is Sign Language interpreting services, done by a qualified interpreter. Furthermore; Section 504 of the Rehabilitation Act of 1973, requires businesses, organizations, services, and other entities that receive federal money (including contracts with the government i.e., Medicare, Medicaid providers) to make its services/programs/product accessible to persons who are deaf or hard of hearing. A company may be exemption if it can prove the accommodation is a financial hardship. This is not measured appointment by appointment, but rather by the entity's annual revenue and any federal assistance in which the entity might qualify. Claims of "financial hardship" are difficult to prove and don't generally win in court because most entities can absorb the cost of accommodations.

Q: Is this service the same as Foreign language interpreters?
A: No. Foreign language interpreting services, although good and necessary do not accommodate a disability as defined by the Americans with Disabilities Act. A Sign Language interpreter is indeed accommodating a disability, and provides language accessibility to the entity making its services or goods available to the public.

Q: If I have less than 15 employees, do I still have to provide an interpreter?
A: Yes. Title I of the ADA requires EMPLOYERS to provide accommodations to a disabled employee (if they have more than 15 employees), but Title III requires organizations that provide services or goods to the public, to make communication accessible no matter how many employees the organization has. This is the same title and law, which requires hallways and bathroom stalls widened for wheelchair accessibility, regardless of the number of employees.

Q: Can we charge the cost of the interpreter to the deaf person?
A: No, this is forbidden by the ADA and other Federal and State laws. However, you can raise ALL your clients' fees to create revenue for interpreting services (or other disability accommodations). In addition, there are tax breaks and rebates available for small organizations that provide accommodations under the ADA.

Q: Am I required to hire an interpreter? Could I just write notes with the deaf person?
A: Depends. Generally speaking, you will need a qualified interpreter to effectively communicate with a deaf person. Many deaf people do not have adequate English skills to effectively communicate by notes. If a deaf person does not understand English, no amount of printed English material will be effective. A skilled and qualified interpreter is able to assess the language of a deaf person, and match the mode of communication most readily used by the deaf person. Even when a deaf person's English skills are very good, writing is time-consuming and cumbersome, and notes tend to be brief and businesslike rather than conversational and interactive. An interpreter allows both the hearing and deaf consumers to speak freely and openly, thereby reducing the risk of misunderstandings.

Q: I have a staff member who signs pretty well; can I just use him/her to interpret?
A: Depends. The law stipulates the individual providing the interpreting service must be a "qualified interpreter," able to impartially and accurately interpret spoken English into the equivalent of signed language most readily used by the deaf person. "Signing" and "interpreting" are completely different skills. A qualified and skilled interpreter is able to accomplish the legal requirements, unlike many signers. IF your staff member meets the ADA's requirements for a "qualified interpreter", then the signer may possibly be used. This is done on a case by case basis, and a qualified signer my not be right for all deaf people. Ask the deaf person if the accommodation is appropriate. The deaf person should have the final say on who is qualified for each situation, and should be asked each time.

Q: Can I just tell the deaf person to bring his or her own interpreter?
A: No. This constitutes noncompliance to the ADA and Section 501 of the Rehab Act. The entity is responsible to provide the accommodation, NOT the deaf

person.

Q: Can I use a family member or friend of the deaf person?
A: No. You should avoid using family members or friends. Rarely can these individuals remain impartial, and generally are not "interpreters." (see Q "I have a staff member...") You risk miscommunication because you have no way to measure the quality of interpreting skills. In many instances, case law determined a signing family member or friend was not a "reasonable accommodation," especially when the deaf person requested a qualified interpreter and the family member or friend was used instead.

RESOURCES:
ADA Technical Support & Disability Law Resource Project (DLRP): 800-949-4232 V/TTY

Oklahoma Disability Law Center: 800-880-7755 V/TTY

US Dept of Justice: 202-307-2236 V/TTY, http://ada.gov

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator. Acceptable device types include but are not limited to the following:

Laptop Computer
Tablet
Cellular Phone
Smart Phone
Kindle

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance.

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

AIA® Document G704™ – 2000

Certificate of Substantial Completion

PROJECT:
(Name and address)
Sara Road Elementary New 5th & 6th Grade Center
Mustang, Oklahoma

PROJECT NUMBER: 0812E86/
CONTRACT FOR: General Construction
CONTRACT DATE: 4-26-13

OWNER: ☒
ARCHITECT: ☒
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

TO OWNER:
(Name and address)
Mustang Board of Education
906 South Heights Drive
Mustang, Oklahoma 73064

TO CONTRACTOR:
(Name and address)
Timberlake Construction
7613 N. Classen Blvd.
Oklahoma City, OK 73116

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

Entire Facility for Mustang Sara Road Elementary.

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty **Date of Commencement**

MA+ Architecture, L.L.C.		August 2, 2013
ARCHITECT	**BY**	**DATE OF ISSUANCE**

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: $15,000.00

The Contractor will complete or correct the Work on the list of items attached hereto within Fourteen (14) days from the above date of Substantial Completion.

Timberlake Construction		8/7/13
CONTRACTOR	**BY**	**DATE**

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at (time) on (date).

Mustang Board of Education		8/7/13
OWNER	**BY**	**DATE**

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

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User Notes: (894649448)

SCHEDULE "A"
August 12, 2013

Name		SITE/ASSIGNMENT		EFFECTIVE
Resignations				
Cerny, Diane		HS/Marketing Teacher		7/11/2013
Cornelius, Scott		HS/Social Studies		5/23/2013
McDowell, Theresa		HS/Custodian		7/24/2013
Mash, Barret		HS/PE Teacher		5/23/2013
Weston, David		HS/Biology Teacher		7/3/2013
Harriman, Morgan		MEC/Speech Pathologist		7/18/2013
Meyer, Lisa		MEC/Teacher Assistant		5/24/2013
Smith, Raechel		Centennial/Spec. Ed Teachers Asst		8/2/2013
Hyatt, Lawrence		Creek/Teacher		8/6/2013
LeClair, Lisa		Creek/3rd Grade Teacher		7/17/2013
Leaver, Mary		District/Communications Officer		7/26/2013
Mueller, Sandra		District/Bus Driver		7/19/2013
Quintero, Carolyn		District/Bus Assistant		7/29/2013
Sholer, Lori		District/Bus Driver		7/19/2013
Smith, Ashley		District/Speech-Pathologist		7/29/2013
Harrison, Melaney		Horizon/Spec. Ed Para		5/23/2013
Wentworth, Kylee		Horizon/Spec Ed Teacher Asst.		7/30/2013
Armstrong, Leigh		Lakehoma/Speech-Pathologist		7/30/2013
Atchley, Joel		MMS/Life Application		7/26/2013
Ledford, Cindy		MNMS/Teacher		7/8/2013
Day, Gina		ME/Crosswalk & Office Assistant		7/7/2013
Justus, Betty		ME/Cafeteria Assistant		8/9/2013
Khosravi, Jamie		ME/Early Childhood Teacher		7/22/2013
Sand, Teresa		Trails/Special Ed Teacher Assistant		5/23/2013
Name	**Replacement/New**	**Site/Assignment**		**Effective**
Employment:				
Oliveras, Victor	District/Floater Custodian	Valley/Head Custodian		2013-2014
Elliott, Stacy	New	Admin/Director's Secretary		7/15/2013
Open	New	Admin/Business Facilitator		2013-2014
Gentry, Lori	New	Canyon Ridge/Cafeteria Asst.		2013-2014
Greeff, Beverly	New	Canyon Ridge/Cafeteria Asst.		2013-2014
Johnson, Sandra	Replacement/Sheryl Hazelbaker	Canyon Ridge/Special Education Teacher		2013-2014
Price, Michael	New	Canyon Ridge/PM Custodian		8/5/2013
Thompson, Amy	New	Canyon Ridge/Cafeteria Asst.		2013-2014
McNeil, Shelly	Replacement/Sandra Mueller	Centennial/ESY Substitute Bus Asst.		7/16/2013
Parker, Brittany	Replacement/Shathar Bates	Centennial/Teacher		2013-2014
Rhodes, Martha	Replacement/Open	Centennial/PreK Teacher Assistant		2013-2014
Heller, Morgan	New	Creek/Teacher		2013-2014
Hulsey, Chasidy	Replacement/Lisa Leclair	Creek/Teacher		2013-2014
Price, Chelsea	New	Creek/Pre-K Teacher Assistant		2013-2014
Saunders, Kasey	New	Creek/Teacher		2013-2014
Story, Terri	Replacement/Heather Mitchell	Creek/Teacher		2013-2014
Cartwright, Michael	New	District/Technology Support Specialist		2013-2014
Coffman, Nadia	Replacement/Carolyn Quintero	District/Special Needs Bus Asst.		2013-2014
Name	**Replacement/New**	**Site/Assignment**		**Effective**
Employment:				
Jenkins, MaryDawn	New	District/Bronco Academy teacher		2013-2014
Kyle, Judith	Replacement/Kody Grimes	District/Custodian Floater		8/5/2013
Meeks, Amanda	Replacement/Morgan Harriman	District/Speech Pathologist		2013-2014

Murphy, Connie	Replacement/Steve Casey	District/Bus Driver		2013-2014
Sanders, Catherine	Replacement/Amelia Daugherty	District/Special Needs Bus Asst.		2013-2014
Solano, Tamara	Replacement/Shelly Rice	District/Am Custodian Floater		8/5/2013
Woodward, Diane	Replacement/Mike Welch	District/Bus Driver		2013-2014
Bingham, Barbara	Replacement/Brandy Cornelius	Lakehoma/Kindergarten Teacher		2013-2014
Murray, Joseph	Replacement/Amanda Carter	Lakehoma/Head Custodian		8/5/2013
Sullivan, Barbara	Replacement/Denise Perhane	Lakehoma/Cafeteria Asst.		2013-2014
Lively, David	New	ME/Special Education Assistant		2013-2014
Monasco, Cheryl	Replacement/Betty Justus	ME/Cafeteria Assistant		2013-2014
Waggoner, Amber	Replacement/Gina Day	ME/Nurse Assistant		2013-2014
White, Greg	Replacement/Wynan Henderson	ME/Art Assistant		2013-2014
Doran, Jason	Replacement/Zac Gray	MEC/Biology Teacher Alt. Ed		2013-2014
Martin, Iris	New	MEC/Nurse Assistant		2013-2014
Waller, Christy	Replacement/Stacy Bauer	MEC/Pre-K Teacher		2013-2014
Ledford, Angelica	Replacement/Shelly McNeil	MMS/Secretary		2013-2014
Embrey, Amanda	Replacement/Lana Tindall	MMS/Cafeteria Asst.		2013-2014
Platero, Nancy	Replacement/Vilma Cude	MMS/Custodian		8/5/2013
Prock, Jared	Replacement/Joel Atchley	MMS/Life Apps Health Teacher		2013-2014
Sheetz, Hollie	Replacement/Tammie Damasiewica	MMS/Spanish Teacher		2013-2014
Baldwin, Chris	Replacement/Brad Buxton	MNMS/Social Studies Teacher		2013-2014
Freeman, Annette	Replacement/Jayna Gordon	MNMS/Cafeteria Asst.		2013-2014
Johnson, Pallas	Replacement/Justin Langston	MNMS/English Language Arts		2013-2014
Moore, Betsy	Replacement/Cindy Ledford	MNMS/Family & Consumer Science		2013-2014
Shepard, Diana	Replacement/Cindy Fiene	MNMS/Cafeteria Asst.		2013-2014
Van Osdol, Melissa	Replacement/Justin Conkling	MNMS/Vocal Music Accompanist		2013-2014
Johnson, Robert	Replacement/Cynthia Grimes	MNMS/Tech Ed		2013-2014
Lucas, Tacey	New	Trails/Special Ed Teacher Assistant		2013-2014
Sanders, Catherine	Replacement/Laurie Cathey	Trails/Cafeteria Asst.		2013-2014
Britt, Nathan	Replacement/Jerry Chamberlin	HS/Custodian		8/5/2013
Cooper, Brieana	Replacement/Susan Hacker	HS/Counselor		2013-2014
Gore, Brandi	Replacement/Jenny Yates	HS/Math Teacher		2013-2014
Harrington, Eric	Replacement/Martha Martinez	HS/Custodian		8/5/2013
Herrera, Ana	Replacement/Jennifer Scott	HS/Cafeteria Asst.		2013-2014
Johnson, Cheryl	Replacement/Whitney Null	HS/Teacher Assistant		2013-2014
Johnston, Beth	Replacement/Linn Miner	HS/Special Education Teacher		2013-2014
Kuczynski, Judith	New	HS/Virtual Teacher		2013-2014
Nelson, Brian	Replacement/Debra Lowder	HS/Custodian		7/9/2013
Patten, Casey	Replacement/Michael Rachlin	HS/Personal Finance		2013-2014
Perry, LaDonna	Replacement/Carol Thomas	HS/Cafeteria Asst.		2013-2014
Price, David	Replacement/Mark Ryan	HS/Social Studies Teacher		2013-2014
Saguran, Nicol	Replacement/Marcus Moore	HS/Night Custodian		7/9/2013
Saguran,Lamberto	Replacement/Olga Pando	HS/Night Custodian		7/9/2013
Name	**Replacement/New**	**Site/Assignment**		**Effective**
Employment: Cont.				
Vaughan, Matt	New	HS/English Teacher		2013-2014
Webb, Mark	Replacement/David Weston	HS/Science Teacher		2013-2014
Wilson, Christina	Replacement/Nikki McCann	HS/Math Teacher		2013-2014
Wuertz, Whitni	Replacement/Sara Myers	HS/Math Teacher		2013-2014
Brown, Virginia	Replacement/Sandy Krivanek	Trails/Special Ed Teacher Assistant		2013-2014
Lynes, Calah	Replacement/Tammi Haas	Valley/Calah Lynes		2013-2014
Wallace, Gail	Replacement/Sarah Gaines	Valley/Cafeteria Asst		2013-2014
Title Change	**From:**	**To:**		**Effective**
Open	Custodial Supervisor	Director of Custodial Services		7/1/2013
Name	**From: Site/Assignment**	**To: Site/Assignment**		**Effective**

SCHEDULE "A"
August 12, 2013

Reassignments:				
Rees, Jim	MMS/Lunch Supervision Assistant	Canyon Ridge/Lunch Supervision Asst.		2013-2014
Erdley, Deanna	Valley/Teacher Assistant	Canyon Ridge/Music Assistant		2013-2014
Gonzales, Nancy	HS/Custodian	Canyon Ridge/Custodian		7/29/2013
Bates, Shathar	Centennial/Teacher	Cent./Title I Reading Teacher		2013-2014
Brown, Kristie	Creek/Spec. Ed Paraprofessional	Creek/Transcriptionist		2013-2014
Chastain, Julie	Creek/Teacher	Creek/Title I Reading Teacher		2013-2014
Orendac, Alison	Valley/Teacher Assistant	Creek/Title I Reading Paraprofessional and ESY Substitute Bus Assistant		2013-2014
Carpenter, Debbie	HS/CN Cafeteria Asst. Mgr	District/Bus Driver		2013-2014
Gundlach, Dee	Replacement/Diane McMurtray	District/Director of Custodial Services		7/1/2013
Levrets, Rebecca	District/Bus Driver	District/Special Needs Bus Asst.		2013-2014
Moore, Johnita	District/Custodian	District/Custodial Trainer/Warehouse Clerk		8/5/2013
Marshall, Logan	Replacement/Katrina Whitehead	ME/Music Assistant		2013-2014
Orendac, Erin	Valley/Teacher Assistant	Mustang Horizon/Special Ed Teacher Asst.		2013-2014
McNeil, Shelly	MMS/Site Secretary	MMS/Noon Supervisor & Bus Driver		2013-2014
Bradford, Donita	MNMS/Cafeteria Asst	MNMS/Cashier		2013-2014
Hinds, Angela	MNMS/Nurse Asst - part time	MNMS/Nurse Asst - full time		2013-2014
Jussila, Dustin	HS, MMS, MNMS/Instrumental Asst.	MNMS/Instrumental Music Director		2013-2014
Brooks, Michael	MMS/Math Teacher	HS/Health Instructor		2013-2014
Damasiewicz, Tammy	MMS/Spanish Teacher	HS/Spanish Teacher		2013-2014
McCann, Nikki	HS/Math Teacher	HS/Service Learning Teacher		2013-2014
Castleberry, Kelli	Trails/Teacher Assistant	Trails/Title I Paraprofessional		2013-2014
Chamberlin, Jerry	HS/Custodian	Valley/Custodian		7/29/2013
Scott, Bill	ME/Custodian	Valley/Custodian		8/7/2013
Name		**Site/Assignment**		**Effective**
Extra-Duty/Supplemental:				
Reed, Stephanie		Canyon Ridge/5th Grade Team Ldr		2013-2014
Sandefur, Christi		Canyon Ridge/5th Grade Team Ldr & Student Council Sponsor		2013-2014
Warcup, Jessica		Canyon Ridge/5th Grade Team Ldr		2013-2014
Cullen, Carnie		Canyon Ridge/6th Grade Team Ldr & Yearbook Sponsor		2013-2014
Name		**Site/Assignment**		**Effective**
Extra-Duty/Supplemental:				
Good, Des		Canyon Ridge/6th Grade Team Ldr		2013-2014
Jackson, Kate		Canyon Ridge/6th Grade Team Ldr		2013-2014
Koch, Kevin		Canyon Ridge/Webmaster		2013-2014
Stout, Sohailah		Canyon Ridge/Music & Life App Elective Team Ldr.		2013-2014
Wilkes, Jessica		Canyon Ridge/Academic Team Coach and Sponsor & PD Committee Building Coordinator		2013-2014
Hasty, Jami		Canyon Ridge/Special Education Department Chair		2013-2014
Open		Canyon Ridge/Intermediate Student Supervision		2013-2014
Open		Canyon Ridge/Awards Program Coordinator		2013-2014

Locke, Laurie		Centennial/Credentialing		2013-2014
Stein, Nicole		Centennial/Credentialing		2013-2014
Rhynes, Raylene		Creek/Credentialing		2013-2014
Stricker, Holly		Creek/Credentialing		2013-2014
Miller, Cherie		District/Special Olympic Coach		2013-2014
Hubbard, Truda		Horizon/5th Grade Team Ldr.		2013-2014
Osborne, Joy		Horizon/5th Grade Team Ldr.		2013-2014
Peterson, Andrea		Horizon/5th Grade Team Ldr.		2013-2014
Shelton, Kim		Horizon/6th Grade Team Ldr.		2013-2014
Weaver, Stephanie		Horizon/6th Grade Team Ldr.		2013-2014
McDaniel, Rachel		Horizon/Life App Elective Team Ldr & Webmaster		2013-2014
Open		Horizon/Intermediate Supervision		2013-2014
Open		Horizon/Yearbook Sponsor		2013-2014
Open		Horizon/Student Council Sponsor		2013-2014
Raiber, Erin		Horizon/Music		2013-2014
Open		Horizon/6th Grade Scholastic Coach		2013-2014
Brown, Martha		Horizon/Prof. Dev. Committee Building Coordinator		2013-2014
Shade, Pam		Horizon/Spec. Ed Department Chair		2013-2014
Atchley, Kristen		Horizon/Awards Coordinator		2013-2014
Open		Horizon/Math Data Analyst		2013-2014
McCullough, Paula		Lakehoma/Credentialing		2013-2014
Barber, Elizabeth		Lakehoma/Credentialing		2013-2014
Stafford, Jacqulyn		ME/Credentialing		2013-2014
Wilkins, Kathleen		ME/Credentialing		2013-2014
Murray, Molly		MEC/Webmaster		2013-2014
Creach, Jessica		MMS/Webmaster & Science/Engineering Fair Co-Sponsor		2013-2014
Bridges, Karen		MMS/Site Athletic Director		2013-2014
Berry, Julie		MMS/Team Leaders & Student Council Co- Sponsor		2013-2014
Krug, Nancy		MMS/Team Leaders & Science/Engineering Fair Co- Sponsor		2013-2014
Simmons, Jae		MMS/Team Leaders		2013-2014
Name		**Site/Assignment**		**Effective**
Extra-Duty/Supplemental:				
Mayfield, Tessa		MMS/Team Leaders		2013-2014
Wagnon, J.C.		MMS/Team Leaders		2013-2014
Walker, Carrie		MMS/Prof. Dev. Rep		2013-2014
Basco, Gina		MMS/Spec. Ed Team Leader		2013-2014
Lupton, Trudi		MMS/Cheer Sponsor		2013-2014
Slavik, Deborah		MMS/Yearbook		2013-2014
Collins, Jacob		MMS/Student Council Co- Sponsor		2013-2014
Wood, Jeana		MMS/Vocal Music		2013-2014
Harper, Kristin		MMS/Awards Program Coordinator & Renaissance Sponsor & Scholastic Coach		2013-2014
Dean, Darrin		MMS/8th Grade Football Asst. & Boys 8th Basketball Asst. & Boys Track Asst.		2013-2014
Wagnon, J.C.		MMS/8th Grade Football Asst. & Boys 8th Basketball Asst.		2013-2014
Homer, Jared		MMS/7th Grade Football Asst.		2013-2014

Blocker, Lance		MMS/7th Grade Football Asst.		2013-2014
Back, William		MMS/7th Grade Football Asst.		2013-2014
Prock, Jared		MMS/Girls Softball Asst.		2013-2014
Bates, Shather		MMS/Volleyball Asst.		2013-2014
Open		MMS/7th Boys Basketball Asst.		2013-2014
Wilkes, Jessica		MMS/7th Girls Basketball Asst.		2013-2014
Webb, Harley		MMS/8th Girls Basketball Asst.		2013-2014
Little, Cody		MMS/Wrestling Asst.		2013-2014
Brock, Karissa		MMS/Girls Track Asst.		2013-2014
Fried, Lindsey		MNMS/7th Team Leader		2013-2014
Larza, Darla		MNMS/7th Team Leader & Student Council Co-Sponsor		2013-2014
Summers, Sarah		MNMS/7th Team Leader & Student Council Co-Sponsor		2013-2014
Bilbrey, Marilyn		MNMS/8th Team Leader		2013-2014
Stevens, Kathy		MNMS/8th Team Leader & Awards Program Coordinator		2013-2014
Wyckoff, Kristen		MNMS/8th Team Leader		2013-2014
Joy, Jennifer		MNMS/Special Ed Dept. Chair		2013-2014
Douglas, Andrea		MNMS/Electives Team Ldr & Webmaster		2013-2014
Dillard, Tom		MNMS/Scholastic Coach		2013-2014
Horton, Becky		MNMS/Vocal Music		2013-2014
Hood, Terri		MNMS & MMS/Speech/Drama Sponsor		2013-2014
McInnis, Cheryl		MNMS/Yearbook Sponsor & Professional Dev. Committee Rep.		2013-2014
Hunt, Staci		MNMS/Renaissance Sponsor		2013-2014
Nixon, Kelly		MNMS/Science Fair Sponsor		2013-2014
Maynard, Rocky		MNMS/Site Athletic Director		2013-2014
Melvin, Travis		MNMS/7th Grade Football Asst. & 7th Boys Basketball		2013-2014
Page, Jason		MNMS/7th Grade Football Asst.		2013-2014
Baldwin, Chris		MNMS/7th Grade Football Asst.		2013-2014
Name		**Site/Assignment**		**Effective**
Extra-Duty/Supplemental:				
Evans, Tony		MNMS/8th Grade Football Asst.		2013-2014
Mitchell, Matt		MNMS/8th Grade Football Asst. & 8th Boys Basketball Asst.		2013-2014
Starr, Shelly		MNMS/Softball Assistant & Girls Track Asst.		2013-2014
Carothers, Rhoda		MNMS/Volleyball Assistant		2013-2014
Bostic, Tiffany		MNMS/Volleyball Assistant		2013-2014
Larson, Dana		MNMS/7th Girls Basketball Asst.		2013-2014
Garrett, Rondalyn		MNMS/8th Girls Basketball Asst.		2013-2014
Johnson, Robert		MNMS/Wrestling Assistant		2013-2014
Yeahquo, Tim		MNMS/Boys Track Assistant		2013-2014
Anthony, Resa		MNMS/Girls Track Assistant		2013-2014
Bostic, Tiffany		MNMS/Girls Head Track Coach		2013-2014
Kahre, Kristen		MNMS/Spirit Sponsor		2013-2014
Jenkins, Judith		Trails/Credentialing		2013-2014
Reyes, Allison		Trails/Credentialing		2013-2014
Bruce, Judith		Valley/Credentialing		2013-2014
Gomez, Lori		Valley/Credentialing		2013-2014
Farnsworth, Birdie		Valley/Yearbook		2013-2014

Taylor, Lesha		Valley/Awards Coordinator & Student Council & Specialist Team Leader		2013-2014
McGill, Darlene		Valley/Kindergarten Team Leader		2013-2014
Hunt, Lori		Valley/First Grade Team Leader		2013-2014
Gomez, Lori		Valley/Second Grade Team Leader		2013-2014
Koch, Anna		Valley/Third Grade Team Leader		2013-2014
Sanders, Lauren		Valley/Fourth Grade Team Leader		2013-2014
Winstead, Shawna		Valley/Specials - Team Leader		2013-2014
Sandburg, Tanya		Valley/Math Data Analyst		2013-2014
Scott, Carol		Valley/Webmaster		2013-2014
Fuller, Maureen		Valley/Vocal Music		2013-2014
Howard, Scott		Valley/Vocal Music		2013-2014
Bernhardt, Caitlyn		HS/Volleyball Assistant Coach		2013-2014
Hurst, Taylor		HS/Assistant Girls Tennis Coach		2013-2014
Lacey, Rickey		HS/Assistant Football Coach		2013-2014
Osborne, Greg		HS/Girls Golf Assistant Coach		2013-2014

Schedule "B"
August 12, 2013

Continuing Employment for Licensed Therapist for 2013-2014			
Farris, Amy-COTA	George, Sybil - OT	Walkup, Joanne - PT	Young, Cheryl - OT
Continuing Employment for Support Personnel for 2013-2014			
Gibson, Marie	Nero, Evelyn	Pitchford, Roy	Rutter, Janet
Support Personnel Substitutes at $7.25 per hour			
Julie Browne	April Campbell	June Carter	Christy Cervantes-Groves
Traci Burchfield	Jacquelyn Cullen	Krystal Dillon	Laurie Drake
Leslie Dietrich	Kathy Followill	Paul George	Deborah Grayson
Jodi Hanson	Richard Hanson	Joan Harding	Lois Harwood
Helen Hicks	Tiffany Jenkins	L Suzanne Lane	Cindy Langham
Kathryn Lamberth	Jana Malone	Amy Maxwell	Laura Mayabb
Jennifer McIntire	Kathryn Merritt	Juanita Moore	Caroline Murray
Christy Newton	Susan Phillips	Diane Phipps	Keith Rodgers
Patricia Ross	Janet Schweinfurth	Connie Stefanick	Vivian Stehr
Jimmy Thomas	Tammy Trillo	Sasha Waddle	Evon Walden
Michele Welle	Ann Willett	Janet Mitchell-Wilson	Joyce Winters
Lynda Witty	Pam Woodard		
Non-Certified/Non Degreed Substitutes at $60 per day			
Julie Browne	April Campbell	Traci Burchfield	Crystal Bailey
Krystal Dillon	Laurie Drake	Kathy Followill	Deborah Grayson
Joan Harding	Lois Harwood	Helen Hicks	Kathryn Lamberth
Amy Maxwell	Laura Mayabb	Kathryn Merritt	Juanita Moore
Caroline Murray	Christy Newton	Gina Paxton	Vivian Stehr
Tammy Trillo	Sasha Waddle	Evon Walden	Michele Welle
Janet Mitchell-Wilson	Joyce Winters	Pam Woodard	
Non-Certified/Degreed Substitutes at $60 per day			
Christy Cervantes-Groves	Leslie Dietrich	Charlene Fink	Charles Gafford
Paul George	Richard Hanson	Tiffany Jenkins	Alicia Lane
Michelle Leblanc	Ethel Leder-Swift	Edwina Ramseyer	Janice Morrow
Susan Phillips	Keith Rodgers	Lynda Witty	Janet Schweinfurth
Certified Substitutes at $70 per day			
Joan Brodmerkel	Cherish Buel	June Carter	Jerry Coleman
Kristina Cook	Jacquelyn Cullen	Tommie Duncan	Kara Fried
Deborah Gandy	Jimmie Hale	Jodi Hanson	Karen Lally
L Suzanne Lane	Jennifer McIntire	Cindy Langham	Pamela Metscher
Diane Phipps	Patricia Ross	Connie Stefanick	Jimmy Thomas
Ann Willett	Goldie Wood	Jana Malone	