



## AGENDA

Mustang Board of Education Regular Meeting

Monday, August 12, 2024 at 6:00 PM

Mustang Educational Resource Center, 12400 SW 15th St, Yukon, OK 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 Mustang Board of Education Regular Meeting on Monday, August 12, 2024 at 6:00 PM. The place and street of the meeting will be Mustang Educational Resource Center, 12400 SW 15th St, Yukon, OK 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.

{{Name: Agenda Item Name}}

- A. Invocation and Flag Salute
- B. Call to Order and Roll Call (may be silent)
- C. Superintendent's Report
- D. Assistant Superintendent's Report
- E. Board Reports
- F. Public Participation
- G. Consent Agenda
  1. Board of Education Minutes
    - a. July 15, 2024 Regular Board Meeting Minutes
    - b. August 5, 2024 Special Board Meeting Minutes
  2. Use of Facility
    - a. Optimist Basketball
    - b. OK Charge Volleyball
    - c. The Well Church

- d. C4 Ministries
  - e. Refuge Church
3. Out of State or Overnight Travel
- a. Mustang High School Volleyball Team and sponsors to compete in the Sand Springs Varsity Volleyball Tournament on August 15 -17, 2024 in Sand Springs, OK
  - b. Dr. Raiber to attend the National Federation of High School Associations, Performing Arts Conference on September 23-25, 2024 in Chicago, IL.
  - c. Kelly Dennison to attend the Council of Educators for Students with Disabilities, (CESD) 504 Conference on November 18-19, 2024 in Austin, TX.
  - d. Ryan McKinney to attend the 2024 West Education Congress on September 21-24, 2024 in San Diego, CA
  - e. Chris Tobler to attend the Association of Title IX Administrators (ATIXA) Conference on October 25-28, 2024 in Philadelphia, PA.
  - f. Wilson Grider to attend the Oklahoma School Plant Management Association (OSPMA) Fall Conference on September 9-11, 2024 at Lake Murray Lodge.
  - g. Mustang High School FFA Chapter and Instructors to attend the Tulsa State Fair on September 30–October 2, 2024 in Tulsa, OK.
  - h. Mustang High School FFA Chapter and Instructor to attend the Tulsa State Fair on September 30–October 6, 2024 in Tulsa, OK.
4. Revisions of Policy and Procedures
- a. Policy 5015 - Residency
  - b. Policy 5020 - Tardiness and Early Checkout
5. Renewal and Ratification of Agreements/Contracts
- a. Student Services
    - 1. ProCare Therapy

2. Soliant Health, LLC
- b. Sites
  1. SeeSaw - Riverwood
  2. Lifetouch Yearbooks - Mustang Middle School
- c. Approval of the following Additional Duty Contracts:
  6. Change Orders CADE Construction Elementary #9
    - a. Guaranteed Maximum Price (GMP) Amendment #4 - Completion of remaining bid scopes.
  7. Change Orders Timberlake Construction Mustang High School Softball Hitting Facility
    - a. Change Order #16 - Raceway for Access Control Doors
  8. Approval to exercise the 1080 hour calendar option from policy #2123 for the 2024-2025 school year.
  9. Approval of the 2025 Board of Education meeting dates.
  10. Approval of the 2024-2025 Mustang Public Schools Student Handbook
  11. Approval to increase meal prices for students and adults breakfast and lunch for the 2024-2025 school year. This increase is to be in compliance with the USDA's Paid Lunch Equity pricing requirements.
  12. Approval of the following yearly appointments:
- H. Financial Consent Agenda
  1. Encumbrance Registers
  2. Change Orders Registers
  3. Treasurer's Report
  4. General Fund Revenue Analysis
  5. Activity Fund Revenue and Expenditure Summary

6. Activity Fund Purpose of Accounts
  7. Transfer of Funds
- I. New Business
  - J. Executive Session: The Board of Education will consider and may vote to convene in Executive Session.
    1. Proposed executive session to conduct on-going evaluation of the superintendent. 25 O.S. Section 307(B)(1).
    2. Proposed executive session to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee. 25 O.S. Section 307 (B)(1). As listed on Schedule A, B, C and Adjunct.
    3. Proposed executive session to discuss negotiations concerning Mustang Education Association (MEA) and Mustang Education Support Professionals (MESP). 25 O.S. Section 307(B)(2).
  - K. Acknowledge Return to Open Session
  - L. Statement of Executive Session minutes by Board Clerk
  - M. Vote to approve or not approve the 2024-2025 Mustang Education Association (MEA) Negotiated Agreement.
  - N. Vote to approve or not approve the 2024-2025 Mustang Education Support Professionals (MESP) Negotiated Agreement.
  - O. Discussion and possible board action to approve Carlye Carter as an Adjunct Teacher for Art for Meadow Brook Elementary for the 2024-2025 school year.
  - P. Discussion and possible board action to approve Josh Davis as an Adjunct Teacher for History for Mustang High School for the 2024-2025 school year.
  - Q. Discussion and possible board action to approve Daniel Badillo as an Adjunct Teacher for Science for Mustang Central Middle School for the 2024-2025 school year.
  - R. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "A".

- S. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "B".
- T. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "C".
- U. Adjournment



Mustang Board of Education Regular Meeting  
Minutes

Monday, July 15, 2024 6:00 PM

Mustang Educational Resource Center, 909 South Mustang Rd., Mustang, OK 73064

**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 Number I-069 of Canadian County, Oklahoma held Mustang Board of Education Regular Meeting on Monday, July 15, 2024 at 6:00 PM. The place and street of the meeting was Mustang Educational Resource Center, 909 South Mustang Rd., 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 Educational Resource Center 909 South Mustang Rd., Mustang, OK 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.

**A. Invocation and Flag Salute**

Invocation - Toby Thompson Flag Salute - Todd Lovelace

**B. Call to Order and Roll Call (maybe silent)**

Todd Lovelace called the meeting to order at 6:00 PM. Those present were Todd Lovelace, Travis Helling, Toby Thompson and Sarah Lippencott. Dr. Rader was absent.

**C. Superintendent's Report**

1. Chris Tobler, Executive Director of Human Resources, 2024-2025 Staffing

**D. Assistant Superintendent's Report**

1. Minga
2. Grading

**E. Board Reports**

No Board Reports

**F. Public Participation**

The floor shall be open to the public, and any regular meeting shall include an opportunity for the public to address the Board other than personnel matters. Presentations under Public Participation are limited to five (5) minutes and where several people wish to address the same subject, a

spokesperson must be selected. Those residents wishing to address the Board of Education must complete a Request for Public Participation form prior to the scheduled starting time of the regular Board meeting. A response may not be provided at this time. Questions or concerns related to employees of the district will not be permitted at this time. Those are to be referred to the Superintendent at another time.

No Public Participation

### **G. Consent Agenda**

All the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of discussion, consideration and action on the following items that the Superintendent recommends be approved.

Motion to approve the consent agenda. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

1. Board of Education Minutes
  - a. June 10, 2024 Regular Board Meeting Minutes
  - b. June 27, 2024 Special Board Meeting Minutes
2. Out of State or Overnight Travel
  - a. Katy Patterson, Bailey Murrah and Allison Phillips to attend the National Johnson-O'Malley Association 2024 Conference on September 9-11, 2024 in Durant, OK.
  - b. Katy Patterson, Bailey Murrah and Allison Phillips to attend the 2024 National Indian Education Association Conference on October 9-12, 2024 in Palm Springs, CA.
  - c. Gary Knowles to attend NASA OKSG STELLAR PD Summer Institute on July 25 - August 3, 2024 at Oklahoma State University.
3. Revisions of Policy and Procedures
  - a. Policy 2305 - Travel Expenses
  - b. Policy 2306 - Mileage Reimbursement
  - c. Policy 5005 - Transfers
  - d. Policy 5070 - Student Promotion/Retention and Strong Readers Act
4. Job Description
  - a. Student Database Administrator
5. Surplus
  - a. Technology - computers, peripherals and miscellaneous technology items
6. Renewal and Ratification of Agreements/Contracts
  - a. Student Services
    1. Hands of Hope

2. University of Oklahoma
3. Youth and Family Services
4. BRIDGES. A Division of Oklahoma Family Counseling Centers
5. A Chance to Change
6. Calm Waters
7. CorAspire
- b. Operations
  1. Oklahoma Natural Gas (ONG)
7. Elementary #9 Bid Package #04
  - a. Trade Contract #07E Fireproofing - True Fireproofing
  - b. Trade Contract #10A Specialties - Scovil & Sides - Material Only and Architectural Reflections - Labor Only
  - c. Trade Contract #10C Flagpoles - Factory Direct
  - d. Trade Contract #10D Walkway Coverings - Archetype
  - e. Trade Contract #26B Site Lighting - Baker Brothers
8. Approval of the Community Education Fall/Winter 2024-2025 classes.

**H. Financial Consent Agenda**

Motion to approve the financial consent agenda. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

1. Approval of the Certificates and Orders for Jeff Landes, District Treasurer, and Randi Spencer, District Assistant Treasurer for Canadian, Cleveland and Oklahoma counties.
2. Encumbrance Registers
3. Change Orders Registers
4. Treasurer's Report
5. General Fund Revenue Analysis
6. Activity Fund Revenue and Expenditure Summary
7. Activity Fund Purpose of Accounts
8. Transfer of Funds

**I. Business**

1. Discussion and possible board action to approve the following list of communication platforms as District Approved Communications Platforms to meet the requirements of HB3958.

- Minga Solutions - Campus Management Platform
- Clever
- HUDL

Motion to approve the following list of communication platforms as District Approved Communications Platforms to meet the requirements of HB3958. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

2. Discussion and possible board action to approve the contract with Minga Solutions without FlexTime.

Motion to approve the contract with Minga Solutions without FlexTime. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

3. Discussion and possible board action to approve the contract with Minga Solutions with FlexTime.

Motion to approve the contract with Minga Solutions with FlexTime. This motion, made by Travis Helling and seconded by Toby Thompson, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

**J. New Business**

This business, in accordance with Oklahoma Statues, title 25- 311 (A)(9), is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

No New Business

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

1. Proposed executive session to conduct on-going evaluation of the superintendent. 25 O.S. Section 307(B)(1).
2. Proposed executive session to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee. 25 O.S. Section 307 (B)(1). As listed on Schedule A, B and Adjunct Teachers.

Time 7:34 PM

Motion to convene in Executive Session. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

**L. Acknowledge Return to Open Session**

Time 8:10 PM

**M. Statement of Executive Session minutes by Board Clerk**

The board discussed only the agenda items authorized by state law and no action was taken. Those in attendance were Todd Lovelace, Travis Helling, Toby Thompson, Sarah Lippencott and Charles Bradley.

**N. Discussion and possible board action to approve Tanner Aubrey as an Adjunct Teacher for Vocal Music for Mustang Horizon Intermediate for the 2024-2025 school year.**

Motion to approve Tanner Aubrey as an Adjunct Teacher for Vocal Music for Mustang Horizon Intermediate for the 2024-2025 school year. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

**O. Discussion and possible board action to approve Cale Cochran as an Adjunct Teacher for World History for Mustang High School for the 2024-2025 school year.**

Motion to approve Cale Cochran as an Adjunct Teacher for World History for Mustang High School for the 2024-2025 school year. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

**P. Discussion and possible board action to approve Ana Claudia Rua de Kennedy as an Adjunct Teacher for Spanish for Mustang High School for the 2024-2025 school year.**

Motion to approve Ana Claudia Rua de Kennedy as an Adjunct Teacher for Spanish for Mustang High School for the 2024-2025 school year. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

**Q. Discussion and possible board action to approve Patrick Singer as an Adjunct Teacher for Geography for Mustang Middle School for the 2024-2025 school year.**

Motion to approve Patrick Singer as an Adjunct Teacher for Geography for Mustang Middle School for the 2024-2025 school year. This motion, made by Travis Helling and seconded by Toby Thompson, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

**R. Discussion and possible board action to approve Emily Cerny as an Adjunct Teacher for Physical Education for Mustang High School for the 2024-2025 school year.**

Motion to approve Emily Cerny as an Adjunct Teacher for Physical Education for Mustang High School for the 2024-2025 school year. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

**S. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "A".**

Motion to approve Schedule A. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

**T. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "B".**

Motion to approve Schedule B. This motion, made by Travis Helling and seconded by Toby Thompson, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

**U. Adjournment**

Time 8:13 PM

Motion to adjourn. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.  
Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Toby Thompson: Aye

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Minutes Clerk

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Board President



## Schedule "A"

July 15th, 2024

Resignations				
Last Name	First Name		Site/Assignment	Effective
Austin	Shane		CRI/Teacher	05/17/2024
Brown	Tara		TE/Sped Paraprofessional	05/16/2024
Burgess	Joy		Operations/Shipping/Receiving	07/01/2024
Childs	Michelle		VE/Sped Paraprofessional	05/17/2024
Morland	Lisa		LE/Sped Paraprofessional	05/16/2024
Penwell	Kiley		MHS/Teacher	05/17/2024
Scott	Sunny		LE/Paraprofessional	05/16/2024
Sparks	Julie		MHS/Admin Asst	05/24/2024
Employment				
Last Name	First Name	Replacing/New Position	Site/Assignment	Effective
Akers	Treena	Marianna Nye	MMS/Sped Paraprofessional	08/09/2024
Catayoc	Faith	Hayley Laughter	MHS/Sped M/M	08/07/2024
Daniel	Logan	Shane Austin	CRI/Teacher	08/07/2024
Dickerson	Cabe	Jeff Kelley	MHS/Teacher	08/07/2024
Foster	Savannah	Rachel Woodard	MMS/Sped Paraprofessional	08/09/2024
Garcia	Christian	Emly Palmer	LE/Sped M/M Teacher	08/07/2024
Glover	Devon	N/A	Disrtict/RN Sub	08/08/2024
Graham	Masen	Dana Jones	MHS/Sped Paraprofessional	08/09/2024
Hall	Lane	Elizabeth Jones	MHS/Sped Paraprofessional	08/09/2024
Jernigan	Courtney	N/A	District/Licensed Pratical Nurse Sub	08/08/2024
Miller	Jana	Terry Tipton	District/Asst. Director of Transportation	07/15/2024
Pena	Patti	Stacy Mattingly	MHS/Sped M/M/ELA	08/07/2024
Roberts	Christina	Evelyn Mendez	CE/Paraprofessional	08/08/2024
Stangl	Rachelle	N/A	Disrtict/RN Sub	08/08/2024
Thompson	Tyra	Megan Habluetzel	CRI/Teacher	08/07/2024
Tipton	Terry	Tamara Ray	Transporation/Bus Driver	08/07/2024
Vaught	Lisa	Jordan Fuller	MHI/Teacher	08/07/2024
York	Dr. Belva	New Position	ME/Sped M/M Part Time Teacher	08/07/2024
Long Term Substitute Teacher				
Last Name	First Name		Site/Assignment	Effective
Workman	Erin	David Ward	MHS/Science	08/07/2024
Reassignments				
Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
Karr	Kara	VE/Teacher	LE/Counselor	08/05/2024
Murray	Caroline	Student Information Specialist	Student Database Administrator	07/01/2024



## Schedule "B"

July 15th, 2024

Almatasem, Abraham	MS Asst Football	CMS	2024-2025
Almatasem, Abraham	MS Boys Track Head Coach	CMS	2024-2025
Almatasem, Abraham	MS 8th Boys Basketball Head Coach	CMS	2024-2025
Almatasem, Abraham	MS 7th Boys Asst Basketball	CMS	2024-2025
Almatasem, Abraham	MS 3 Sport Bonus	CMS	2024-2025
Amendt, Craig	HS Assist Inst Music	Dist.	2024-2025
Amendt, Craig	Marching Band	Dist.	2024-2025
Atkinson, Shanon	Head Boys Track Coach	MHS	2024-2025
Atkinson, Shanon	Head Girls Track Coach	MHS	2024-2025
Aubrey, Tanner	Vocal Music Inter	Dist.	2024-2025
Awbrey, Cody	MS Asst Football	MNMS	2024-2025
Awbrey, Cody	MS Boys Asst Track Coach	MNMS	2024-2025
Awbrey, Cody	MS 2 Sport Bonus	MNMS	2024-2025
Badillo, Deblin	MS Cheer Head Coach	CMS	2024-2025
Badillo, Deblin	MS Tennis Asst	CMS	2024-2025
Badillo, Deblin	MS 2 Sport Bonus	CMS	2024-2025
Badillo, Ryan	MS Softball Asst	CMS	2024-2025
Badillo, Ryan	MS Boys Asst Track Coach	CMS	2024-2025
Badillo, Ryan	MS 2 Sport Bonus	CMS	2024-2025
Baldwin, Chris	Head 8th Football	MNMS	2024-2025
Baldwin, Chris	Head 7th Football	MNMS	2024-2025
Baldwin, Chris	MS 2 Sport Bonus	MNMS	2024-2025
Basco, Gina	MS Girls Track Head Coach	MMS	2024-2025
Basco, Gina	MS Girls Cross Country Head	MMS	2024-2025
Basco, Gina	MS 2 Sport Bonus	MMS	2024-2025
Bass, Katie	Head Girls Basketball	MHS	2024-2025
Bates, Andy	Head 8th Football	CMS	2024-2025
Bates, Andy	Head 7th Football	CMS	2024-2025
Bates, Andy	MS 2 Sport Bonus	CMS	2024-2025
Bellows, Sarah	Gen Music	Dist.	2024-2025
Bland, Kenneth	MS Asst Football	MNMS	2024-2025
Bland, Kenneth	MS Wrestling Asst.	MNMS	2024-2025
Bland, Kenneth	MS 2 Sport Bonus	MNMS	2024-2025
Blankenship, Lee	Head Football Coach	MHS	2024-2025
Boothby, Kaci	Dist Art Show	Dist.	2024-2025
Boulware, Brent	MS Boys Track Head Coach	MNMS	2024-2025
Bowen, Blake	Head 8th Football	MMS	2024-2025
Bowles, Jordyn	MS Volleyball Head Coach	CMS	2024-2025
Bowles, Jordyn	MS Girls Tennis Head Coach	CMS	2024-2025
Bowles, Jordyn	MS 2 Sport Bonus	CMS	2024-2025
Brakebill, Heather	MS Girls Asst Track Coach	MMS	2024-2025
Brewster, Morgan	MS 7th Girls Basketball Head Coach	MNMS	2024-2025
Bristol, Judy	MS Spirit Sponsor	MMS	2024-2025

Burch, Blake	MS Boys Golf Head Coach	MNMS	2024-2025
Burch, Blake	MS Girls Golf Head Coach	MNMS	2024-2025
Burch, Blake	MS 2 Sport Bonus	MNMS	2024-2025
Burch, Nathan	MS Boys Cross Country Head	MNMS	2024-2025
Burch, Nathan	MS Girls Cross Country Head	MNMS	2024-2025
Burch, Nathan	MS 2 Sport Bonus	MNMS	2024-2025
Cambio, Zane	Volunteer Asst. 9th Football	MHS	2024-2025
Carnes, Sarah	Dist Art Show	Dist.	2024-2025
Carter, Carlye	Dist Art Show	Dist.	2024-2025
Casarez, Chris	Asst Fastpitch Softball	MHS	2024-2025
Casarez, Chris	Asst Slowpitch Coach	MHS	2024-2025
Chai, Cleon,	HS Assist Inst Music	Dist.	2024-2025
Chai, Cleon,	Marching Band	Dist.	2024-2025
Chai, Cleon,	Jazz/Chamber Music	Dist.	2024-2025
Chen, Jacob	Vocal Music Inter	Dist.	2024-2025
Christy, Brandon	Asst Boys Basketball	MHS	2024-2025
Christy, Brandon	Asst Slowpitch Coach	MHS	2024-2025
Clark, Karis	Asst Fastpitch Softball	MHS	2024-2025
Clark, Robert	Asst. Varsity Football	MHS	2024-2025
Cleveland, Reagan	MS 8th Girls Asst Basketball	MNMS	2024-2025
Cochran, Cale	Asst. Varsity Football	MHS	2024-2025
Coffman, Brett	Head 7th Football	MMS	2024-2025
Coffman, Brett	MS Boys Tennis Head Coach	MMS	2024-2025
Coffman, Brett	MS 2 Sport Bonus	MMS	2024-2025
Cook, Kyle	MS Asst Volleyball Coach	CMS	2024-2025
Cook, Kyle	MS Boys Tennis Head Coach	CMS	2024-2025
Cook, Kyle	MS 7th Boys Basketball Head Coach	CMS	2024-2025
Cook, Kyle	MS 8th Girls Asst Basketball	CMS	2024-2025
Cook, Kyle	MS 3 Sport Bonus	CMS	2024-2025
Covarrubias, Ivanna	MS Asst Volleyball Coach	MMS	2024-2025
Crews, Megan	Gen Music	Dist.	2024-2025
Crissup, Samantha	MS Girls Track Head Coach	CMS	2024-2025
Crockett, Jamie	Asst Girls Golf	MHS	2024-2025
Cunningham, Chris	MS Asst Football	MNMS	2024-2025
Cunningham, Chris	MS Boys Asst Track Coach	MMS	2024-2025
Cunningham, Chris	MS 2 Sport Bonus	MMS	2024-2025
Daley, Dacey	Asst HS Cheer	MHS	2024-2025
Darity, Lacy	Head Fastpitch Softball	MHS	2024-2025
Darity, Lacy	Head Slowpitch Coach	MHS	2024-2025
Davis, Geoffrey	Asst Fastpitch Softball	MHS	2024-2025
Davis, Geoffrey	Asst Slowpitch Coach	MHS	2024-2025
Davis, Josh	Asst Boys Basketball	MHS	2024-2025
Deister, Megan	Vocal Music MS	Dist.	2024-2025
Delk, Will	Head Boys Wrestling Coach	MHS	2024-2025
Delk, Will	Head Girls Wrestling Coach	MHS	2024-2025
Dickerson, Cabe	MS Wrestling Head Coach	CMS	2024-2025
Doran, Jason	Asst. Varsity Football	MHS	2024-2025

Duke, Natasha	Gen Music	Dist.	2024-2025
Easley, Stephanie	HS Assist Vocal Music	Dist.	2024-2025
Easley, Stephanie	Musical Theatre Asst	Dist.	2024-2025
Easley, Stephanie	Show Choir	Dist.	2024-2025
Eastland, Ian	MS Speech/Dram/Deba	Dist.	2024-2025
Edgmon, Ryan	HS Head Inst Music	Dist.	2024-2025
Edgmon, Ryan	Marching Band	Dist.	2024-2025
Edgmon, Ryan	Musical Theatre Asst	Dist.	2024-2025
Edgmon, Ryan	Jazz/Chamber Music	Dist.	2024-2025
Edwards, Elijah	Boys Track Asst	MHS	2024-2025
Elmore, Shawn	MS Boys Asst Track Coach	MMS	2024-2025
Elmore, Shawn	MS Boys Cross Country Head	MMS	2024-2025
Elmore, Shawn	MS 2 Sport Bonus	MMS	2024-2025
Ely, Heather	Gen Music	Dist.	2024-2025
Evans, Tony	MS Asst Football	MNMS	2024-2025
Evans, Tony	Head Swim Coach	MHS	2024-2025
Fair, Bethany	MS Cheer Head Coach		2024-2025
Farnham, Emily	HS Drama	Dist.	2024-2025
Farnham, Emily	Musical Theatre Head	Dist.	2024-2025
Fendrych, Ray	ESY/Bus Assistant	District	2024
Fleming, Madison	HS Assist Inst Music	Dist.	2024-2025
Fleming, Madison	Marching Band	Dist.	2024-2025
Fleming, Madison	Jazz/Chamber Music	Dist.	2024-2025
Ford, Mason	Asst Wrestling Coach	MHS	2024-2025
Foster, Dakota	MS Asst Football	MMS	2024-2025
Fruit, Tina	Dist Art Show	Dist.	2024-2025
Gaines, Waleed	Asst. Varsity Football	MHS	2024-2025
Garcia, Steve	MS Asst Football	MNMS	2024-2025
Garretson, Emma	Asst HS Pom	MHS	2024-2025
Garrett, Rondalynn	MS 7th Girls Asst Basketball	MNMS	2024-2025
Gates, Taylor	Head Girls Tennis (1/2)	MHS	2024-2025
George, Breanne	Dist Art Show	Dist.	2024-2025
Goad, Beverly	ESY/Bus Driver	District	2024
Gomez, Kobi	Asst. 9th Football	MHS	2024-2025
Gomez, Kobi	MS Wrestling Head Coach	MNMS	2024-2025
Gomez, Kobi	MS 2 Sport Bonus	MNMS	2024-2025
Green, Sarah	Vocal Music MS	Dist.	2024-2025
Grimm, Justin	MS Asst Football	CMS	2024-2025
Gulikers, Shana	Head Girls Soccer	MHS	2024-2025
Harris, Jeremy	Asst. Varsity Football	MHS	2024-2025
Heath, Joel	Head Boys Golf	MHS	2024-2025
Heath, Joel	Head Girls Golf	MHS	2024-2025
Hepner, Lyndon	Head 9th Fotball (Lay)	MHS	2024-2025
Heupal, Natasha	Asst HS Girls Cross Country	MHS	2024-2025
Heupal, Natasha	Asst Swim Coach	MHS	2024-2025
Heupal, Natasha	Girls Track Asst	MHS	2024-2025
Hightower, Derrick	MS Asst Football	MMS	2024-2025

Hightower, Derrick	Asst Girls Basketball	MHS	2024-2025
Hightower, Derrick	MS 2 Sport Bonus	MHS	2024-2025
Hill, Karen	ESY/Bus Assistant	District	2024
Hixson, Mike	Dist Art Show	Dist.	2024-2025
Hodges, Scott	Head Boys Basketball	MHS	2024-2025
Hodges, Scott	Asst Baseball Coach	MHS	2024-2025
Hofer, Jacob	HS Assist Inst Music	Dist.	2024-2025
Hofer, Jacob	Marching Band	Dist.	2024-2025
Hofer, Jacob	Jazz/Chamber Music	Dist.	2024-2025
Holmquist, Shane	HS Assist Inst Music	Dist.	2024-2025
Holmquist, Shane	Marching Band	Dist.	2024-2025
Holmquist, Shane	Jazz/Chamber Music	Dist.	2024-2025
Holt, Jessica	MS Band only (No HS)	Dist.	2024-2025
Holt, Jessica	MS Coor. Band	Dist.	2024-2025
Holt, Jessica	Jazz/Chamber Music	Dist.	2024-2025
Hood, Teri	MS Speech/Dram/Deba	Dist.	2024-2025
Hooten, Jennifer	Gen Music	Dist.	2024-2025
Hurst, Garrett	Head Boys Tennis	MHS	2024-2025
Hurst, Taylor	Head Girls Tennis (1/2 )	MHS	2024-2025
Jackson, Bobby	MS Asst Football	CMS	2024-2025
Jackson, Latoya	Asst Girls Basketball	MHS	2024-2025
Johnson, Norma	ESY/Bus Assistant	District	2024
Jones, Allysa	Girls Soccer Asst	MHS	2024-2025
Jones, Chana'e	MS Head Softball	CMS	2024-2025
Jones, Dana	MS 7th Girls Asst Basketball	MMS	2024-2025
Jones, Jay	Boys Asst Tennis	MHS	2024-2025
Juan Lucas	Head Boys Soccer	MHS	2024-2025
Kenedy, Patrick	Asst. Varsity Football	MHS	2024-2025
Kenedy, Patrick	Asst Baseball Coach	MHS	2024-2025
Kirkwood, Whitney	Gen Music	Dist.	2024-2025
Knopfel, Jonathon	HS Assist Inst Music	Dist.	2024-2025
Knopfel, Jonathon	Marching Band	Dist.	2024-2025
Knopfel, Jonathon	Jazz/Chamber Music	Dist.	2024-2025
Knox, Alex	Asst. Varsity Football	MHS	2024-2025
Koehler, Kurt	Asst Swim Coach	MHS	2024-2025
Kusik, Catherine	MS Volleyball Head Coach	MNMS	2024-2025
Kusik, Catherine	MS Girls Track Head Coach	MNMS	2024-2025
Lane, Alicia	Dist Art Show	Dist.	2024-2025
Leep, Lloyd	MS Athletic Director	CMS	2024-2025
Leochner, Amy	Dist Art Show	Dist.	2024-2025
Lewis, Jaylenn	MS Wrestling Head Coach	MMS	2024-2025
Lindsey, Justin	Asst Boys Golf	MHS	2024-2025
Long, Chad	Boys Soccer Asst	MHS	2024-2025
Lusher, Tyler	MS Girls Golf Head Coach	CMS	2024-2025
Lusher, Tyler	MS Girls Cross Country Head	CMS	2024-2025
Lusher, Tyler	MS 8th Girls Basketball Head Coach	CMS	2024-2025
Lusher, Tyler	MS 7th Girls Basketball Head Coach	CMS	2024-2025

Lusher, Tyler	MS 3 Sport Bonus	CMS	2024-2025
Lutts, Rylee	MS Asst Volleyball Coach	MNMS	2024-2025
Lutts, Rylee	MS Girls Tennis Head Coach	MNMS	2024-2025
Lutts, Rylee	MS 2 Sport Bonus	MNMS	2024-2025
Lynes, Lauren	Dist Art Show	Dist.	2024-2025
Machado, Sierra	Dist Art Show	Dist.	2024-2025
Mash, Barret	MS 8th Boys Basketball Head Coach	MNMS	2024-2025
Mash, Barret	MS 7th Boys Basketball Head Coach	MNMS	2024-2025
Mash, Barret	MS 2 Sport Bonus	MNMS	2024-2025
Massey, Tyler	Asst. 9th Football (Lay)	MHS	2024-2025
Mathes, Brandon	Asst Baseball Coach	MHS	2024-2025
McCorvey, Andre	Volunteer Asst. 9th Football	MHS	2024-2025
McDaniel, Christopher	Asst. Varsity Football	MHS	2024-2025
McDaniel, Cody	Asst. 9th Football (Lay)	MHS	2024-2025
McElroy, Amanda	ESY/Bus Aide	District	2024
McGarry, Mike	Head HS Boys Cross Country	MHS	2024-2025
McGill Elizabeth	MS Spirit Sponsor	MNMS	2024-2025
McIntire, Vanessa	Dist Art Show	Dist.	2024-2025
McLeckie, Justin	MS Girls Asst Track Coach	CMS	2024-2025
Melvin, Travis	MS 8th Boys Asst Basketball	MNMS	2024-2025
Melvin, Travis	MS 7th Boys Asst Basketball	MNMS	2024-2025
Melvin, Travis	MS 2 Sport Bonus	MNMS	2024-2025
Menge, Kyle	MS Boys Golf Head Coach	CMS	2024-2025
Michael, Elizabeth	Asst HS Volleyball	MHS	2024-2025
Miller, Dustin	Asst. 9th Football (Lay)	MHS	2024-2025
Miller, Karina	MS 7th Girls Asst Basketball	CMS	2024-2025
Mills, Cheyenne	MS Softball Asst	MMS	2024-2025
Mitchell, Nathan	ESY/Bus Driver	District	2024
Moody, Sarah	Dist Art Show	Dist.	2024-2025
Mooney, Adam	MS Asst Football	CMS	2024-2025
Mooney, Adam	MS Boys Asst Track Coach	CMS	2024-2025
Mooney, Adam	MS 8th Boys Asst Basketball	CMS	2024-2025
Mooney, Adam	MS 3 Sport Bonus	CMS	2024-2025
Moore, Joseph	Asst Baseball Coach	MHS	2024-2025
Moss, Samuel	ESY/Bus Driver	District	2024
Newman, Blake	Head HS Volleyball	MHS	2024-2025
Odom, Emily	Dist Art Show	Dist.	2024-2025
Ordonez, Jacqueline	Dist Art Show	Dist.	2024-2025
Osborne, Greg	Head HS Girls Cross Country	MHS	2024-2025
Ozinga, Chris	HS Assist Inst Music	Dist.	2024-2025
Ozinga, Chris	Marching Band	Dist.	2024-2025
Ozinga, Chris	Jazz/Chamber Music	Dist.	2024-2025
Ozinga, Chris	Percussion Coor.	Dist.	2024-2025
Page, John	MS Tennis Asst	MMS	2024-2025
Palmer, Jared	MS Asst Football	MMS	2024-2025
Palmer, Jared	MS Boys Track Head Coach	MMS	2024-2025
Palmer, Jared	MS 8th Boys Basketball Head Coach	MMS	2024-2025

Palmer, Jared	MS 8th Girls Asst Basketball	MMS	2024-2025
Palmer, Jared	MS 3 Sport Bonus	MMS	2024-2025
Patterson, Joe	Head Baseball Coach	MHS	2024-2025
Patterson, Steven	Asst. Varsity Football	MHS	2024-2025
Patton, Casey	Boys Asst Tennis	MHS	2024-2025
Penney, Sean	MS Asst Football	MMS	2024-2025
Perkins, Stephen	Asst. 9th Football	MHS	2024-2025
Peters, Tim	Asst. Varsity Football (Lay)	MHS	2024-2025
Peterson, Eric	Asst. Varsity Football	MHS	2024-2025
Pipkins, Ashley	Girls Track Asst	MHS	2024-2025
Pitts, Karen	Dist Art Show	Dist.	2024-2025
Poteet, Rylan	Asst. 9th Football (Lay)	MHS	2024-2025
Pritchard, Holly	Vocal Music MS	Dist.	2024-2025
Quintero, Jessica	Dist Art Show	Dist.	2024-2025
Ralls, Austin	Volunteer Asst. 9th Football	MHS	2024-2025
Reed, Stephanie	MS Head Softball	MNMS	2024-2025
Reed, Stephanie	MS Girls Asst Track Coach	MNMS	2024-2025
Reed, Stephanie	MS 8th Girls Basketball Head Coach	MNMS	2024-2025
Reed, Stephanie	MS 3 Sport Bonus	MNMS	2024-2025
Renyer, TJ	Boys Soccer Asst	MHS	2024-2025
Rhodes, Chandler	Asst. Varsity Football	MHS	2024-2025
Robertson, Ryan	MS Softball Asst	MNMS	2024-2025
Robertson, Ryan	MS Girls Asst Track Coach	MNMS	2024-2025
Robertson, Ryan	MS 2 Sport Bonus	MNMS	2024-2025
Robinson, Mary	Dist Art Show	Dist.	2024-2025
Rother, Melissa	Girls Soccer Asst	MHS	2024-2025
Roush, Luke	Asst. HS Boys Cross Country	MHS	2024-2025
Roush, Luke	Boys Track Asst	MHS	2024-2025
Sarrette, Brent	MS Wrestling Asst.	MMS	2024-2025
Sarrette, Brent	Asst Wrestling Coach	MHS	2024-2025
Sarrette, Brent	MS 2 Sport Bonus	MHS	2024-2025
Sawyer, Chris	MS Athletic Director	MMS	2024-2025
Sawyer, Mandy	MS Asst Volleyball Coach	MMS	2024-2025
Scott, Payton	Asst. Varsity Football	MHS	2024-2025
Sears, Karri	Asst Girls Basketball	MHS	2024-2025
Shackleford, Amie	MS Head Softball	MMS	2024-2025
Shackleford, Amie	MS 7th Girls Basketball Head Coach	MMS	2024-2025
Shackleford, Amie	MS 2 Sport Bonus	MMS	2024-2025
Simmons, Ashlyn	Asst Fastpitch Softball	MHS	2024-2025
Smith, Kimber	MS Girls Asst Track Coach	CMS	2024-2025
Sosebee, Kelsey	MS Volleyball Head Coach	MMS	2024-2025
Sosebee, Kelsey	MS Boys Golf Head Coach	MMS	2024-2025
Sosebee, Kelsey	MS Girls Golf Head Coach	MMS	2024-2025
Sosebee, Kelsey	MS 8th Girls Basketball Head Coach	MMS	2024-2025
Sosebee, Kelsey	MS 8th Boys Asst Basketball	MMS	2024-2025
Sosebee, Kelsey	MS 3 Sport Bonus	MMS	2024-2025
Staats, Will	Asst Wrestling Coach	MHS	2024-2025

Starr, Kristel	Dist Art Show	Dist.	2024-2025
Stephens, Matt	MS Asst Football	MMS	2024-2025
Stephens, Matt	MS 7th Boys Asst Basketball	MMS	2024-2025
Stephens, Matt	MS 2 Sport Bonus	MMS	2024-2025
Steward, Nick	HS Assist Inst Music	Dist.	2024-2025
Steward, Nick	Marching Band	Dist.	2024-2025
Steward, Nick	Jazz/Chamber Music	Dist.	2024-2025
Stokes, Hanna	Vocal Music Inter	Dist.	2024-2025
Stout, Sohailah	HS Head Vocal Music	Dist.	2024-2025
Stout, Sohailah	Musical Theatre Asst	Dist.	2024-2025
Stout, Sohailah	Show Choir	Dist.	2024-2025
Strickland, Colton	Asst. Varsity Football	MHS	2024-2025
Sullivan, Tyrel	MS Boys Cross Country Head	CMS	2024-2025
Sutton, Darell	MS Asst Football	MNMS	2024-2025
Sutton, Darell	MS Boys Asst Track Coach	MNMS	2024-2025
Sutton, Darell	MS 2 Sport Bonus	MNMS	2024-2025
Taylor, Tony	Asst Boys Basketball	MHS	2024-2025
Teague, Thomas	HS Speech & Debate	Dist.	2024-2025
Thomas, Amanda	Gen Music	Dist.	2024-2025
Thompson, Darius	Girls Track Asst	MHS	2024-2025
Thompson, Kyle	HS Assist Inst Music	Dist.	2024-2025
Thompson, Kyle	Marching Band	Dist.	2024-2025
Thompson, Kyle	Jazz/Chamber Music	Dist.	2024-2025
Thompson, Paul	Asst HS Volleyball	MHS	2024-2025
Thompson, Tyler	Boys Track Asst	MHS	2024-2025
Tilley, Rachel	Dist Art Show	Dist.	2024-2025
Tollers, Lauren	MS Asst Volleyball Coach	CMS	2024-2025
Tompkins, Jason	Asst Boys Basketball	MHS	2024-2025
Vickers, Ashton	Volunteer Asst. 9th Football	MHS	2024-2025
Waggoner, Ryan	MS Athletic Director	MNMS	2024-2025
Walker, Caitlin	Head HS Cheer	MHS	2024-2025
Walker, Caitlin	Head HS Pom	MHS	2024-2025
Ward, Kasey	MS Spirit Sponsor	CMS	2024-2025
Weston, Kelsy	MS Cheer Head Coach	MNMS	2024-2025
Whitehead, Sheryl	Gen Music	Dist.	2024-2025
Wicker, Delica	ESY/Bus Driver	District	2024
Williams, Benjamin	MS Girls Asst Track Coach	MMS	2024-2025
Williams, Benjamin	MS 7th Boys Basketball Head Coach	MMS	2024-2025
Woodward, Cheyenne	Dist Art Show	Dist.	2024-2025
Workman, Erin	Asst Fastpitch Softball	MHS	2024-2025
Zaragoza, Brandon	Asst Baseball Coach	MHS	2024-2025



Mustang Board of Education Special Meeting  
Minutes  
Monday, August 5, 2024 4:00 PM  
Mustang Educational Resource Center, 909 South Mustang Rd., Mustang, OK 73064

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 Number I-069 of Canadian County, Oklahoma held Mustang Board of Education Special Meeting on Monday, August 5, 2024 at 4:00 PM. The place and street of the meeting was Mustang Educational Resource Center, 909 South Mustang Rd., 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 Educational Resource Center 909 South Mustang Rd., Mustang, OK 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.

**A. Call to Order and Roll Call (may be silent)**

Dr. Rader called the meeting to order at 4:00 PM. Those present were Dr. Rader, Todd Lovelace, Travis Helling and Sarah Lippencott. Toby Thompson was absent.

**B. Superintendent's Report**

**C. Assistant Superintendent's Report**

Kinder Camp - Stacy Edwards, Assistant Superintendent of Elementary Education  
Personal Technology Device (PTD) - Ryan McKinney, Assistant Superintendent of Secondary Education

**D. Consent Agenda**

All the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of discussion, consideration and action on the following items that the Superintendent recommends be approved.

Motion to approve consent agenda taking out #2 a4. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

1. Revisions of Policy and Procedures

- a. Policy 1092 Religious Liberties
  - b. Policy 2130 Internet Acceptable Use and Safety
  - c. Policy 2140 Personal Technology Device (PTD) Use
  - d. Policy 2147 School Visitor
  - e. Policy 5005 Transfer
  - f. Policy 5080 Student Conduct and Discipline - Standards of Behavior
2. Renewal and Ratification of Agreements/Contracts
- a. Student Services
    - 1. Lynch Family Services
    - 2. Tech-Now, Inc.
    - 3. Virginia Reeves
    - 4. ProCare Therapy
    - 5. Specialty Care Medical/Pediatrics, Inc.
  - b. Federal Programs
    - 1. Oklahoma Department of Career and Technology Education Notice of Allocation of State Program Assistance and Salary Supplements for SY25.
    - 2. Oklahoma Department of Career and Technology Education Awarded Lottery Grants
  - c. Athletics
    - 1. Snap! Mobile, Inc.
  - d. Mustang Elementary
    - 1. R&B Turf & Tree, Inc.
3. Approval of the following as a Board Hearing Officer: Adam Heavin Mark Rains Eric Janzen Eric Wade Adam Breipohl
4. Canadian Valley Technology Center Syllabi for SY2024-2025.
5. Change Orders CADE Construction Elementary #9
- a. Change Order #14 - SportsTech add electrical basketball goal winches
  - b. Change Order #15 - Boiler Drain at Domestic Water Entry and 2 way clean out
  - c. Change Order #16 - Utilize Floor Protection Allowance
  - d. Change Order #17 - Grease Interceptor Text Port per City of Oklahoma City
6. Change Orders Timberlake Construction for Mustang High Schools Softball Batting Facility
- a. Change Order #13 - Condensate Routing Credit

- b. Change Order #14 - Extend Water Line
- 7. Change Orders Timberlake Construction for Mustang High School Addition
  - a. Change Order #3 - Sewer and Water Abandon and Cap
  - b. Change Order #5 - Rock Removal
- 8. Job Description
  - a. Director of Assessments and Curriculum
  - b. Director of Educational Technology and Curriculum
  - c. Director of Intermediate and Middle School Curriculum
  - d. Director of Elementary Curriculum

**E. Financial Consent Agenda**

Motion to approve finance consent agenda. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

- 1. Encumbrance Registers
- 2. Change Orders Registers

**F. Business**

1. Discussion and possible board action to approve the following communication platform as District Approved Communication Platforms to meet the requirements of HB3958.

- Band App

Motion to approve the communication platform, Band App, as a District Approved Communication Platform to meet the requirements of HB3958. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

**G. Executive Session: The Board of Education will consider and may vote to convene in Executive Session.**

Time 4:26 PM

Motion to convene in executive session. This motion, made by Dr. Robert Rader and seconded by Todd Lovelace, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

- 1. Proposed executive session to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee. 25 O.S. Section 307 (B)(1). As listed on Schedule A, B, C and Adjunct Teachers.
- 2. Proposed executive session to discuss negotiations concerning the Mustang Education Support Professionals (MESp) 25 O.S. Section 307(B)(2).

3. Proposed executive session to discuss negotiations concerning the Mustang Education Association (MEA). 25 O.S. Section 307(B)(2).

**H. Acknowledge Return to Open Session**

Time 4:55 PM

**I. Statement of Executive Session minutes by Board Clerk**

The board convened into executive session at 4:26PM. The board discussed only the agenda items authorized by State Law and no action was taken. Those in attendance were Dr. Rader, Todd Lovelace, Travis Helling, Sharon Lippencott and Charles Bradley.

**J. Discussion and possible board action to approve Brandon Zargoza as an Adjunct Teacher for Physical Education/Health for Mustang High School for the 2024-2025 school year.**

Motion to approve Brandon Zargoza as an Adjunct Teacher for Physical Education/Health for Mustang High School for the 2024-2025 school year. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

**K. Discussion and possible board action to approve Elizabeth Eastwood as an Adjunct Teacher for 3rd Grade for Mustang Elementary for the 2024-2025 school year.**

Motion to approve Elizabeth Eastwood as an Adjunct Teacher for 3rd Grade for Mustang Elementary for the 2024-2025 school year. This motion, made by Dr. Robert Rader and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

**L. Discussion and possible board action to approve Shannon Bradshaw as an Adjunct Teacher for 4th Grade for Prairie View Elementary for the 2024-2025 school year.**

Motion to approve Shannon Bradshaw as an Adjunct Teacher for 4th Grade for Prairie View Elementary for the 2024-2025 school year. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

**M. Discussion and possible board action to approve Cabe Dickerson as an Adjunct Teacher for US History for Mustang High School for the 2024-2025 school year.**

Motion to approve Cabe Dickerson as an Adjunct Teacher for US History for Mustang High School for the 2024-2025 school year. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

**N. Discussion and possible board action to approve Elizabeth McGill as an Adjunct Teacher for Middle School Math for Mustang North Middle School for the 2024-2025 school year.**

Motion to approve Elizabeth McGill as an Adjunct Teacher for Middle School Math for Mustang North Middle School for the 2024-2025 school year. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

**O. Discussion and possible board action to approve Leslie Neal as an Adjunct Teacher for English for Mustang North Middle School for the 2024-2025 school year.**

Motion to approve Leslie Neal as an Adjunct Teacher for English for Mustang North Middle School for the 2024-2025 school year. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

**P. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "A".**

Motion to approve Schedule A. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

**Q. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "B".**

Motion to approve Schedule B. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

**R. Vote to approve or not approve the Superintendent's recommendation concerning employment as listed on Schedule "C".**

Motion to approve Schedule C. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

**S. Adjournment**

Time 4:59PM

Motion to adjourn. This motion, made by Todd Lovelace and seconded by Travis Helling, Passed.

Travis Helling: Aye, Sarah Lippencott: Aye, Todd Lovelace: Aye, Dr. Robert Rader: Aye

\_\_\_\_\_  
Minutes Clerk

\_\_\_\_\_  
Board President



## Schedule "A"

August 5th, 2024

Resignations				
Last Name	First Name		Site/Assignment	Effective
Adams	Robin		Transportation/ Bus Driver	05/17/2024
Bennyhoff	William		PAC/Technial Director	07/30/2024
Bristow	Carolynn		RE/Teacher	05/17/2024
Claborn	Lasha		MHI/Counselor	05/21/2024
Clemons	Abbey		Transportation/Sped needs bus aide	05/16/2024
Covalt	Emily		CRI/Sped Para	05/16/2024
Dorris	Tiffany		MNMS/Teacher	05/17/2024
Echalk	Jill		MCMS/Teacher	05/17/2024
Estep	Tonya		MBI/Sped Para/Crosswalk	05/16/2024
Fendrych	Ray		Transportation/Bus Driver	05/16/2024
Fraire	Tamara		CE/Paraprofessional	05/16/2024
Jin	Xiamoei		MHS/Sped Para	05/16/2024
Mathis-Speck	Kim		MHS/Sped Para	05/16/2024
Niles	Sierra		RE/MCMS/Health Aide	05/16/2024
Pendergrass	Christy		MEC/Sped Para	05/16/2024
Robert	Brittany		MHS/Teacher	05/17/2024
Silk	Deana		MHS/Yearbook/Journalism	05/17/2024
Tallent	Chasity		MEC/Sped Para	05/16/2024
Walker	Sonja		MEC/Para	05/16/2024
Zwartz	Angela		PVE/Crooswalk	05/16/2024.
Employment				
Last Name	First Name	Replacing/New Position	Site/Assignment	Effective
Beck	Leslie	Chaireka Beasley	MCE/Sped Para	08/09/2024
Bidne	Beth	Deana Silk	MHS/Teacher	08/07/2024
Blanco	Jocelyne	Julie Sparks	MHS/Admin Assistant	07/29/2024
Brown	Sara	Michelle Childs	VE/Sped Paraprofessional	08/09/2024
Brydges	Megan	Hayley Batchelder	CE/Teacher	08/07/2024
Canada	Teresa	Brittany Robert	MHS/Teacher	08/07/2024
Chavez	Maria Arrieta	Necole Albritton	MHS/CN	08/06/2024
Davidson	Lisa	Dallas Scott	RE/CN	08/06/2024
DeGiusti	Jacquelyn	New Position	MHI/Sped Para	08/09/2024
Ford	Casie	Robyn Keele	CE/Sped Teacher	08/07/2024
Franks	Latasha	New Position	District/RN/Sub	08/08/2024
Gibson	Michael	Jeremy Mulford	Transportation/Bus Driver	08/07/2024
Gleichman	Andi	William Bennyhoff	PAC Technical Director	08/21/2024
Green	Kayla	Taylor Cantrell	PVE/Sped Para	08/09/2024
Hahl	Cairn	Crystal Rangel	MMS/CN	08/06/2024
Han	Thearena	Xiaomei Jin	MBI/CN	08/06/2024
Henry	Joshua	Faith Catayok	MHS/Mild Moderate Biology	08/07/2024
Kazemi	Mansoor	Michelle Grant	MMS/CN	08/06/2024
Kinder	Mikaela	Carolyn Bristow	RE/Teacher	08/07/2024

Kirk	Chantel	Cynthia Bray	CE/Sped Paraprofessional DDK	08/09/2024
Koehler	Kyle	Ryan Jones	CRI/Teacher	08/07/2024
LeBeau	Jill	Anna Costiloe	TE/CN	08/06/2024
Martin	Brianna	New Position	ME/Sped Para	08/09/2024
McCain	Madalynn	Kiley Penwell	MHS/Teacher	08/07/2024
Mcminn	Kaylee	Sunny Scott	LE/Paraprofessional	08/08/2024
Neal	Leslie	Tiffany Dorris	MNMS/Teacher	08/07/2024
Ochoa	Zoie	Kara Karr	VE/Teacher	08/07/2024
Powers	Dayli	Lisa Echeverria	MBI/Sped Paraprofessional	08/09/2024
Ras	Rebecca	Lisa Vaught	MHI/Teacher	08/07/2024
Roemer	Elizabeth	Darla Thompson	Transportation/Bus Driver	08/07/2024
Robertson	Nora	Randell Trail	MHI/Sped M/M Teacher	08/07/2024
Rogers	Trena	New Position	MHS/Teacher	08/07/2024
Sanderson	Destiny	Margarethe Miller	RE/CN	08/06/2024
Setzer	Kori	Tara Brown	TE/Sped Paraprofessional	08/09/2024

**Rescinded Employment**

Last Name	First Name	To: Site/Assignment	Effective
Catayok	Faith	MHS/Sped Bio	2024
Nelson	Madeline	MCMS/Sped Para	2024/2025
Vaught	Lisa	MHI/Teacher	2024

**Reassignments**

Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
Bray	Cynthia	CE/Para	MBI/Sped FS Para	08/09/2024
Costiloe	Anna	TE/CN 6.5	TE/CN 7.5	08/06/2024
Dye	Misti	CN Asst	TE/CN Manager	08/01/2024
Grober	Danielle	VE/PreK Para	MNMS/Sped Para	08/08/2024
Higgins	Chaireka	MCE/Sped Core Para	MCE/LTSw/B Kindergarden	08/07/2024
Johnson	Jaclyn	MBI/CN Asst	CE/CN Manager	08/01/2024
Lentz	Carlie	MCE/CN 6.5	VE/CN 7.0	08/06/2024
Melendez	Breeana	MMS/Sped Paraprofessional	MCMS/Sped M/M Teacher	08/07/2024
Owen	Evan	Operaions/Custodial	Operations/Mail Warehouse	07/29/2024
Spurlin	Leigh	MNMS/Sped Paraprofessional	LE/Sped Paraprofessional	08/09/2024
Taylor	Joyce	ME/CN 7.5	MHS/CN 6.5	08/06/2024

**Retirement**

Last Name	First Name	To: Site/Assignment	Effective
Cable	Latricia	TE/Sped Paraprofessional	05/16/2024



**Schedule "B"**  
**August 5th, 2024**

Additional Duty/Supplemental/Stipend				
Last Name	First Name	Assignment	Site	Effective
Miles	Jody	Pay for Plan Time	MHS	2024/2025
Shackleford	Amber	Pay for Plan Time	CRI	2024/2025
Sellers	Aubrey	Asst HS Cheer/Pom Pon	MHS	2024-2025
Davis	Mario	Asst 7th Grade Football	MMS	2024-2025
Oltmann	Kacy	Asst HS Cheer/Pom Pon	MHS	2024-2025
Landry	Kim	MS Asst Volleyball	MMS	2024-2025
Page	John	MS Head Girls Tennis	MMS	2024-2025
Lux	Savannah	MS Asst Tennis	MMS	2024-2025
Sawyer	Chris	MS Asst Boys Track	MMS	2024-2025
Foster	Dakota	MS Asst Boys Track	MMS	2024-2025
Sawyer	Chris	MS Head Boys Cross Country	MMS	2024-2025
Jenkins	Tess	MS Head Girls Cross Country	MMS	2024-2025
Foster	Dakota	MS Head 8th Grade Boys Basketball	MMS	2024-2025
Shackleford	Amie	MS Head 8th Grade Girls Basketball	MMS	2024-2025
Williams	Benjamin	Asst 8th Grade Boys Basketball	MMS	2024-2025
Brakebill	Heather	Asst 8th Grade Girls Basketball	MMS	2024-2025
Palmer	Jared	Head 7th Grade Boys Basketball	MMS	2024-2025
Sosebee	Kelsey	Head 7th Grade Girls Basketball	MMS	2024-2025
Witte-Hunt	Joy	MS Asst Softball	MNMS	2024-2025
Spencer	Tatum	MS Asst Volleyball	MNMS	2024-2025
Baldwin	Chris	MS Head Boys Tennis	MNMS	2024-2025
Okon	Jessica	MS Asst Tennis	MNMS	2024-2025
Garcia	Steve	MS Head Boys Track	MNMS	2024-2025
Cunningham	Chris	MS Head Girls Track	MNMS	2024-2025
Witte-Hunt	Joy	MS Asst Girls Track	MNMS	2024-2025
Witte-Hunt	Joy	MS 3 Sport Bonus	MNMS	2024-2025
Mooney	Adam	MS Head Girls Track	MCMS	2024-2025
Pettigrew	Shana	MS Asst Girls Track	MCMS	2024-2025
Tollers	Lauren	MS Asst Boys Track	MCMS	2024-2025
Bates	Andy	MS Asst Boys Track	MCMS	2024-2025
Sullivan	Tyrel	MS Head Girls Cross Country	MCMS	2024-2025
Bates	Andy	MS Asst 8th Grade Boys Basketball	MCMS	2024-2025
Mooney	Adam	MS Head 7th Grade Boys Basketball	MCMS	2024-2025
Jackson	Bobby	MS Asst 7th Grade Boys Basketball	MCMS	2024-2025
Badillo	Ryan	MS Head Golf	MCMS	2024-2025
Witte-Hunt	Joy	MS Asst 8th Grade Girls Basketball	MCMS	2024-2025
Holmes	Emily	Department Head Special Ed	ME	2024-2025
Boyd	Jennifer	Grade Level Department Chair ES	ME	2024-2025
Darby	Diane	Grade Level Department Chair ES	ME	2024-2025
Byrd	Rylie	Grade Level Department Chair ES	ME	2024-2025
Holliday	Ali	Grade Level Department Chair ES	ME	2024-2025

Mowery	Kimberly	Grade Level Department Chair ES	ME	2024-2025
Penick	Jennifer	Grade Level Department Chair ES	ME	2024-2025
Vanderslice	Madison	Grade Level Department Chair ES	ME	2024-2025
Whitehead	Sheryl	Grade Level Department Chair ES	ME	2024-2025
Plautz	Meghan	Awards Program ES/Int	ME	2024-2025
Pearson	Toni	Archery ES/Int	ME	2024-2025
Boyd	Jennifer	STEM/Robotics ES/Int/MS	ME	2024-2025
Calvert	Amber	STEM/Robotics ES/Int/MS	ME	2024-2025
Peters	Amanda	STEM/Robotics ES/Int/MS	ME	2024-2025
Vandeventer	Alana	STEM/Robotics ES/Int/MS 1/2	ME	2024-2025
Pence	Janet	Student Council ES/Int 1/2	ME	2024-2025
Bernhardt	Tanya	Media Director 3 Sections	ME	2024-2025
Morgan	Diamond	Web Master	ME	2024-2025
Watham	Jalane	Math Data Analyst	ME	2024-2025
Hull	Angelica	Senior Sponsor HS	MHS	2024-2025
Walker	Caitlin	Senior Sponsor HS	MHS	2024-2025
Walker	Casey	Senior Sponsor HS	MHS	2024-2025
McIntire	Vanessa	Junior Sponsor HS	MHS	2024-2025
Odom	Emily	Junior Sponsor HS	MHS	2024-2025
Walker	Caitlin	Junior Sponsor HS	MHS	2024-2025
Holman	Jessica	STEM/Robotic Sponsor HS	MHS	2024-2025
Kimmel	Jason	STEM/Robotic Sponsor HS	MHS	2024-2025
Pettit	Bethany	STEM/Robotic Sponsor HS	MHS	2024-2025
Moore	Matt	STEM/Robotic Sponsor HS	MHS	2024-2025
Bidne	Beth	Yearbook HS	MHS	2024-2025
Walker	Casey	Yearbook Asst HS	MHS	2024-2025
Bennett	Olivia	Honor Society HS	MHS	2024-2025
Morin	Stanley	Honor Society HS	MHS	2024-2025
Ahem	Kelsey	Department Head HS	MHS	2024-2025
Burton	Amanda	Department Head HS	MHS	2024-2025
Bennett	Olivia	Department Head HS	MHS	2024-2025
Dunbar	Kaitlyn	Department Head HS	MHS	2024-2025
Farnham	Kyle	Department Head HS	MHS	2024-2025
Walker	Caitlin	Department Head HS	MHS	2024-2025
Harris	Donita	Department Head HS	MHS	2024-2025
Hixon	Carrie	Department Head HS	MHS	2024-2025
McIntire	Vanessa	Department Head HS	MHS	2024-2025
Morin	Stanley	Department Head HS	MHS	2024-2025
Pumford	Kristin	Department Head HS	MHS	2024-2025
Swink	Kristina	Department Head HS	MHS	2024-2025
Damasiewicz	Tammy	Department Head HS 1/2	MHS	2024-2025
Glyckherr	Maria	Department Head HS 1/2	MHS	2024-2025
Hendricks	Nicholas	Student Council HS	MHS	2024-2025
Odom	Emily	Scholastic Coach HS	MHS	2024-2025
Mauler	Kameron	Team Lead HS	MHS	2024-2025
Fuentes	Shelley	Team Lead HS	MHS	2024-2025
Gaines	Jestine	Team Lead HS	MHS	2024-2025
Harris	Jeremy	Team Lead HS	MHS	2024-2025
Kelley	Christian	Team Lead HS	MHS	2024-2025

Kennedy	Patrick	Team Lead HS	MHS	2024-2025
Bennett	Olivia	Team Lead HS	MHS	2024-2025
Mathes	Brandon	Team Lead HS	MHS	2024-2025
McDaniel	Christopher	Team Lead HS	MHS	2024-2025
Walker	Caitlin	Team Lead HS	MHS	2024-2025
Walker	Casey	Team Lead HS	MHS	2024-2025
Weidner	Corey	Team Lead HS	MHS	2024-2025
Hurst	Trenton	Archery HS	MHS	2024-2025
Denham	Lyndsie	Reach Crew MS/HS	MHS	2024-2025
Dunbar	Kaitlyn	Reach Crew MS/HS	MHS	2024-2025
Teague	Thomas	Reach Crew MS/HS	MHS	2024-2025
Kimmel	Jason	AP Science HS	MHS	2024-2025
Chaisson	Leigha	AP Science HS	MHS	2024-2025
Morin	Stanley	AP Science HS	MHS	2024-2025
Noble	Kelly	AP Science HS	MHS	2024-2025
Weidner	Corey	E-Sports HS	MHS	2024-2025
Shuck	Kerry	Broadcasting HS	MHS	2024-2025
Conners	Kristi	Instructional Advisor	MHS	2024-2025
Stepanek	Samantha	Instructional Advisor	MHS	2024-2025
Little	Cody	Web Master	MHS	2024-2025
Rowe	Cheryl	Science Fair MS 1/2	MCMS	2024-2025
Smith	Kimber	Science Fair MS 1/2	MCMS	2024-2025
Smith	Kimber	Scholastic Coach 7th/8th	MCMS	2024-2025
Ward	Kasey	Renaissance Sponsor MS	MCMS	2024-2025
Lane	Alicia	Yearbook MS	MCMS	2024-2025
Hardeman	Tara	Team Lead MS	MCMS	2024-2025
Jones	Chanae	Team Lead MS	MCMS	2024-2025
Lusher	Andrew	Team Lead MS	MCMS	2024-2025
Harmon	Stephanie	Team Lead MS	MCMS	2024-2025
Smith	Kimber	Team Lead MS	MCMS	2024-2025
Thomas	Karissa	Team Lead MS	MCMS	2024-2025
Yates	Brandee	Department Head Special Ed	MCMS	2024-2025
Ward	Kasey	Awards Program MS	MCMS	2024-2025
Sullivan	Tyrel	Archery MS	MCMS	2024-2025
Cook	Kyle	Department Chair Int/MS	MCMS	2024-2025
Elmore	Shawn	Department Chair Int/MS	MCMS	2024-2025
Knight	Angela	Department Chair Int/MS	MCMS	2024-2025
Meziera	Sharon	Department Chair Int/MS	MCMS	2024-2025
Mooney	Adam	Department Chair Int/MS	MCMS	2024-2025
Pettigrew	Shana	Department Chair Int/MS	MCMS	2024-2025
Rowe	Cheryl	Department Chair Int/MS	MCMS	2024-2025
Tollers	Lauren	Department Chair Int/MS	MCMS	2024-2025
Ford	Jeremy	STEM/Robotics ES/Int/MS	MCMS	2024-2025
Knight	Angela	STEM/Robotics ES/Int/MS	MCMS	2024-2025
Pettigrew	Shana	STEM/Robotics ES/Int/MS	MCMS	2024-2025
Wilhm	Jennifer	STEM/Robotics ES/Int/MS	MCMS	2024-2025
Hardeman	Tara	Reach Crew MS/HS 1/2	MCMS	2024-2025
Jones	Chanae	STEM/Robotics ES/Int/MS	MCMS	2024-2025
Walters	Christi	Web Master	MCMS	2024-2025

Burch	Natha	Scholastic Coach 7th/8th	MNMS	2024-2025
Parker	Jessica	Renaissance Sponsor MS	MNMS	2024-2025
Burch	Blake	Yearbook MS	MNMS	2024-2025
Garrett	Rondalyn	Team Lead MS	MNMS	2024-2025
Joy	Jennifer	Team Lead MS	MNMS	2024-2025
Lutts	Rylee	Team Lead MS	MNMS	2024-2025
Roberts	Roberta	Team Lead MS	MNMS	2024-2025
Smith	Tonia	Team Lead MS	MNMS	2024-2025
Summers	Sarah	Team Lead MS	MNMS	2024-2025
Wyckoff	Kristin	Team Lead MS	MNMS	2024-2025
Joy	Jennifer	Department Head Special Ed	MNMS	2024-2025
Birkes	Andrea	Awards Program MS	MNMS	2024-2025
Waggoner	Ryan	Archery MS	MNMS	2024-2025
Boulware	Brent	Department Chair Int/MS	MNMS	2024-2025
Herring	Rhonda	Department Chair Int/MS	MNMS	2024-2025
Killebrew	Cynthia	Department Chair Int/MS	MNMS	2024-2025
Lutts	Rylee	Department Chair Int/MS	MNMS	2024-2025
Solberg	Lisa	Department Chair Int/MS	MNMS	2024-2025
Shropshire	Benjamin	Department Chair Int/MS	MNMS	2024-2025
Summers	Sarah	Department Chair Int/MS	MNMS	2024-2025
Wyckoff	Kristin	Department Chair Int/MS	MNMS	2024-2025
Skoropowski	Brandy	STEM/Robotics ES/Int/MS	MNMS	2024-2025
Garcia	Steve	STEM/Robotics ES/Int/MS	MNMS	2024-2025
Swan	Rhoda	Stem/Robotics ES/Int/MS	MNMS	2024-2025
Roberts	Roberta	Reach Crew MS/HS 1/2	MNMS	2024-2025
Swan	Rhoda	Reach Crew MS/HS 1/2	MNMS	2024-2025
Courtney	Hannah	Student Council MS 1/2	MMS	2024-2025
Singer	Patrick	Student Council MS 1/2	MMS	2024-2025
Creach	Jessica	Science Fair MS 1/2	MMS	2024-2025
Sosebee	Kelsey	Science Fair MS 1/2	MMS	2024-2025
Courtney	Hannah	Renaissance Sponsor MS	MMS	2024-2025
Sawyer	Mandy	Yearbook MS	MMS	2024-2025
Bristol	Judy	Team Lead MS	MMS	2024-2025
Courtney	Hannah	Team Lead MS	MMS	2024-2025
King	Christine	Team Lead MS	MMS	2024-2025
Naff	Hannah	Team Lead MS	MMS	2024-2025
Bowen	Blake	Team Lead MS	MMS	2024-2025
LaRue	Amy	Team Lead MS	MMS	2024-2025
Sosebee	Kelsey	Team Lead MS	MMS	2024-2025
King	Christine	Department Head Special Ed	MMS	2024-2025
Garcia	Sharonda	Award Program MS	MMS	2024-2025
Bridges	Karen	Archery MS	MMS	2024-2025
McCormick	Elizabeth	Scholastic Coach 7th/8th 1/2	MMS	2024-2025
Naff	Hannah	Scholastic Coach 7th/8th 1/2	MMS	2024-2025
Coffman	Brett	Department Chair Int/MS	MMS	2024-2025
Creach	Jessica	Department Chair Int/MS	MMS	2024-2025
Green	Sarah	Department Chair Int/MS	MMS	2024-2025
Penney	Amy	Department Chair Int/MS	MMS	2024-2025
Page	John	Department Chair Int/MS	MMS	2024-2025

Palmer	Jared	Department Chair Int/MS	MMS	2024-2025
Bristol	Judy	Department Chair Int/MS	MMS	2024-2025
Courtney	Hannah	Department Chair Int/MS	MMS	2024-2025
Coffman	Brett	STEM/Robotics ES/Int/MS	MMS	2024-2025
Kincer	Ricky	STEM/Robotics ES/Int/MS	MMS	2024-2025
Stephens	Matthew	STEM/Robotics ES/Int/MS	MMS	2024-2025
Foster	Dakota	STEM/Robotics ES/Int/MS	MMS	2024-2025
Green	Sarah	Reach Crew MS/HS	MMS	2024-2025
Sawyer	Mandy	Web Master	MMS	2024-2025
Brosh	Madge	Department Head Special Ed	MBI	2024-2025
Stokes	Hanna	Awards Program ES/Int	MBI	2024-2025
Hasty	Jason	Archery ES/Int	MBI	2024-2025
Wiewel	Sherri	Archery ES/Int	MBI	2024-2025
Davis	Tyler	Scholastic Coach Int	MBI	2024-2025
Awbrey	Cody	Department Chair Int/MS	MBI	2024-2025
Brock	Karissa	Department Chair Int/MS	MBI	2024-2025
Cox	Sarah	Department Chair Int/MS	MBI	2024-2025
Hale	Kelsey	Department Chair Int/MS	MBI	2024-2025
Holder	Erin	Department Chair Int/MS	MBI	2024-2025
Karn	Heather	Department Chair Int/MS	MBI	2024-2025
Tindall	Angela	Department Chair Int/MS	MBI	2024-2025
Cross	Lindsay	Department Chair Int/MS	MBI	2024-2025
Baca	Vanessa	Grade Level Team Leader Int	MBI	2024-2025
Fruit	Morgan	Grade Level Team Leader Int	MBI	2024-2025
Holder	Erin	Grade Level Team Leader Int	MBI	2024-2025
Hale	Kelsey	Grade Level Team Leader Int	MBI	2024-2025
Cline	Hannah	Grade Level Team Leader Int	MBI	2024-2025
Clanahan	Clarissa	STEM/Robotics ES/Int/MS	MBI	2024-2025
Royle	Gabby	STEM/Robotics ES/Int/MS	MBI	2024-2025
Pool	Jessica	Math Data Analyst	MBI	2024-2025
Baca	Vanessa	Web Master	MBI	2024-2025
Causey	Maria	Grade Level & Dept Chair ES 1/2	RWE	2024-2025
Thomas	Mary	Grade Level & Dept Chair ES 1/2	RWE	2024-2025
Llewellyn	Patricia	Department Head Special Ed	RWE	2024-2025
Reynolds	Lauren	Grade Level Department Chair ES	RWE	2024-2025
Balliew	Kayla	Grade Level Department Chair ES	RWE	2024-2025
Miseldine	Michelle	Grade Level Department Chair ES	RWE	2024-2025
Tiger	Kelsey	Grade Level Department Chair ES	RWE	2024-2025
Rick	Amanda	Grade Level Department Chair ES	RWE	2024-2025
Craghead	Brin	Grade Level Department Chair ES	RWE	2024-2025
Thomas	Amanda	Grade Level Department Chair ES	RWE	2024-2025
Castaneda Jr	Jose	Archery ES/Int	RWE	2024-2025
Fixico	Dustin	Archery ES/Int	RWE	2024-2025
Causey	Maria	Awards Program ES/Int 1/2	RWE	2024-2025
Thomas	Mary	Awards Program ES/Int 1/2	RWE	2024-2025
Causey	Maria	Yearbook ES 1/2	RWE	2024-2025
Thomas	Mary	Yearbook ES 1/2	RWE	2024-2025
Biggs	Sarah	STEM/Robotics ES/Int/MS	RWE	2024-2025
Sandafur	Christie	STEM/Robotics ES/Int/MS	RWE	2024-2025

Haney	Amanda	STEM/Robotics ES/Int/MS	RWE	2024-2025
Kuper	Michelle	STEM/Robotics ES/Int/MS	RWE	2024-2025
Wilbur	Beth	STEM/Robotics ES/Int/MS	RWE	2024-2025
Blair	Sarah	Student Council ES/Int	RWE	2024-2025
Hopson	Melessia	Student Council ES/Int	RWE	2024-2025
Cartwright	Shea	Student Council ES/Int	RWE	2024-2025
Balliew	Kayla	Student Council ES/Int	RWE	2024-2025
Miseldine	Michelle	Student Council ES/Int 1/3	RWE	2024-2025
Sandefur	Christie	Media Director 6 Sections	RWE	2024-2025
Haney	Amanda	Math Data Analyst ( Kindness Keepers Club)	RWE	2024-2025
Winn	Lydia	Math Data Analyst ( Kindness Keepers Club)	RWE	2024-2025
Allen	Jenny	Math Data Analyst ( Kindness Keepers Club)	RWE	2024-2025
Kuper	Michelle	Math Data Analyst ( Kindness Keepers Club)	RWE	2024-2025
Thomposon	Shelia	Math Data Analyst ( Kindness Keepers Club)	RWE	2024-2025
Sandefur	Christie	Web Master 1/2	RWE	2024-2025
Bristow	Carolynn	Web Master 1/2	RWE	2024-2025
Mumme	Amanda	Yearbook ES/Int	MV	2024-2025
Reddish	Rebecca	Department Head Special Ed	MV	2024-2025
Cavner	Kristina	Grade Level Department Chair ES	MV	2024-2025
Cupples	Megan	Grade Level Department Chair ES	MV	2024-2025
Gourley	Piper	Grade Level Department Chair ES	MV	2024-2025
Moody	Sarah	Grade Level Department Chair ES	MV	2024-2025
Hartless	Jaime	Grade Level Department Chair ES	MV	2024-2025
Long	Molly	Grade Level Department Chair ES	MV	2024-2025
Harris	Courtney	Grade Level Department Chair ES	MV	2024-2025
Taylor	Lesha	Grade Level Department Chair ES	MV	2024-2025
Taylor	Lesha	Awards Program ES/Int	MV	2024-2025
Gourley	Piper	Archery ES/Int	MV	2024-2025
Baugh	Taylor	STEM/Robotics ES/Int/MS	MV	2024-2025
Ghiglieri	Baylee	STEM/Robotics ES/Int/MS	MV	2024-2025
McRoberts	Dawn	STEM/Robotics ES/Int/MS	MV	2024-2025
Podoll	Joseph	STEM/Robotics ES/Int/MS	MV	2024-2025
Hartless	Jaime	Student Council ES/Int 1/2	MV	2024-2025
Mumme	Amanda	Student Council ES/Int 1/2	MV	2024-2025
Scott	Carol	Media Director 3 Sections	MV	2024-2025
Hansing	Rian	Math Data Analyst	MV	2024-2025
Harding	Taylor	Math Data Analyst	MV	2024-2025
Moody	Sarah	Web Master	MV	2024-2025
Sheffield	Mackenzie	Yearbook ES/Int	PVE	2024-2025
Andrews	Jayne	Department Head Special Ed	PVE	2024-2025
English	Jennifer	Grade Level Department Chair ES	PVE	2024-2025
Southerland	Kati	Grade Level Department Chair ES	PVE	2024-2025
Lynes	Lauren	Grade Level Department Chair ES	PVE	2024-2025
Mills	Amanda	Grade Level Department Chair ES	PVE	2024-2025
Ransom	Shelia	Grade Level Department Chair ES	PVE	2024-2025
Burns	Kari	Grade Level Department Chair ES	PVE	2024-2025
Williams	Bobbie	Grade Level Department Chair ES	PVE	2024-2025
Yocham	Elisabeth	Grade Level Department Chair ES	PVE	2024-2025
English	Jennifer	Archery ES/Int	PVE	2024-2025

Cornelius	Cathy	Archery ES/Int	PVE	2024-2025
Knutson	Kathryn	Awards Program ES/Int 1/2	PVE	2024-2025
Osborne	Brittany	Awards Program ES/Int 1/2	PVE	2024-2025
English	Jennifer	STEM/Robotics ES/Int/MS	PVE	2024-2025
Sharp	Paula	STEM/Robotics ES/Int/MS	PVE	2024-2025
Ransom	Shelia	STEM/Robotics ES/Int/MS 1/2	PVE	2024-2025
Velders	Erin	STEM/Robotics ES/Int/MS 1/2	PVE	2024-2025
Knutson	Kathryn	Student Council ES/Int 1/2	PVE	2024-2025
Osborne	Brittany	Student Council ES/Int 1/2	PVE	2024-2025
Vancleave	Kelsey	Media Director 6 Sections	PVE	2024-2025
Barrett	Brooke	Math Data Analyst	PVE	2024-2025
English	Jennifer	Web Master	PVE	2024-2025
Ervine	Dana	Department Head Special Ed	MEC	2024-2025
Reed	Jennifer	Grade Level Department Chair ES	MEC	2024-2025
Oltmann	Kacy	Web Master	MEC	2024-2025
Leochner	Amy	Yearbook ES/Int	LE	2024-2025
Tobiason	Erin	Department Head Special Ed	LE	2024-2025
Carr	Miranda	Grade Level Department Chair ES	LE	2024-2025
Doran	Tamara	Grade Level Department Chair ES	LE	2024-2025
Earls	Amber	Grade Level Department Chair ES	LE	2024-2025
Marion	Sharon	Grade Level Department Chair ES	LE	2024-2025
Schneider	Nicona	Grade Level Department Chair ES	LE	2024-2025
Wauters	Brandy	Grade Level Department Chair ES	LE	2024-2025
Yarbro	Jayla	Grade Level Department Chair ES	LE	2024-2025
Finkenbinder	Laurie	Awards Program ES/Int 1/2	LE	2024-2025
Biggs	Tarakay	STEM/Robotics ES/Int/MS	LE	2024-2025
James	Lisa	STEM/Robotics ES/Int/MS	LE	2024-2025
Marion	Sharon	STEM/Robotics ES/Int/MS	LE	2024-2025
Tobiason	Erin	STEM/Robotics ES/Int/MS	LE	2024-2025
Finkenbinder	Laurie	Student Council ES/Int 1/2	LE	2024-2025
Wauters	Brandy	Media Director 3 Sections	LE	2024-2025
Wauters	Brandy	Web Master	LE	2024-2025
Gelso	Christin	Yearbook ES/Int	MT	2024-2025
Elliott	Malinda	Department Head Special Ed 1/2	MT	2024-2025
Campbell	Kylie	Grade Level Department Chair ES	MT	2024-2025
Gelso	Christin	Grade Level Department Chair ES	MT	2024-2025
Catelli	Sarah	Grade Level Department Chair ES	MT	2024-2025
Kissling	Amanda	Grade Level Department Chair ES	MT	2024-2025
Matthews	Emily	Grade Level Department Chair ES	MT	2024-2025
Owens	Rachelle	Grade Level Department Chair ES	MT	2024-2025
Towne	Jessica	Grade Level Department Chair ES	MT	2024-2025
Gaucin	Jessica	Awards Program ES/Int	MT	2024-2025
Gelso	Christin	Archery ES/Int	MT	2024-2025
Fields	Rachel	STEM/Robotics ES/Int/MS	MT	2024-2025
Norvelle	Danielle	STEM/Robotics ES/Int/MS	MT	2024-2025
Bear	Brooklyn	STEM/Robotics ES/Int/MS	MT	2024-2025
Campbell	Kylie	STEM/Robotics ES/Int/MS	MT	2024-2025
Dixon	Jesica	Student Council ES/Int	MT	2024-2025
Bullard	Kelly	Media Director 6 Sections	MT	2024-2025

Reyes	Allison	Math Data Analyst	MT	2024-2025
Norvelle	Danielle	Web Master	MT	2024-2025
Collett	Danielle	Grade Level Department Chair ES	MC	2024-2025
Crews	Megan	Grade Level Department Chair ES	MC	2024-2025
Gatlin	Kelcy	Grade Level Department Chair ES	MC	2024-2025
Gosnell	Kortney	Grade Level Department Chair ES	MC	2024-2025
Hargrove	Amy	Grade Level Department Chair ES	MC	2024-2025
Michael	Elizabeth	Grade Level Department Chair ES	MC	2024-2025
Moss	Carrie	Grade Level Department Chair ES	MC	2024-2025
Crews	Megan	Awards Program ES/Int	MC	2024-2025
Head	Bailey	Archery ES/Int	MC	2024-2025
Sparks	Brandy	Archery ES/Int	MC	2024-2025
Griffin	Sheryl	Yearbook ES 1/2	MC	2024-2025
Lindsey	Katy	Yearbook ES 1/2	MC	2024-2025
Keele	Robyn	STEM/Robotics ES/Int/MS	MC	2024-2025
Peck	Kara	STEM/Robotics ES/Int/MS	MC	2024-2025
Rosser	Allyson	STEM/Robotics ES/Int/MS	MC	2024-2025
Wilson	Emily	STEM/Robotics ES/Int/MS	MC	2024-2025
Sparks	Brandy	Student Council ES/Int	MC	2024-2025
Story	Terri	Media Director 6 Sections	MC	2024-2025
Story	Moriah	Math Data Analyst	MC	2024-2025
Story	Moriah	Web Master	MC	2024-2025
Smith	Ryan	Department Head Special Ed	MCE	2024-2025
Danler	Carmen	Grade Level Department Chair ES	MCE	2024-2025
Bates	Shathar	Grade Level Department Chair ES	MCE	2024-2025
Kirkwood	Whitney	Grade Level Department Chair ES	MCE	2024-2025
Howard	Adrienne	Grade Level Department Chair ES	MCE	2024-2025
Morris	Trisha	Grade Level Department Chair ES 1/2	MCE	2024-2025
Fink	Hunter	Grade Level Department Chair ES 1/2	MCE	2024-2025
Natseway	Amy	Grade Level Department Chair ES	MCE	2024-2025
OBannon	Nicole	Grade Level Department Chair ES	MCE	2024-2025
Brown	Megan	Grade Level Department Chair ES	MCE	2024-2025
Gray	Hannah	Awards Program ES/Int	MCE	2024-2025
Barnes	Cynthia	STEM/Robotics ES/Int/MS	MCE	2024-2025
Henderson	Meredith	STEM/Robotics ES/Int/MS	MCE	2024-2025
Natseway	Amy	STEM/Robotics ES/Int/MS	MCE	2024-2025
Votta	Shauna	STEM/Robotics ES/Int/MS	MCE	2024-2025
Fink	Hunter	STEM/Robotics ES/Int/MS	MCE	2024-2025
Gray	Hannah	Student Council ES/Int 1/2	MCE	2024-2025
Hood	Samantha	Media Director 2 Sections	MCE	2024-2025
Simmons	Janette	Web Master	MCE	2024-2025
Ross	Rachel	Yearbook ES/Int	HZ	2024-2025
Trail	Monica	Department Head Special Ed	HZ	2024-2025
Clarke	Dawn	Awards Program ES/Int	HZ	2024-2025
McElroy	Diana	Archery ES/Int	HZ	2024-2025
Rinehart	Jordan	Archery ES/Int	HZ	2024-2025
Baxter	Deanna	Scholastic Coach 6th 1/2	HZ	2024-2025
Baxter	Deanna	Department Chair Int/MS	HZ	2024-2025
Buel	Cherish	Department Chair Int/MS	HZ	2024-2025

Cato	Kathryn	Department Chair Int/MS	HZ	2024-2025
Davis	Ginger	Department Chair Int/MS	HZ	2024-2025
Trail	Monica	Department Chair Int/MS	HZ	2024-2025
Buel	Cherish	Grade Level Team Leader Int	HZ	2024-2025
Dye	Brenda	Grade Level Team Leader Int	HZ	2024-2025
Fair	Bethany	Grade Level Team Leader Int	HZ	2024-2025
Fletcher	Max	Grade Level Team Leader Int	HZ	2024-2025
Wright	Amy	Grade Level Team Leader Int	HZ	2024-2025
Baxter	Deanna	STEM/Robotics ES/Int/MS	HZ	2024-2025
Buel	Cherish	STEM/Robotics ES/Int/MS	HZ	2024-2025
Davis	Ginger	Student Council ES/Int	HZ	2024-2025
Clarke	Dawn	Web Master	HZ	2024-2025
Daley	Dacey	Yearbook ES/Int	CRI	2024-2025
Shackelford	Amber	Department Head Special Ed	CRI	2024-2025
Adame	Melissa	Awards Program ES/Int	CRI	2024-2025
Walling	Robert	Archery ES/Int	CRI	2024-2025
Brown	Tim	Archery ES/Int	CRI	2024-2025
Owen	Krista	Scholastic Coach 6th 1/2	CRI	2024-2025
Blanco	Cheyenne	Scholastic Coach 6th 1/2	CRI	2024-2025
Jackson	Holly	Department Chair Int/MS	CRI	2024-2025
Aynes	Raymond	Department Chair Int/MS	CRI	2024-2025
Vann	Marquita	Department Chair Int/MS	CRI	2024-2025
Good	Desiree	Department Chair Int/MS	CRI	2024-2025
Owens	Angelia	Department Chair Int/MS	CRI	2024-2025
Snowden	Cheryl	Department Chair Int/MS	CRI	2024-2025
Solomon	Chelsea	Department Chair Int/MS	CRI	2024-2025
Wolfe	Thomas	Department Chair Int/MS	CRI	2024-2025
Aynes	Raymond	Grade Level Team Leader Int	CRI	2024-2025
Chen	Jacob	Grade Level Team Leader Int	CRI	2024-2025
Jackson	Holly	Grade Level Team Leader Int	CRI	2024-2025
Walling	Robert	Grade Level Team Leader Int	CRI	2024-2025
Solomon	Chelsea	Grade Level Team Leader Int	CRI	2024-2025
Brandt	Angela	Grade Level Team Leader Int	CRI	2024-2025
Weaver	Courtney	Grade Level Team Leader Int	CRI	2024-2025
Brown	Timothy	STEM/Robotics ES/Int/MS	CRI	2024-2025
Wolfe	Thomas	STEM/Robotics ES/Int/MS	CRI	2024-2025
Aynes	Raymond	Student Council ES/Int	CRI	2024-2025
Austin	Kimberly	Math Data Analyst	CRI	2024-2025
Tobler	Michelle	Web Master 1/2	CRI	2024-2025
Davis	Tyler	Student Council ES/Int 1/2	MBI	2024-2025
Cross	Lindsay	Student Council ES/Int 1/2	MBI	2024-2025
Davis	Tyler	Grade Level Team Leader Int	MBI	2024-2025
Brock	Karissa	Grade Level Team Leader Int	MBI	2024-2025
Chaffee	Alexis	Student Council MS 1/2	MNMS	2024-2025
Robison	Kai	Student Council MS 1/2	MNMS	2024-2025
Robison	Kaitlyn	Student Council MS 1/2	MNMS	2024-2025
Badillo	Deblin	Student Council MS 1/2	MCMS	2024-2025
Graves	Brooklyn	Student Council MS 1/2	MCMS	2024-2025



Schedule "C"

August 5th, 2024

Guest Teacher "C"			
Last Name	First Name	Site/Assignment	Effective
Chambers	Linda	District	2024/2024

ELEMENTARY

# 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@com.net  
 Contact Person: Ray Meier

Telephone (Cell) 405-517-4073  
 Telephone (Other) 405-808-1585

#### EVENT DETAILS:

Name of Activity: Youth Basketball  
 Purpose of Activity: Provide Rec league for Boys & Girls ages 6-14, Practice Gym  
 Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri 10/28/24 to 3/7/25  
 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: 120      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: 5/1/25

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

**Mustang High School**

Cafeteria  
Kitchen  
Commons Area  
Wrestling Room  
MHS soccer practice field  
Classroom/s

**MCMS (Central MS)**

Cafeteria  
Kitchen  
Gymnasium  
Softball Field  
Softball Field  
Classroom/s

**MMS (South MS)**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball Field  
Classroom/s

**MNMS (North MS)**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/Baseball Field  
Classroom/s

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym  
Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary

Centennial Elementary

Lakehoma Elementary

Trails Elementary

Creek Elementary

Valley Elementary

Prairie View Elementary

Riverwood Elementary

Mustang Education Center

**Facility**

Cafeteria

Kitchen

Gymnasium

Playing Field

Classrooms

Main Conference Room

**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: 180 Number of Mustang students participating: 180

Will admission be charged: Yes  No

Special Equipment Needed: Goals at 10'

**AGREEMENT:**

- We (I), Ray Meier s 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 P. New

Date: \_\_\_\_\_

7/31/24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

**Rental of Facility:**

**Custodial Costs:**

**Other:**

**TOTAL COST:**

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

### FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy A. Meeks 8/1/24  
Signature of Representative Date

STATE OF: Oklahoma  
COUNTY OF: Canadian

Subscribed and sworn to before me this 1<sup>st</sup> day of Aug, 2024

Kate J. Rush  
Signature of Notary Public



Adopted: 08-14-06



# MUSTANG PUBLIC SCHOOLS

CENTENNIAL

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 351

E-mail Address: rmeier5@cox.net

Telephone (Cell) 405-517-4023

Contact Person: Ray Meier

Telephone (Other) 405-808-1585

#### EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide Rec League for Boys & Girls ages 6-14, Practice Gym

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri 10/28/24 to 3/7/25

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: 120 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:

5/1/25

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

**Mustang High School**

Cafeteria  
Kitchen  
Commons Area  
Wrestling Room  
MHS soccer practice field  
Classroom/s

**MCMS (Central MS)**

Cafeteria  
Kitchen  
Gymnasium  
Softball Field  
Softball Field  
Classroom/s

**MMS (South MS)**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball Field  
Classroom/s

**MNMS (North MS)**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/Baseball Field  
Classroom/s

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym  
Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary  
Riverwood Elementary  
Mustang Education Center

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms  
  
Main Conference Room

**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: 180      Number of Mustang students participating: 180

Will admission be charged:    Yes     No

Special Equipment Needed: Goals at 10'

**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: 7/31/24      42

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

### FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Lewis 8/1/24  
Signature of Representative Date

STATE OF: Oklahoma  
COUNTY OF: Canadian

Subscribed and sworn to before me this 1<sup>st</sup> day of Aug, 2024

Kate J. Rush  
Signature of Notary Public



Adopted: 08-14-06



# MUSTANG PUBLIC SCHOOLS

LAKETAHNA

## 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@com.net

Telephone (Cell) 405-517-4023

Contact Person: Ray Meier

Telephone (Other) 405-808-1585

#### EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide Rec league for Boys & Girls ages 6-14, Practice Gym

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri 10/28/24 to 3/7/25

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: 120 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:

5/1/25

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

<b><u>Mustang High School</u></b>	<b><u>MCMS (Central MS)</u></b>	<b><u>MMS (South MS)</u></b>	<b><u>MNMS (North MS)</u></b>
Cafeteria	Cafeteria	Cafeteria	Cafeteria
Kitchen	Kitchen	Kitchen	Kitchen
Commons Area	Gymnasium	Wrestling Room	Commons Gym
Wrestling Room	Softball Field	Gymnasium	Gymnasium
MHS soccer practice field	Softball Field	Softball Field	Softball/Baseball Field
Classroom/s	Classroom/s	Classroom/s	Classroom/s

<b><u>Horizon Intermediate</u></b>	<b><u>Canyon Ridge Intermediate</u></b>	<b><u>Meadowbrook Intermediate</u></b>
Main Gymnasium	Gymnasium	Gymnasium
Auxiliary Gym	Cafetorium (Cafeteria and Stage Area)	Cafetorium (Cafeteria and Stage Area)
Cafeteria		

<b><u>Elementary Schools (Please select a site)</u></b>	<b><u>Facility</u></b>
Mustang Elementary	Cafeteria
Centennial Elementary	Kitchen
<u>Lakehoma Elementary</u>	<u>Gymnasium</u>
Trails Elementary	Playing Field
Creek Elementary	Classrooms
Valley Elementary	
Prairie View Elementary	
Riverwood Elementary	
Mustang Education Center	Main Conference Room

**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: 180      Number of Mustang students participating: 180

Will admission be charged:    Yes     No

Special Equipment Needed: Goals at 10'

**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. New

Date: 7/31/24 46

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

Rental of Facility:

Custodial Costs:

Other:

**TOTAL COST:**

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Meier 8/1/24  
Signature of Representative Date

STATE OF: Oklahoma  
COUNTY OF: Canadian

Subscribed and sworn to before me this 1<sup>st</sup> day of Aug, 2024

Kate J. Rush  
Signature of Notary Public



Adopted: 08-14-06



# MUSTANG PUBLIC SCHOOLS

TRAILS

## 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@com.net

Telephone (Cell) 405-517-4023

Contact Person: Ray Meier

Telephone (Other) 405-808-1585

#### EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide Rec league for Boys & Girls ages 6-14, Practice Gym

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri 10/28/24 to 3/7/25

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: 120 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.
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- 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

49

Current Insurance Verification Provided:

Yes

No

Expires:

5/1/25

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

**Mustang High School**

Cafeteria  
Kitchen  
Commons Area  
Wrestling Room  
MHS soccer practice field  
Classroom/s

**MCMS (Central MS)**

Cafeteria  
Kitchen  
Gymnasium  
Softball Field  
Softball Field  
Classroom/s

**MMS (South MS)**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball Field  
Classroom/s

**MNMS (North MS)**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/Baseball Field  
Classroom/s

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym  
Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary  
Riverwood Elementary  
Mustang Education Center

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms  
  
Main Conference Room

**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: 180      Number of Mustang students participating: 180

Will admission be charged:    Yes    No

Special Equipment Needed: Coats at 10'

**AGREEMENT:**

- We (I), Ray Meier s 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: 7/31/24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

Rental of Facility:

Custodial Costs:

Other:

**TOTAL COST:**

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. Meier 8/1/24  
Signature of Representative Date

STATE OF: Oklahoma  
COUNTY OF: Canadian

Subscribed and sworn to before me this 15<sup>th</sup> day of Aug, 2024

Kate J. Rush  
Signature of Notary Public



Adopted: 08-14-06



# MUSTANG PUBLIC SCHOOLS

CREEK

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 551

E-mail Address: rmeier5@cox.net

Telephone (Cell) 405-517-4123

Contact Person: Ray Meier

Telephone (Other) 405-808-1585

#### EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide Rec League for Boys & Girls ages 6-14, Practice Gym

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri 10/28/24 to 3/7/25

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: 120 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: 5/1/25

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

**Mustang High School**

Cafeteria  
Kitchen  
Commons Area  
Wrestling Room  
MHS soccer practice field  
Classroom/s

**MCMS (Central MS)**

Cafeteria  
Kitchen  
Gymnasium  
Softball Field  
Softball Field  
Classroom/s

**MMS (South MS)**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball Field  
Classroom/s

**MNMS (North MS)**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/Baseball Field  
Classroom/s

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym  
Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary  
Riverwood Elementary  
Mustang Education Center

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms  
  
Main Conference Room

**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: 180      Number of Mustang students participating: 180

Will admission be charged:    Yes     No

Special Equipment Needed:    Goals at 10'

**AGREEMENT:**

- We (I), Ray Meier s 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: 7/31/24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant 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. Beer 8/1/24  
Signature of Representative Date

STATE OF: Oklahoma  
COUNTY OF: Canadian

Subscribed and sworn to before me this 1<sup>st</sup> day of Aug, 2024.

Kate J. Rush  
Signature of Notary Public



Adopted: 08-14-06



# MUSTANG PUBLIC SCHOOLS <sup>VALLER</sup> 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

Contact Person: Ray Meier

Telephone (Cell) 405-517-4023

Telephone (Other) 405-808-1585

### EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide Rec League for Boys & Girls ages 6-14, Practice Gym

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri 10/28/24 to 3/7/25

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: 120 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:

5/1/25

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

**Mustang High School**

Cafeteria  
Kitchen  
Commons Area  
Wrestling Room  
MHS soccer practice field  
Classroom/s

**MCMS (Central MS)**

Cafeteria  
Kitchen  
Gymnasium  
Softball Field  
Softball Field  
Classroom/s

**MMS (South MS)**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball Field  
Classroom/s

**MNMS (North MS)**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/Baseball Field  
Classroom/s

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym  
Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

**Facility**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary  
Riverwood Elementary  
Mustang Education Center

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms  
Main Conference Room

**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: 180      Number of Mustang students participating: 180

Will admission be charged:    Yes    No

Special Equipment Needed: Gouls at 10'

**AGREEMENT:**

- We (I), Ray Meier s 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: 7/31/24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

Rental of Facility:

Custodial Costs:

Other:

**TOTAL COST:**

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

### FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. News 8/1/24  
Signature of Representative Date

STATE OF: Oklahoma  
COUNTY OF: CD

Subscribed and sworn to before me this 1st day of Aug, 2024

Kate J. Rush  
Signature of Notary Public



Adopted: 08-14-06



# MUSTANG PUBLIC SCHOOLS

PRAIRIE VIEW

## 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) 405-517-4023

Contact Person: Ray Meier

Telephone (Other) 405-805-1585

#### EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide Rec league for Boys & Girls ages 6-14, Practice Gym

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri 10/28/24 to 3/7/25

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: 120 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: 5/1/25

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

**Mustang High School**

Cafeteria  
Kitchen  
Commons Area  
Wrestling Room  
MHS soccer practice field  
Classroom/s

**MCMS (Central MS)**

Cafeteria  
Kitchen  
Gymnasium  
Softball Field  
Softball Field  
Classroom/s

**MMS (South MS)**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball Field  
Classroom/s

**MNMS (North MS)**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/Baseball Field  
Classroom/s

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym  
Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary  
Riverwood Elementary  
Mustang Education Center

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms  
  
Main Conference Room

**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: 180      Number of Mustang students participating: 180

Will admission be charged:    Yes    No

Special Equipment Needed:    Goals at 10'

**AGREEMENT:**

- We (I), Roy Meier s 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 P. Meier

Date: 7/31/24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

**Rental of Facility:**

**Custodial Costs:**

**Other:**

**TOTAL COST:**

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

### FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy A. Mead 8/1/24  
Signature of Representative Date

STATE OF: Oklahoma  
COUNTY OF: Canadian

Subscribed and sworn to before me this 1<sup>st</sup> day of Aug, 2024.

Kate J. Rush  
Signature of Notary Public



Adopted: 08-14-06



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

Contact Person: Ray Meier

Telephone (Cell) 405-512-4123

Telephone (Other) 405-808-1585

EVENT DETAILS:

Name of Activity: Girls and Boy Youth Basketball Games

Purpose of Activity: provide rec basketball for youth 6-14 yrs old

Date(s)/Day(s) Requested: Fri 6pm-9pm, Sat 9am-9pm, Sun 1pm-5pm @ Nov 8, 24

Facility Entry Time: \_\_\_\_\_ am pm Facility Exit Time: \_\_\_\_\_ am pm to Mar 9, 25

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

Expected number of participants: 400 per weekend Expected number of audience (if applicable): 800 per weekend

RESPONSIBILITIES OF THE APPLICANT:

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

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:  Yes  No Expires: 5/1/25 65

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

<u>Mustang High School</u>	<u>MCMS (Central MS)</u>	<u>MMS (South MS)</u>	<u>MNMS (North MS)</u>
Cafeteria	Cafeteria	Cafeteria	Cafeteria
Kitchen	Kitchen	Kitchen	Kitchen
Commons Area	Gymnasium	Wrestling Room	Commons Gym
Wrestling Room	Softball Field	Gymnasium	Gymnasium
MHS soccer practice field	Softball Field	Softball Field	Softball/Baseball Field
Classroom/s	Classroom/s	Classroom/s	Classroom/s

**Horizon Intermediate**

Main Gymnasium  
 Auxiliary Gym  
 Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
 Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
 Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

**Facility**

Mustang Elementary  
 Centennial Elementary  
 Lakehoma Elementary  
 Trails Elementary  
 Creek Elementary  
 Valley Elementary  
 Prairie View Elementary  
 Riverwood Elementary  
 Mustang Education Center

Cafeteria  
 Kitchen  
 Gymnasium  
 Playing Field  
 Classrooms

*Goal Gym*

Main Conference Room

**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: 400 Number of Mustang students participating: 200

Will admission be charged:  Yes  No

Special Equipment Needed: Score boards, score keeping Equip, Concession area

**AGREEMENT:**

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

Representative's Signature: Ray Meier

Date: 7/31/24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

Rental of Facility:

Custodial Costs:

Other:

**TOTAL COST:**

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

### FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. News 8/1/24  
Signature of Representative Date

STATE OF: OK  
COUNTY OF: Canadian

Subscribed and sworn to before me this 1st day of Aug, 2024

Kate J. Rush  
Signature of Notary Public



Adopted: 08-14-06



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

CRI

### 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) 405-808-1585

#### EVENT DETAILS:

Name of Activity: Girls and Boy Youth Basketball Games

Purpose of Activity: provide rec basketball for youth 6-14 yrs old

Date(s)/Day(s) Requested: Fri 6pm-9pm, Sat 9am-9pm, Sun 1pm-5pm @ Nov 8, 24

Facility Entry Time: \_\_\_\_\_ am pm Facility Exit Time: \_\_\_\_\_ am pm to Mar 9, 25

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

Expected number of participants: 400 Expected number of audience (if applicable): 800  
per weekend per weekend

#### 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.
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#### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:

Yes  No Expires: 5/1/25<sup>69</sup>

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

**Mustang High School**

Cafeteria  
Kitchen  
Commons Area  
Wrestling Room  
MHS soccer practice field  
Classroom/s

**MCMS (Central MS)**

Cafeteria  
Kitchen  
Gymnasium  
Softball Field  
Softball Field  
Classroom/s

**MMS (South MS)**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball Field  
Classroom/s

**MNMS (North MS)**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/Baseball Field  
Classroom/s

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym  
Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary  
Riverwood Elementary  
Mustang Education Center

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms  
Main Conference Room

**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: 400 Number of Mustang students participating: 200

Will admission be charged:  Yes  No

Special Equipment Needed: score boards, score equipment, chairs, area for concessions

**AGREEMENT:**

- We (I), Roy Meier s 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 D. Meier

Date: 7/31/24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. News 8/1/24  
Signature of Representative Date

STATE OF: OK  
COUNTY OF: CD

Subscribed and sworn to before me this 1st day of Aug, 2024

Kate J. Rush  
Signature of Notary Public



Adopted: 08-14-06



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

MUSTANG  
ELEMENTARY  
GAMES

### 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) 405-808-1585

#### EVENT DETAILS:

Name of Activity: Girls and Boy Youth Basketball Games  
 Purpose of Activity: provide rec basketball for youth 6-14 yrs old  
 Date(s)/Day(s) Requested: ~~Fri 6pm-9pm~~, Sat 9am-9pm, Sun 1pm-5pm @ Nov 8, 24  
 Facility Entry Time: \_\_\_\_\_ am pm Facility Exit Time: \_\_\_\_\_ am pm to Mar 9, 25  
 Actual Performance (if applicable) Start Time: \_\_\_\_\_ am pm End Time: \_\_\_\_\_ am pm  
 Expected number of participants: 400 Expected number of audience (if applicable): 800  
per weekend per weekend

#### RESPONSIBILITIES OF THE APPLICANT:

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

#### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided: Yes No Expires: 5/1/25<sup>73</sup>

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

**Mustang High School**

Cafeteria  
Kitchen  
Commons Area  
Wrestling Room  
MHS soccer practice field  
Classroom/s

**MCMS (Central MS)**

Cafeteria  
Kitchen  
Gymnasium  
Softball Field  
Softball Field  
Classroom/s

**MMS (South MS)**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball Field  
Classroom/s

**MNMS (North MS)**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/Baseball Field  
Classroom/s

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym  
Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary

Centennial Elementary

Lakehoma Elementary

Trails Elementary

Creek Elementary

Valley Elementary

Prairie View Elementary

Riverwood Elementary

Mustang Education Center

**Facility**

Cafeteria

Kitchen

Gymnasium

Playing Field

Classrooms

Main Conference Room

**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: 240 Number of Mustang students participating: 120

Will admission be charged:  Yes  No

Special Equipment Needed: score equipment

**AGREEMENT:**

- We (I), Roy Meier s 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 D. Meier

Date: 7/31/24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

**Rental of Facility:**

**Custodial Costs:**

**Other:**

**TOTAL COST:**

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant 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. New*

*8/1/24*

Signature of Representative

Date

STATE OF: *OK*

COUNTY OF: *CU*

Subscribed and sworn to before me this *1st* day of *Aug*, 20*24*

*Kate J. Rush*

Signature of Notary Public



Adopted: 08-14-06



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) 405-808-1585

EVENT DETAILS:

Name of Activity: Girls and Boy Youth Basketball Games

Purpose of Activity: provide rec basketball for youth 6-14 yrs old

Date(s)/Day(s) Requested: Fri 6pm-9pm, Sat 9am-9pm, Sun 1pm-5pm @ NOV 8, 24

Facility Entry Time: \_\_\_\_\_ am pm Facility Exit Time: \_\_\_\_\_ am pm to Mon 9, 25

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

Expected number of participants: 400 per weekend Expected number of audience (if applicable): 800 per weekend

RESPONSIBILITIES OF THE APPLICANT:

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

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:

Yes No Expires: 5/1/25<sup>77</sup>

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

**Mustang High School**

Cafeteria  
Kitchen  
Commons Area  
Wrestling Room  
MHS soccer practice field  
Classroom/s

**MCMS (Central MS)**

Cafeteria  
Kitchen  
Gymnasium  
Softball Field  
Softball Field  
Classroom/s

**MMS (South MS)**

Cafeteria  
Kitchen  
Wrestling Room  
Gymnasium  
Softball Field  
Classroom/s

**MNMS (North MS)**

Cafeteria  
Kitchen  
Commons Gym  
Gymnasium  
Softball/Baseball Field  
Classroom/s

**Horizon Intermediate**

Main Gymnasium  
Auxiliary Gym  
Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
Centennial Elementary  
Lakehoma Elementary  
Trails Elementary  
Creek Elementary  
Valley Elementary  
Prairie View Elementary  
Riverwood Elementary  
Mustang Education Center

**Facility**

Cafeteria  
Kitchen  
Gymnasium  
Playing Field  
Classrooms  
  
Main Conference Room

*Backup Gym*

**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: 400      Number of Mustang students participating: 200

Will admission be charged:  Yes      No

Special Equipment Needed: scoreboard, score keeping equip

**AGREEMENT:**

- We (I), Ray Meiers 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 P Meier

Date: 7/31/24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

Rental of Facility:

Custodial Costs:

Other:

**TOTAL COST:**

**Signatures:**

Chief Operations Officer:



Date: 8-2-24

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

### FELONY CHECKS & SEX OFFENDER REGISTRY

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

Roy D. New 8/1/24  
Signature of Representative Date

STATE OF: OK  
COUNTY OF: CW

Subscribed and sworn to before me this 15<sup>th</sup> day of Aug, 2024

Kate J. Rush  
Signature of Notary Public



Adopted: 08-14-06



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) 405-512-4173

Contact Person: Ray Meier

Telephone (Other) 405-808-1585

EVENT DETAILS:

Name of Activity: Girls and Boy Youth Basketball Games

Purpose of Activity: provide rec basketball for youth 6-14 yrs old

Date(s)/Day(s) Requested: Fri 6pm-9pm, Sat 9am-9pm, Sun 1pm-5pm @ Nov 8, 24

Facility Entry Time: \_\_\_\_\_ am pm Facility Exit Time: \_\_\_\_\_ am pm to Mar 9, 25

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

Expected number of participants: 400 per weekend Expected number of audience (if applicable): 800 per weekend

RESPONSIBILITIES OF THE APPLICANT:

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

INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:  Yes  No Expires: 5/1/25<sup>81</sup>

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

<u>Mustang High School</u>	<u>MCMS (Central MS)</u>	<u>MMS (South MS)</u>	<u>MNMS (North MS)</u>
Cafeteria	Cafeteria	Cafeteria	Cafeteria
Kitchen	Kitchen	Kitchen	Kitchen
Commons Area	Gymnasium	Wrestling Room	Commons Gym
Wrestling Room	Softball Field	<u>Gymnasium</u>	Gymnasium
MHS soccer practice field	Softball Field	Softball Field	Softball/Baseball Field
Classroom/s	Classroom/s	Classroom/s	Classroom/s

**Horizon Intermediate**

Main Gymnasium  
 Auxiliary Gym  
 Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
 Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
 Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
 Centennial Elementary  
 Lakehoma Elementary  
 Trails Elementary  
 Creek Elementary  
 Valley Elementary  
 Prairie View Elementary  
 Riverwood Elementary  
 Mustang Education Center

**Facility**

Cafeteria  
 Kitchen  
 Gymnasium  
 Playing Field  
 Classrooms

*Backup  
Gym*

Main Conference Room

**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: 400 Number of Mustang students participating: 200

Will admission be charged:  Yes  No

Special Equipment Needed: scoreboard, score keeping equip, concession area

**AGREEMENT:**

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

Representative's Signature: \_\_\_\_\_

*Ray Meier*

Date: \_\_\_\_\_

7/31/24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Chief Operations Officer:



Date: 8-2-21

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

### FELONY CHECKS & SEX OFFENDER REGISTRY

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

*Roy D. Herd*

*8/1/24*

Signature of Representative

Date

STATE OF: *OK*

COUNTY OF: *CV*

Subscribed and sworn to before me this *1st* day of *Aug*, 20*24*

*Kate J. Rush*

Signature of Notary Public



Adopted: 08-14-06



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/31/2024

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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> AMBA PO Box 14542 Des Moines, IA 50306	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 800-503-9227	FAX (A/C, No): 515-993-9681
	EMAIL ADDRESS: plsdsteam.service@getamba.com	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Philadelphia Indemnity Insurance Co		
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED**  
 Optimist International  
 Optimist Club of Mustang  
 Ray D Meier  
 P. O. Box 581  
 Mustang, Oklahoma 73064

### 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PHPK2679423	05/01/2024	05/01/2025	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>	PHPK2679423	05/01/2024	05/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESSLIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Effective 10/21/2024 include as additional insured: Certificate Holder (CG2011) Mustang Public Schools but only with respects to the named insured negligence with regards to the Youth Basketball event to be held at Mustang Public Schools on 10/21/2024 ending on 03/21/2025

### CERTIFICATE HOLDER

### CANCELLATION

Mustang Public Schools  
 909 S Mustang Rd  
 Mustang, OK 73064,

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

*Stephen Miller*



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

**APPLICANT:**

Organization: Oklahoma Charge Volleyball Club

Name of Applicant: Tracie Taylor

Billing Address: 1301 NW 141st St, Edmond, OK 73013

E-mail Address: tractayl@aol.com

Contact Person: Tracie Taylor

Telephone (Cell) 405-410-7159

Telephone (Other) 405-410-7160

**EVENT DETAILS:**

Name of Activity: Volleyball Practice

Purpose of Activity: Provide volleyball teams for Mustang Students

Date(s) Requested: Practice for 2024-2025 Volleyball Season runs from November 4, 2024 to May 2, 2025

Day(s) Requested: Mondays, Tuesdays, and/or Thursdays (would need two nights per week per team)

Facility Entry Time: 6 pm      Facility Exit Time: 8 pm

Expected number of participants: 12      Expected number of audience (if applicable): 10

**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*

Expires:

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

**MNMS (North MS)**  
Commons Gym  
Gymnasium

**MCMS (Central MS)**  
Gymnasium

**MMS (South MS)**  
Gymnasium

**Horizon Intermediate**  
Main Gymnasium

**Canyon Ridge Intermediate**  
Gymnasium

**Riverwood Elementary**  
Gymnasium

**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 students participating: 10**

**Number of Mustang students participating: 10**

**Will admission be charged: NO**

**Special Equipment Needed: Volleyball Net System**

---

**AGREEMENT:**

- We (I), Oklahoma Charge Volleyball Club, 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: \_\_\_\_\_

*Tracie Taylor*

Date: 7/1/2024

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

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**Rental of Facility:**

**Custodial Costs:**

**Other:**

**TOTAL COST:**

**Signatures:**

Chief Operations Officer:



Date: 7-18-29

Athletic Director (If applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

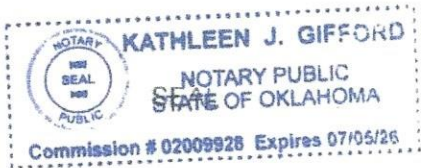
As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Tracie Taylor 7-1-2024  
Signature of Representative Date

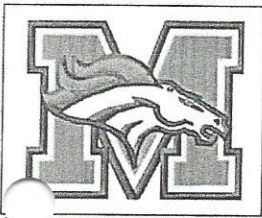
STATE OF: Oklahoma  
COUNTY OF: Oklahoma

Subscribed and sworn to before me this 1st day of July, 2024

Kathleen J Gifford  
Signature of Notary Public



Adopted: 08-14-06



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### GENERAL INFORMATION

#### APPLICANT:

Organization: The Well Church  
 Name of Applicant: Steven Giblet  
 Billing Address: 11812 SW 3rd St. Yukon, OK 73099  
 E-mail Address: sgiblet@twc.mustang.com  
 Contact Person: Steven Giblet

Telephone (Cell) 214-385-1108  
 Telephone (Other) \_\_\_\_\_

#### EVENT DETAILS:

Name of Activity: Church Service  
 Purpose of Activity: Sunday Gatherings  
 Date(s)/Day(s) Requested: Each Sunday  
 Facility Entry Time: 8:00 am pm      Facility Exit Time: 1:00 am (pm)  
 Actual Performance (if applicable) Start Time: 10:30 am pm      End Time: 12:00 am (pm)  
 Expected number of participants: 200      Expected number of audience (if applicable): 200

#### RESPONSIBILITIES OF THE APPLICANT:

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

#### INSURANCE REQUIREMENTS:

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

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

The policy shall reflect an additional named insured:

**Mustang Board of Education**  
**Mustang Public School District I-69**  
**Mustang, Oklahoma 73064**

Current Insurance Verification Provided:  **Yes**       No

Expires: 8/11/24

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

**Mustang High School**

- Cafeteria
- Kitchen
- Commons Area
- Wrestling Room
- MHS soccer practice field
- Classroom/s
- Football Stadium

**MCMS (Central MS)**

- Cafeteria
- Kitchen
- Gymnasium
- Softball Field
- Softball Field
- Classroom/s

**MMS (South MS)**

- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball Field
- Classroom/s

**MNMS (North MS)**

- Cafeteria
- Kitchen
- Commons Gym
- Gymnasium
- Softball/Baseball Field
- Classroom/s

**Horizon Intermediate**

- Main Gymnasium
- Auxiliary Gym
- Cafeteria

**Canyon Ridge Intermediate**

- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

**Facility**

Mustang Elementary	Cafeteria
Centennial Elementary	Kitchen
Lakehoma Elementary	Gymnasium
Trails Elementary	Playing Field
Creek Elementary	Classrooms
Valley Elementary	
Prairie View Elementary	
Riverwood Elementary	
Mustang Education Center	Main Conference Room

**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: 200 - Number of Mustang students participating: \_\_\_\_\_

Will admission be charged: Yes  No

Special Equipment Needed: no

**AGREEMENT:**

- We (I), The Well Churchs 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:  Date: 7/15/24

**OFFICE USE ONLY:**

Estimated Charge for Use of Facility

Rental of Facility:

Custodial Costs:

Other:

**TOTAL COST:**

**Signatures:**

Chief Operations Officer:



Date: 8-5-24

Athletic Director (If applicable):

Date:

Assistant 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.

*[Handwritten Signature]*

Signature of Representative

7/15/24

Date

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary Public

SEAL



# MUSTANG PUBLIC SCHOOLS

## Use of Facility Form

### APPLICANT:

Organization: Refuge Church

Name of Applicant: Logan Key

Billing Address: P.O. Box 850581 Yukon, OK 73085

E-mail Address: Logan@teamrefuge.com

Telephone (Cell) 405-833-7439

Contact Person: Logan Key

Telephone (Other) \_\_\_\_\_

### EVENT DETAILS:

Name of Activity: Sunday worship services

Purpose of Activity: corporate worship

Date(s)/Day(s) Requested: \_\_\_\_\_

Facility Entry Time: 7:30 am pm      Facility Exit Time: 12:00 am pm

Actual Performance (if applicable) Start Time: 10:00 am pm      End Time: 11:00 am pm

Expected number of participants: 100      Expected number of audience (if applicable): \_\_\_\_\_

### RESPONSIBILITIES OF THE APPLICANT:

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

### INSURANCE REQUIREMENTS:

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

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

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

Current Insurance Verification Provided:

Yes      No

Expires:

*WILL SEND  
UPDATED ASAP*

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

**Mustang High School**

Cafeteria  
 Kitchen  
 Commons Area  
 Wrestling Room  
 MHS soccer practice field  
 Classroom/s  
 Football Stadium

**MCMS (Central MS)**

Cafeteria  
 Kitchen  
 Gymnasium  
 Softball Field  
 Softball Field  
 Classroom/s

**MMS (South MS)**

Cafeteria  
 Kitchen  
 Wrestling Room  
 Gymnasium  
 Softball Field  
 Classroom/s

**MNMS (North MS)**

Cafeteria  
 Kitchen  
 Commons Area  
 Gymnasium  
 Softball/Baseball Field  
 Classroom/s

**Horizon Intermediate**

Main Gymnasium  
 Auxiliary Gym  
 Cafeteria

**Canyon Ridge Intermediate**

Gymnasium  
 Cafeteria (Cafeteria and Stage Area)

**Meadowbrook Intermediate**

Gymnasium  
 Cafeteria (Cafeteria and Stage Area)

**Elementary Schools (Please select a site)**

Mustang Elementary  
 Centennial Elementary  
 Lakehoma Elementary  
 Trails Elementary  
 Creek Elementary  
 Valley Elementary  
 Prairie View Elementary

**Facility**

Cafeteria  
 Kitchen  
 Gymnasium  
 Playing Field  
 Classrooms

Riverwood Elementary

Mustang Education Center

Main Conference Room

**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 \_\_\_\_\_ Number of Mustang students participating: \_\_\_\_\_

Will admission be charged: Yes  No

Special Equipment Needed:

**AGREEMENT:**

- We (I), Refuge Church 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: K.D.

Date: 8-5-24

**OFFICE USE ONLY:**

**Estimated Charge for Use of Facility**

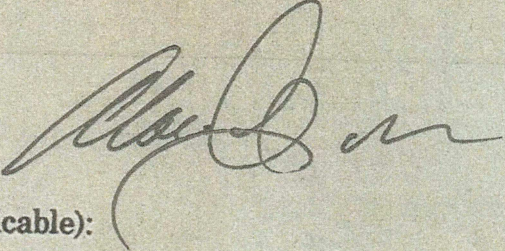
Rental of Facility:

Custodial Costs:

Other:

TOTAL COST:

**Signatures:**

Chief Operations Officer: 

Date: 8-7-24

Athletic Director (If applicable):

Date:

Assistant 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.



Signature of Representative

8-5-24

Date

STATE OF: Oklahoma

COUNTY OF: Oklahoma

Subscribed and sworn to before me this 5th day of August, 2024



Signature of Notary Public



SEAL

Adopted: 08-14-06



# Memo

**To:** Mustang Board of Education  
Charles Bradley, Superintendent

**From:** Ryan McKinney, Assistant Superintendent of Secondary Education

**Date:** August 6, 2024

**Re:** Revisions to Policy 5015 – Custodial and Non-Custodial Parental Rights  
and New Student Enrollment Wording change of format

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Please discuss, consider, and/or act upon the recommendation to approve the revisions to Policy 5015 – Custodial and Non-Custodial Parental Rights and New Student Enrollment Wording Structure.

## **RESIDENCY POLICY**

### **Legal Residency**

The Mustang Public Schools 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 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 or a copy of the court order granting legal guardianship. 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.

### **Homeless Children**

Students without visible means of support, who reside within the Mustang Public Schools, will be granted enrollment privileges as a Homeless Student.

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or procedures. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

- A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
- A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
- A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
- A child who is living in doubled-up accommodations due to loss of housing or other similar situations.
- A migratory child who is staying in accommodations not fit for habitation.
- A child who has run away from home and lives in a runaway shelter, abandon building, the street, or other inadequate accommodations.
- A child who is placed in a state institution because she/ he has no place to live.
- A child who has been abandoned by his/ her family and who is staying in a hospital.
- A child whose parents or guardian will not permit him/ her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodations.
- School-aged unwed mothers who are living in homes for unwed mothers because they

have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children of Foster care and homeless children.

- Enrollment requirements that may constitute a barrier to the education of a child in Foster care or the homeless child or youth shall be waived. If the district is unable to determine the students' grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
- Fees and charges that may present a barrier to the enrollment or transfer of a child in Foster care or a homeless child shall be waived.
- Customary transportation policies and regulations shall be waived for a child in Foster care or a homeless child.
- Official school record policies and regulations shall be waived for a child in Foster care or a homeless child.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services shall include:

- Public Pre-school programs;
- Special Education, Title I, and limited English proficiency programs for which they are eligible;
- Vocational education programs;
- Gifted and talented programs;
- Before and after school programs;
- School meal programs; and
- Transportation services

"Foster care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or persons exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of Origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interests" means a case by case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(l)(E)(i). Factors to be utilized in this determination include, but are not limited to the following:

1. Safety considerations;
2. Proximity of the resource family home to the child's present school;
3. Age and grade level of the child as it relates to the other best interest factors;
4. Needs of the child, including social adjustment and well-being;
5. Child's performance, continuity of education, and engagement in the school currently attending.
6. Child's special education programming if the child is classified;
7. Point of time in the school year;
8. Child's permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preference of the child's parents, or education decision makers;
12. The child's attachment to the school, including meaningful relationships with staff & peers;
13. Placement of the child's siblings;

14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child's developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under section 504 who is receiving special education or related aides and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child in an EL and is receiving language services, and, if so, the availability of those services in a school other than the school of origin, consistent with Title VI and the EEOA.

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 **Central Enrollment Office**. 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 **Central Enrollment Office**.

All staff are instructed to refer any questions to the appropriate building principal or the Assistant 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.

If, during the course of a school year, a dispute arises as to the residency of a student who is currently enrolled and attending MPS, the student shall be allowed to continue attending MPS until these dispute procedures have been exhausted.

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**

### **New Student Enrollment**

#### **Proof of Residence**

Students enrolling in Mustang Public Schools shall be required to provide two (2) verifiable, current proofs of residency. The parent/legal guardian shall be asked to provide the following:

1. Current utility billings including gas, electric, water or sewer and/or
2. lease agreement,
3. contract on a home, (completion of the build and residency established within approximately 45 days of enrollment)
4. warranty deed statement or
5. mortgage statement.

If utility billings are not available, the school shall accept a current or active verification of service from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official. Telephone billing, television cable billing, personal checks or driver's license will not be accepted as a verifiable, current proof of residency. By completing the enrollment process, the resident/owner/parent/guardian are consenting to approval allowing the school district to request, inspect and verify additional proofs of residency.

#### **Residency Verification by 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 "Residency Verification by Affidavit" form completing a residency verification by Affidavit requires both the homeowner/resident and the parent/legal guardian of the student must sign, and each must provide a current valid driver's license (not expired) or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residency as required for all new students. The name on the affidavit must match the name on the proofs of residence. The Parent/Legal guardian shall provide two (2) proofs of residency. Mail (such as bank statement, medical bills, insurance papers, but not personal letters or junk mail), either addressed to the parent at the address claimed as the residence or forwarded by the United States Postal System to the address claimed as the residence, updated lease agreement showing parent/legal guardian and student's name as occupants. A Residency Verification by Affidavit is valid for the current school year only and is to be renewed each year (during the summer). By completing the RVA process, the resident/owner/parent/guardian are consenting to approval allowing the school district to request, inspect and verify additional proofs of residency.

Renewal of existing Residency Verification by Affidavit forms takes place over the summer for the upcoming school year. Completion of new Residency Verification by Affidavit forms for the upcoming school year may be completed at the time of enrollment or over the summer months.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/MPS resident /parent/legal guardian/student moves, the enrollment of the student is null and void and the student may 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 "Residency Verification by 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.

Revised: 01-00

Revised: 08-03

Revised: 07-06

Revised: 08-08

Revised: 07-10

Revised: 07-09-12

Revised: 8-14-19

Revised: 7-11-22

Revised 8-8-22

Revised 11-14-22

Revised: 6-10-24

Revised: 8-12-24



# Memo

**To:** Mustang Board of Education  
Charles Bradley, Superintendent

**From:** Ryan McKinney, Assistant Superintendent of Secondary Education 

**Date:** August 6, 2024

**Re:** Revision to Policy 5020 – Tardiness and Early Checkout

---

Please discuss, consider, and/or act upon the recommendation to approve the revision to Policy 5020 – Tardiness and Early Checkout

## STUDENT ATTENDANCE POLICY

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance and to schedule non-academic activities during times which will not conflict with classroom instruction. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100.4 degrees Fahrenheit should not be at school or school activities.

Students will be recorded as "absent" when they are late to their assigned class or do not attend in accordance with each building's administrative regulations. This will apply to both the regular schedule and to a modified schedule.

## COMPULSORY ATTENDANCE

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless he or she is exempted by one of the following conditions:

1. Such child has been screened as required by Oklahoma School Law and has been determined not to be ready for kindergarten, or a parent, guardian, or other person having custody of the child, provides by certified mail prior to enrollment or at any time during that first year, notification of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age, or unless other means of education are provided for the full term the schools of the district are in session. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older as appropriately provided for by Oklahoma School Law.
2. Such child has completed the 12<sup>th</sup> grade. It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session except as provided by Oklahoma School Law.
3. Other conditions as stated in Article 10, Section 229 of the School Law of Oklahoma. Parents or guardians who fail to comply with the attendance law may be charged with a misdemeanor. 70 O.S. § 10-105

## CHRONIC ABSENTEEISM

**Definitions** The following words and terms, when used in this Section, shall have the following meaning, unless the context clearly indicates otherwise:

- (1) "**Chronic absenteeism**" means absence from school at least ten percent (10%) of the time that school is in session and the student is included in membership.
- (2) "**Significant medical condition**" means, for the purposes of this Section, a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.

## CATEGORIES OF ABSENCES

### Excused Absence:

- A. Excused Absences will be granted in accordance with 70 O.S. § 10-105
1. The student is excused from attending school by reason of mental or physical disability as determined by the district upon receipt of written recommendation by a duly licensed and practicing physician.
  2. The student is excused from attendance at school during observance of a religious holiday.
  3. The student is excused from attendance at school if the absence is deemed by the principal and parent/guardian to be an emergency.
  4. The student is excused with Physician's diagnosis accompanying documentation.
  5. The student is excused with a documented court appearance.
- B. A student is excused from attendance if the parent/legal guardian has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting and may be granted excused absences at the discretion of the Superintendent or designee.

### Unexcused Absence:

- A. When a student misses one or more classes during a school day **with or without the knowledge** or permission of a parent/guardian and school authorities provided the absence does not qualify as an excused absence.
- B. Unexcused absences are limited to eight (8) per semester for each class.

### Excessive Absences:

- A. Students who exceed eight (8) unexcused absences in a semester shall receive a NC for that class, unless they have failed the class and then they will receive an F.
- B. If a student exceeds eight (8) unexcused absences, a doctor's statement that confirms the dates of the illness may be turned in to the attendance office upon the student's return to school resulting in the absence(s) being changed to an excused absence(s). Doctors' notes should be submitted to building administrative assistants upon return from absence(s). Original doctor's notes or other documentation should be kept for your own records.
- C. Students who fail based only on their attendance exceeding the eight-day limit may submit an appeal to a site committee within five (5) days prior to the end of the current semester. The appeal form is located on the school website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. The appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

## ATTENDANCE PROVISIONS

- A. If a student is absent, a parent or guardian must notify the school office, give a reason for the absence, and an approximate date of return.
- B. Students who are unaccounted for and/or truant may receive additional disciplinary action in accordance with Board Policy #5080.
- C. Students must be in attendance at least two of the first three hours or two of the last three hours to be recorded present one-half day, each for the morning and afternoon.
- D. Students are encouraged to make up any work missed due to an absence. In order to receive credit, the student is responsible for obtaining, completing and returning to the teacher the assignments missed during the absence. In general, students will be granted one school day for each school

day missed due to an absence. More time may be allowed at the discretion of the teacher, depending on the nature of the assignment(s) and length of the absence. Requests for homework assignments through the office can only be made when a student is absent for three (3) or more consecutive days. Requests for homework assignments should be made by 9:30 a.m. and will be available for pick up the following day.

- E. If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes. 70 O.S. § 10-106 (OSCN 2023)
- F. All students attending Mustang schools, unless they are legally emancipated or meet the requirements to qualify for "Self-support," shall be required to have notification of absence by their parent/guardian. Students who are legally emancipated or meet the requirement of "self-support" may assume responsibility for all absences.
- G. College visitations may be counted as a school activity and will not count as an absence provided the following criteria are met:
  1. limited to two per year, or four (4) days
  2. The student applies through the appropriate counselor
  3. documentation confirming the visit is provided by the college or university and turned in to the attendance office upon return to school.

## ACTIVITIES ABSENCE:

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 class period of each academic school year. Any absences in excess of the ten (10) days will be reviewed by the appointed Internal Activities Review Committee. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by school sponsors and approved by the Internal Activities Review Committee. The criteria submitted to the MPS Internal Activities Review Committee should support a balanced education for each student through co-curricular and extra-curricular programs. The MPS Board of Education shall appoint the members of the Internal Activities Review Committee at the beginning of each school year. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the MPS Board of Education.

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.)
- Recognition events by community organizations
- Performances for local community organizations
- Local service learning activities
- State approved exemptions

## TRUANCY

Truancy is defined as an absence 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 truantries are subject to other discipline such as detention, suspension or other consequences. Each teacher is asked to report all suspected truancy incidents to the principal. Any student or students

participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

## TARDINESS AND EARLY CHECKOUT

Any student who arrives late to school must report to the office for admission. All other tardiness would be classified as an unexcused tardy. Any student who is detained by the office or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy. Teachers will mark all tardies in the student information system. An absence will be recorded for every three (3) tardies received in a class during a semester.

Any student leaving early from school, must checkout through the office. An Early checkout will be added to attendance for the student. An absence will be recorded for every three (3) early checkouts received in a class during a semester.

Tardies and Early Checkout absences are applied to the eight (8) day **unexcused** absence total. Students will be assigned detention after the third (3<sup>rd</sup>) tardy, and every third (3<sup>rd</sup>) tardy thereafter, and/or ISI assigned at the discretion of an administrator. Any student missing more than fifteen (15) minutes will be counted absent.

## CHRONIC ABSENTEEISM MEDICAL EXEMPTION

A student, parent, or legal guardian may request a medical exemption for a chronically absent student in the event of a significant medical condition, meaning a severe, chronic, or life threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets all of the following criteria:

1. The condition affects the student so severely as to incapacitate the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care requiring absence from school;

2. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or its treatment, or homebound education is not appropriate due to brief recurring absences for the purpose of receiving treatment.

3. The school or school district has been provided with written documentation of the condition that is verified in writing by a physician licensed to practice in the State of Oklahoma, or by a physician licensed in another state if the student has received related treatment out of state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. Should the student meet the above listed criteria, the medical exemption form can be found online or in the school attendance office. It will need to be completed with all supporting documentation and submitted to the principal or designee five (5) days prior to the end of the current semester. The same committee reviewing appeals will review the merits of the exemption request and submit a final decision to the site administrator. The decision of the committee is final. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee (OAC § 210-10-13-25.) The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

## REDISTRICTING

Any student going into an exit grade at a school site affected by redistricting will be given the opportunity to continue attendance during the exit year. The parent/guardian must provide transportation during the initial redistricting year for student/students. Siblings of said student/students will be required to attend the school in the new residency area. Requests for intra-district transfer will be considered in accordance to the existing intra-district policy #5005.

## VIRTUAL, BLENDED, AND DISTANCE LEARNING ENVIRONMENTS

The district will not require medical documentation to support personal or family illness that results in an excused absence from virtual classes. However, students will be required to make up any work that has been missed.

A student will **not** be considered absent from school in a virtual, blended, or distance learning environment if:

They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

1. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, in-person communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
2. The student is on pace for on-time completion of the course as required by the school district,
3. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

Attendance/participation in a virtual, blended or distance learning environment may 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, posting/submission of lessons. The student may be counted "present" or "in attendance" when the instructor provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Such attendance/participation reports, progress reports, and grades shall be provided on a regular basis to parents and the school district via electronic format.

Upon the need to stay home for illness, quarantine, caring for ill family members, or COVID-19 related reasons, parents/legal guardians should immediately notify school personnel prepared to share the specific circumstances to ensure proper attendance coding within the school districts record keeping.

Adopted: February 10, 2020

Revised: August 12, 2024

Revised: July 13, 2020



Revised: August 8, 2022

Revised: August 14, 2023

Revised: May 13, 2024

# Contract Approval Memo



**To:** Mustang Board of Education  
**CC:** Charles Bradley, Superintendent   
Jeff Landes, Chief Financial Officer   
Ryan McKinney, Assistant Superintendent of Secondary Schools  
Stacy Edwards, Assistant Superintendent of Elementary Schools

**From:** Karen Wilson, Executive Director of Student Services 

**Board Meeting Date:** August 12, 2024

**Contract Vendor:** ProCare Therapy **Time Frame:** August 1, 2024 thru May 30, 2025

**Amount:** \$ 500,000.00 **Fund:** 621 **Project:** 1000

**New Contract:**  **Renewal Contract:**  (check one)

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

Recruiting, securing, and compensation for Special Education contract service providers for the school year 2024-25.

## **CLIENT SERVICES AGREEMENT**

**ProCare Therapy**, a d/b/a of New Direction Solutions, LLC ("ProCare" or the "Company") and **Mustang Public Schools** whose principal location is 12400 SW 15th Street, Yukon, OK 73099 ("Client") enter into this non-exclusive Client Services Agreement ("Agreement") for the purpose of referring and placing Consultants ("Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Client Assignment Confirmation for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

### **1. Scope of Services.**

ProCare will use its commercially reasonable efforts to provide Consultants for assignment with Client. ProCare will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including worker's compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, ProCare will use its commercially reasonable efforts to find a replacement in a timely manner.

### **2. Independent Contractor.**

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each Consultant shall be an employee of ProCare and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. ProCare agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. ProCare does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, ProCare will notify Client in advance of the assignment to receive approval of this arrangement.

### **3. Telepractice Services.**

ProCare, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D – VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

### **4. Insurance.**

ProCare will maintain at least the following minimum amounts of insurance:

General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.

Workers Compensation - in accordance with state regulations.

Employer's Liability - \$1,000,000.

Excess Liability over General Liability and Employer's Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.

Professional Liability - \$1,000,000 per occurrence and \$3,000,000 aggregate.

Sexual Abuse and Molestation - \$1,000,000 per occurrence and \$3,000,000 aggregate

### **5. Competency and Licensing.**

ProCare will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. ProCare will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While ProCare will make every effort to prescreen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, ProCare will make available to Client all appropriate Consultant records that ProCare may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. In the event Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results that may negatively impact the commencement or continuation of said assignment, the Client shall notify ProCare in writing within three (3) business days of Client becoming aware. Client shall furnish all relevant details regarding the situation. Failure to notify ProCare of such matters may result in the termination of the contractual relationship. ProCare will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

### **6. On-Site Responsibility.**

Client is responsible for providing all support, facilities, training, direction, materials, supplies, and means for the Consultant to complete the assignment. Client acknowledges that ProCare is not providing special education and/or related services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of care and acknowledges that ProCare is not responsible for the Consultant's on-site performance. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety

training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

**7. Employment of Consultants.**

Should Client wish to engage in a contingency search agreement for specific disciplines to help fulfil required staffing levels, the parties will work together to develop a separate agreement outlining the scope of such requested search.

**8. Equal Opportunity.**

It is the policy of ProCare to provide equal opportunity to all Consultants for employment. ProCare and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

**9. Timekeeping and Invoicing.**

Client will ensure that Consultants accurately record the start and stop times for all hours worked, in accordance with the Client's policies utilizing the Client designated method which may include the submission of ProCare's timesheet. Timesheets are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

ProCare will generate an invoice for Client based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) services were provided, Consultant name, Consultant job title, hourly bill rate, total hours billed, and total amount due. Client must review the invoice and notify ProCare of any errors, including billed hours or improper rates, immediately and in writing. Invoicing errors not received within thirty (30) days of the date of invoice shall not be disputed and invoices will be due in full.

**10. Payment Terms.**

Client will be billed on a weekly basis for work performed during the previous week and pay ProCare based on the service charges specified in the Assignment Confirmation included as an addendum to this Agreement. ProCare pays its Consultant(s) overtime in compliance with federal, state, and/or local laws. ProCare will bill Client at one and on-half times the regular bill rate for all hours ProCare is required to pay the Consultant(s) overtime. It is Client's responsibility to notify ProCare if pre-approval is required for any or all overtime hours prior to any such hours being worked. **Payment is due within fifteen (15) days of receipt of invoice.**

**11. Default Charges.**

Invoices shall be considered past due if not paid by the agreed-upon due date. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Additionally, ProCare reserves the right to approve or to discontinue any extension of credit and the terms governing such credit.

**12. Limitation of Liability.**

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

**13. Administrative Responsibilities.**

Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify ProCare in writing within three (3) business days of alleged failure. Failure to notify ProCare before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned representative are not subjected to billing dispute if Client fails to notify ProCare of time sheet and work performed discrepancies.

**14. Incident and Error Tracking.**

Client will report to ProCare any performance issues, incidents, errors and other events related to the care and services provided by ProCare Consultants. ProCare will document reported incidents in Consultant's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

**15. Reporting of Work-Related Injuries.**

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which ProCare's Consultant has been assigned. Client ensures compliance with all applicable OSHA or state Department of Labor obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to ProCare within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to ProCare concurrently with Client for the purpose of reporting such event to ProCare's workers compensation carrier.

It is agreed by the parties that the financial responsibility for treatment of any work-place injuries sustained by a Consultant will be the sole responsibility of ProCare and ProCare's workers' compensation carrier. Any such injuries will not be the financial responsibility of Client or Client's workers' compensation carrier. Any effort by Client on behalf of Consultant to assist and/or seek medical care for Consultant in the event of a work-place injury will not serve to shift the financial responsibility to Client.

**16. Termination of Contracted Assignment with Cause.**

Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered adverse to the overall operation of Client. Client may request that ProCare facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless ProCare has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to ProCare's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that ProCare's Consultants are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by ProCare in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 14 of this agreement. ProCare shall have five (5) business days to refill the position in the event of termination with cause. Should ProCare identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultants assignment.

**17. Termination of Contracted Assignment without Cause.**

Client may cancel an assignment with thirty (30) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 30-day period of notice. In the event Client is unable to provide thirty (30) days' notice of termination, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by ProCare as a result of such cancellation.

**18. Guaranteed Minimum Hours.**

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled shift(s) or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours.

**19. Unscheduled Facility Closure Policy.**

ProCare will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services for all Consultants whose services can be performed in such a setting. Client shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by Client and agreed upon by ProCare. ProCare and Client will mutually determine which contracted disciplines qualify for virtual services. For contracted services not eligible for virtual services, Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of \$200 per day for each day that the Consultant(s) is unable to work by virtue of such Unscheduled Closure.

**20. Multiple Locations.**

If client requires Consultant to travel to and perform services at more than one location, Client will compensate ProCare for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

**21. Issue Resolution.**

In the event Client encounters an issue that is not satisfactorily resolved by its ProCare representative, Client should escalate the issue to the appropriate ProCare manager by calling: 800-825-7133. Please ask for your account representative's manager.

**22. Indemnification.**

Each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.

**23. Confidentiality.**

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement.** It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information.

Disclosures required by law including properly executed Freedom of Information Act requests and information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement shall be the only exceptions permitted under this Agreement.

Confidential Information of ProCare shall include, but is not limited to, any and all unpublished information owned or controlled by ProCare and/or its Consultants, that relates to the clinical, technical, marketing, business or financial operations of ProCare and which is not generally disclosed to the public including but not limited to Consultant information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

**24. Family Education Rights and Privacy Act.**

ProCare shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by ProCare and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

**25. State Retirement System Notice.**

Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant s and fulfilling all associated administrative duties. Client shall immediately notify ProCare if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise ProCare of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to ProCare by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by ProCare. The Client and ProCare expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

**26. Conflicts of Interest.**

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party's business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.



# Contract Approval Memo



**To:** Mustang Board of Education  
**CC:** Charles Bradley, Superintendent  
Jeff Landes, Chief Financial Officer *JL*  
Ryan McKinney, Assistant Superintendent of Secondary Schools *RM*  
Stacy Edwards, Assistant Superintendent of Elementary Schools *SE*

**From:** Karen Wilson, Executive Director of Student Services *KW* *KE*

**Board Meeting Date:** August 12, 2024

**Contract Vendor:** Soliant Health, LLC \_\_\_\_\_ **Time Frame:** August 1, 2024 thru May 30, 2025

**Amount:** \$ 500,000.00 \_\_\_\_\_ **Fund:** 621 \_\_\_\_\_ **Project:** 1000 \_\_\_\_\_

**New Contract:**  \_\_\_\_\_ **Renewal Contract:**  \_\_\_\_\_ (check one)

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Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

Recruiting, securing, and compensation for Special Education contract service providers for the school year 2024-25.

**Soliant Health, LLC** (hereafter referred to as “Soliant” or the “Company”), and **Mustang Public Schools** whose primary location is 12400 SW 15 St, Yukon, OK 73064 (hereafter referred to as “Client”) enter into this non-exclusive Client Services Agreement for the purpose of referring and placing its employees (“Consultants”) with Client. This Agreement shall govern the overall terms of the relationship, while a separate Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

**1. Scope of Services.**

Soliant, a licensed staffing agency in the business of providing supplemental staffing to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to provide Consultants for assignment with Client. Soliant will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including workers' compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, Soliant will use its commercially reasonable efforts to find a replacement in a timely manner.

**2. Independent Contractor.**

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each Consultant shall be an employee of Soliant and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. Soliant agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. Soliant does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, Soliant will notify Client in advance of the assignment in order to receive approval of this arrangement.

**3. Telepractice Services.**

Soliant, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D –VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

**4. Insurance.**

Soliant will maintain at least the following minimum amounts of insurance:  
 General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.  
 Workers Compensation - in accordance with state regulations.  
 Employer's Liability - \$1,000,000.  
 Excess Liability over General Liability and Employer's Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.  
 Professional Liability - \$1,000,000 per occurrence and \$3,000,000 aggregate.  
 Sexual Abuse and Molestation - \$1,000,000 per occurrence and \$3,000,000 aggregate

**5. Competency and Licensing.**

Soliant will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. Soliant will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While Soliant will make every effort to prescreen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, Soliant will make available to Client all appropriate Consultant records that Soliant may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. In the event Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results that may negatively impact the commencement or continuation of said assignment, the Client shall notify Soliant in writing within three (3) business days of Client becoming aware. Client shall furnish all relevant details regarding the situation. Failure to notify Soliant of such matters may result in the termination of the contractual relationship. Soliant will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

**6. On-Site Responsibility.**

Client is responsible for providing all orientation, support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that Soliant is not providing special education and/or related services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of practice and acknowledges that Soliant is not responsible for the Consultant's on-site performance given that Soliant does not have the capacity to provide direct, on-site supervision of daily activity. Client acknowledges that any deviation of the Client's policies and procedures as orientated to Soliant's Consultant should be reported in writing and directly to Soliant immediately so that Soliant may be provided an opportunity to offer correction and/or counseling of unacceptable practices by Consultant. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

## 7. Employment of Consultants.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by the Company for a period of one year after the latest date of introduction, referral, or placement or the conclusion of Consultant's assignment through the Company. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$22,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to the Company upon start date.

## 8. Equal Opportunity.

It is the policy of Soliant to provide equal opportunity to all Consultants for employment. Soliant and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

## 9. Timekeeping and Invoicing.

Client will ensure that Consultants accurately record the start and stop times for all hours worked, in accordance with the Client's policies utilizing the Client designated method which may include the submission of Soliant's timesheet. Timesheets and/or timesheet approvals are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

Soliant will generate an invoice for Client based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) services were provided, Consultant name, Consultant job title, hourly bill rate, total hours billed, and total amount due. Client must review the invoice and notify Soliant of any errors, including billed hours or improper rates, within thirty (30) days of the date of invoice. Soliant shall resolve any error and provide corrected invoice mutually acceptable to both parties within a reasonable period. In the event client fails to dispute or report any errors within thirty (30) days, errors shall not be accepted as a disputed charge and invoices will be due and payable in full.

## 10. Payment Terms.

Client will be billed on a weekly basis for all services provided during the previous week. Client will pay Soliant based on the service charges specified in the Consultant Assignment Confirmation included as an addendum to this Agreement. Soliant pays its Consultant(s) overtime in compliance with federal, state, and/or local laws. Soliant will bill Client at one and one-half times the regular bill rate for all hours Soliant is required to pay the Consultant(s) overtime. It is Client's responsibility to notify Soliant if pre-approval is required for any or all overtime hours prior to any such hours being worked. **Payment is due within fifteen (15) days of receipt of invoice.**

## 11. Default Charges.

Invoices shall be considered past due if not paid by the agreed-upon due date. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Additionally, Soliant reserves the right to approve or to discontinue any extension of credit and the terms governing such credit.

## 12. Limitation of Liability.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

## 13. Administrative Responsibilities.

Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify Soliant in writing within three (3) business days of alleged failure. Failure to notify Soliant before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned representative are not subjected to billing dispute if Client fails to notify Soliant of time sheet and work performed discrepancies.

## 14. Incident and Error Tracking.

Client will report to Soliant any performance issues, incidents, errors and other events related to the care and services provided by Soliant employees. Soliant will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

## 15. Reporting of Work-Related Injuries.

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which Soliant's Consultant has been assigned. Client ensures compliance with all applicable OSHA or state Department of Labor obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to Soliant within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to Soliant concurrently with Client for the purpose of reporting such event to Soliant's workers compensation carrier. If Client's reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both Soliant and Soliant's Consultant.

### **16. Termination of Contracted Assignment with Cause.**

Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered adverse to the overall operation of Client. Client may request that Soliant facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless Soliant has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to Soliant's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that Soliant's Consultant s are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by Soliant in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 14 of this agreement. Soliant shall have five (5) business days to refill the position in the event of termination with cause. Should Soliant identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultant s assignment.

### **17. Termination of Contracted Assignment without Cause.**

Client may cancel an assignment with thirty (30) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 30-day period of notice. In the event Client is unable to provide thirty (30) days' notice of termination, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by Soliant as a result of such cancellation.

### **18. Guaranteed Minimum Hours.**

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days.

### **19. Unscheduled Facility Closure Policy.**

Soliant will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services for all Consultants whose services can be performed in such a setting. Client shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by Client and agreed upon by Soliant. Soliant and Client will mutually determine which contracted disciplines qualify for virtual services. For contracted services not eligible for virtual services, Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of \$200 per day for each day that the Consultant(s) is unable to work by virtue of such Unscheduled Closure.

### **20. Multiple Locations.**

If client requires Consultant to travel to and perform services at more than one location, Client will compensate Soliant for travel time between facilities at the regular hourly bill rate and for mileage not to exceed the current acceptable IRS reimbursement rate.

### **21. Issue Resolution.**

In the event Client encounters an issue that is not satisfactorily resolved by its Soliant representative, Client should escalate the issue to the appropriate Soliant manager by calling 800-849-5502. Please ask for your account representative's manager.

### **22. Indemnification.**

To the extent permitted by law, each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.

### **23. Confidentiality.**

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement.** It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information.

Disclosures required by law including properly executed Freedom of Information Act requests and information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, shall be the only exceptions permitted under this Agreement.

Confidential Information of Soliant shall include, but is not limited to, any and all unpublished information owned or controlled by Soliant and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Soliant and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

### **24. Family Education Rights and Privacy Act.**

Soliant shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by Soliant and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultant s assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

### **25. State Retirement System Notice.**

This notice is intended to clarify the manner of payment in contemplation of a Consultant's mandatory or permissive participation in a state teacher retirement system, school employees' retirement system, and/or any similar or successor system applicable to the professionals provided by Soliant. Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant s and fulfilling all associated administrative duties. Client shall immediately notify Soliant if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise Soliant of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to Soliant by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by Soliant. The Client and Soliant expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

### **26. Conflicts of Interest.**

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party's business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

### **27. Survival.**



# CONTRACT APPROVAL MEMO



**To:** Mustang Board of Education  
**CC:** Charles Bradley, Superintendent  
Jeff Landes, Chief Financial Officer *JL*

**From:** Jeff Landes, Chief Financial Officer *JL For Jessica Hill*

**Board Meeting Date:**

**Contract Vendor:** SeeSaw **Time Frame:** July 31, 2024 - June 2025

**Amount:** \$ 4,725.00 **Fund:** 11 **Project:** 002

**New Contract:**  **Renewal Contract:**  (check one)

Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

Seesaw - communication platform school to home partnerships. Seesaw implementation at RW 2020 to current date.



548 Market St.  
PMB 98963  
San Francisco, California 94104

Thank you for your interest in renewing your Seesaw for Schools subscription. This form will replace the DocuSign that you may have completed for us in the past. Once you've submitted this form, we will send you an invoice - which will be dated with your actual renewal date (see "contract start date" below), and due 30 days from then.

Date

Jul 25 2024

Bill To Name

Riverwood Elementary

Quote Number

107397

Quote Expiration Date

08/01/2024

## **School/District Information**

School/District Name \*

Riverwood Elementary

Street \*

11800 SW 44th St

City \*

Yukon

State/Province \*

Oklahoma

Country \*

United States

Zip/Postal Code \*

73099

**Is this the correct school? \***

Yes

No

## Contract Summary: Seesaw for Schools

Currency

USD

Total Enrollment



700

As we continue to add features and capabilities, prices will incrementally increase over time. To lock in our current price in the event of a price increase - and cover more of your Seesaw subscription now, to have additional budget flexibility in future years - you can opt into a multi-year subscription.

- Subscriptions will be invoiced annually

Whichever option you choose, your renewed subscription term will officially begin on the date listed below ("Contract Start Date") - this will also be your next invoice date.

**Payment is due at the end of the first month of your new subscription.**

**Renewal Contract Length \***

1 Year

Custom Contract Length

Total Contract Price

\$ 4,725.00

Contract Start Date

08/01/2024

Contract End Date

07/31/2025

VAT/GST Registration Number

Do you have a VAT/GST registration number or equivalent?

Please select...



### Contact Details

Please make modifications to the contact fields below as needed.

School Admin Contact (Who is the primary contact for your school?)

First Name \*

Last Name \*

Email Address \*

Title / Position \*

Phone Number \*

Seesaw Lead (Who is responsible for Seesaw training and adoption?)

First Name \*

Last Name \*

Email Address \*

Title / Position \*

Phone Number \*

Technical Contact (Who can help set up your school?)

First Name \*

Last Name \*

Email Address \*

Title / Position \*

Phone Number \*

Billing Contact (Who will pay the invoice?)

First Name \*

Jessika

Last Name \*

Hill

Email Address \*

hillj@mustangps.org

Title / Position \*

Phone Number \*

**Purchase Confirmation**

Total Enrollment\*

700

Total Contract Price\*

\$ 4,725.00

*Any applicable sales tax will be applied to your invoice*

By initialling here, I confirm my understanding that this contract, including the number of students and amount, is a non-adjustable binding agreement. I also confirm that my school or district agrees to pay the full amount quoted per the payment schedule above, and that I have proper payment authorization (including a PO # if required) to submit this order.

Initial Here \*

### Master Services Agreement

This purchase is governed by the terms of the Seesaw Learning, Inc. Master Services Agreement ("Agreement").

By checking this box and submitting this form, you acknowledge that you have read and accept this Agreement on behalf of your school or district.

### Purchaser Contact Details

First Name \*

Last Name \*

Title / Position \*

Email \*

Phone \*

PO number (if required)



I'm not a robot

reCAPTCHA  
[Privacy](#) - [Terms](#)

reCAPTCHA helps prevent automated form spam.

The submit button will be disabled until you complete the CAPTCHA.

[Confirm Purchase](#)

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## Seesaw Self-Serve

# CONTRACT APPROVAL MEMO



**To:** Mustang Board of Education  
**CC:** Charles Bradley, Superintendent  
Jeff Landes, Chief Financial Officer *jl*

**From:** Ramae Collins, Mustang Middle School *rc*

**Board Meeting Date:** August 12th, 2024

**Contract Vendor:** Lifetouch Yearbooks **Time Frame:** 24-25 School Year

**Amount:** \_\_\_\_\_ **Fund:** 60 **Project:** \_\_\_\_\_

**New Contract:**  **Renewal Contract:**  (check one)

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Discussion, motion and possible action to approve entry into an agreement with the above-referenced vendor for the following items or services:

FY25 Yearbook production services for Mustang Middle School

# Lifetouch

2024-2025 Yearbook Sales Agreement

Agreement Valid Through: 2024-2025

<b>Account:</b> Mustang Middle School	<b>LID #:</b> 54487	<b>Phone #:</b> 405-376-2448
<b>Address:</b> 1145 S Heights Drive, Mustang, Oklahoma, 73064		<b>Enrollment:</b> 725
<b>Adviser Name:</b> Mandy Sawyer	<b>Adviser Email:</b> sawyerM@mustangps.org	<b>Adviser Phone:</b> 405-376-2448
<b>Ship Yearbooks To:</b> Account	<b>Send Invoice To:</b> Account	

## Yearbook Specification

**Size:** 8      **Number of Pages:** 64      **Number of Copies:** 276      **Photographed By Lifetouch:** Yes

	School	Consumer
Yearbook Pricing Per Copy	\$ 23.68	\$ 25.00

## Yearbook Dates

**Requested Arrival Date:** 05/02/25      **Website Activation Date:** 08/02/24      **YB Pay Type:** Direct - Cash, Check and Online

**YB Pay Activation Date:** 08/05/24      **Cover Deadline:** 02/03/25

**Final Page Deadline:** 03/31/25      **Final Quantity Deadline:** 03/31/25

Cover and page deadlines will vary based on what enhancements are applied and based on the number of pages within your book. Exact deadline dates will be reflected on the Lifetouch Yearbook website dashboard upon enrollment.

**Cover and Binding Type**

	School	Consumer
<b>Cover Type:</b> Hard Cover Size 8	\$ 0.00	\$ 0.00
<b>Binding Type:</b> Smythe Sewing	\$ 0.00	\$ 0.00
<b>Cover Design:</b> Original Cover	\$ 0.00	\$ 0.00
<b>Cover Material:</b> Paper	\$ 0.00	\$ 0.00
<b>Cover Lamination:</b> Matte	\$ 0.00	\$ 0.00
<b>Binder Board:</b> 120 pt	\$ 0.00	\$ 0.00
<b>Foil Icons:</b> Debossed Foil Icons	\$ 1.65	\$ 4.00
<b>Endsheet Type:</b> 1-Color Original Design Endsheet SFB	\$ 0.00	\$ 0.00
<b>Endsheet Paper:</b> White Matte Paper 100#	\$ 0.00	\$ 0.00

**Cover Personalization**

	School	Consumer
<b>Personalization:</b> Debossed Foil Names 1Line(Diff Qty)	\$ 4.00	\$ 6.00

**Consumer Enhancements**

	School	Consumer
<b>Zoom:</b> US Zoom (Taped Diff Qty)	\$ 1.75	\$ 3.00
<b>Autographed Inserts:</b> 4 Page Autograph Insert (Taped Diff Qty)	\$ 0.65	\$ 2.00

**Comments and Additional Details**

**Option:** 64 pages - \$23.51

**Tiered Pricing**

\$25 until 10/11/2023

\$35 10/11/2023 - 03/14/2024

\$45 3/15/2024 - Until Sold Out

**Shipping and Handling**

Shipping & Handling Model	Price
Fixed per Book	\$ 0.40
<b>*Estimated School Total w Ship &amp; Handling</b>	\$ 6646.08

Per Copy (Including Shipping & Handling)

\$ 24.08

Deposit Rate

75 %

\* School Price excludes any applicable taxes. Lifetouch will apply all applicable transaction taxes on the final invoice. If tax exempt, please supply official documentation. Changes to the estimated total will be documented for approval prior to finalization.

### Signatures

The School, by its authorized representative, designates Shutterfly Lifetouch, LLC (Lifetouch) as the School's yearbook publisher for the Agreement years and authorizes and directs Lifetouch to print the materials as specified during the terms of this Agreement. This Agreement is subjected to the terms and conditions in this document.

Lifetouch Representative (Signature)

Lifetouch Representative

Date

Dallas Arnold

Email Address: dallas.arnold@lifetouch.com

Authorized School Representative (Signature)

Authorized School Representative

Date

## Terms of Publication Agreement

**THIS PUBLICATION AGREEMENT** includes the Terms on the front and back of this form and cannot be changed except in writing, signed by the School and Shutterfly Lifetouch, LLC. ("Lifetouch")

**LIFETOUCH** will provide materials in the form of yearbook kits, layouts, envelopes, instructions and a production schedule for the programs selected to enable the School to prepare its yearbook for printing. The School agrees to prepare and submit all materials, including photographs, graphics and clip art in accordance with the instructions and deadline schedules.

**INTERNET-BASED APPLICATION:** Some of the Lifetouch products and services are provided through an Internet-based application ("Application"). By selecting an Application, the School authorizes Lifetouch to transmit information, including images, to and from the School and Lifetouch, its affiliated companies, their employees, agents and representatives. The School agrees to comply with the security features of the Application and to protect and control access to the Application, including without limitation, user access credentials.

**EMAIL COMMUNICATIONS:** Many yearbook communications between Lifetouch and the School will be by email. The Yearbook Adviser email address designated on the front of this Agreement, or such other email address as provided by the School, will be an agreed communication address and communication method. The School agrees to regularly monitor and keep secure the email address and advise Lifetouch promptly of any changes.

**PHOTOGRAPHS AND GRAPHICS:** Lifetouch reserves the right to crop photographs, graphics, clip art and other materials as deemed necessary by Lifetouch and is not liable for their loss or damage. Lifetouch will make a reasonable effort to return original materials but does not guarantee their return.

**PROOFS:** So that production will not be delayed, the School agrees to check proofs and return them in the envelope provided or approved via the Web site within 48 hours after receipt. Delay in returning proofs will delay delivery of the yearbooks.

**DELIVERY:** For on-time delivery, Lifetouch must receive the materials for the correct pages (including cover selection and final order quantity) on or before the deadline dates indicated on the front of this Agreement as may be updated via the Web site.

Lifetouch is excused from meeting the requested ship date if pages are not in the plant by the specified deadline date. Handwork in the book or on the cover will require the final deadline to be one week earlier. Books will be shipped to the School.

**ADDITIONAL CHARGE ITEMS:** The School agrees to pay for artwork provided by Lifetouch, corrective work on School material and non-standard composition or layout. All artwork and custom design work provided by Lifetouch, including any embossing or debossing dies and designs developed at the School's expense, are provided to the School on a nonexclusive basis, and Lifetouch retains all copyrights therein. Charges will be discussed with a School Representative and appear on the final invoice.

**END USER BOOK SALES:** As a convenience to the School, Lifetouch may collect payments from end users (parents and students) on the school's behalf. In all cases, the Seller of the yearbook to end users is the School or associated School organization, not Lifetouch. Sales tax may or may not apply depending on applicable state and local laws. The School is solely responsible for collecting and remitting any taxes applicable to yearbook sales to end users.

**PAYMENT PLAN:** The School is the purchaser of the books. The School agrees to pre-sell all books. The School agrees to pay a minimum deposit per the Deposit Rate indicated in the Agreement Details above by the time final pages are submitted to Lifetouch's plant. A deposit notice will be sent at the later of on or about October 1 or 30 days after this Agreement has been signed. The deposit must be remitted to Shutterfly Lifetouch LLC, 2291 W Fourth St, Suite C, Ontario, OH 44906. A final invoice will be sent to the School approximately three days after book shipment. Full payment is due (to above address) within 10 days after books are received at the School. The School agrees to pay a 1% monthly service fee for late payment.

**PAYING BY CHECK:** When the School pays by check, the School authorizes Lifetouch to process the payment as a check transaction, or to use information from the check to make a one-time electronic fund transfer from the School's checking account. Funds may be withdrawn from the account on the day Lifetouch receives payment, and the financial institution will not return the check. A service fee may be charged on returned checks.

**THE SCHOOL** grants to Lifetouch and its related companies permission to reproduce, distribute and otherwise use reproductions of the School's materials, including without limitation the cover design and production materials, in sales and promotional literature and as samples, without compensation to the School.

**MISC:** Lifetouch may assign its rights and obligations hereunder. This Agreement binds and benefits the parties and their respective successors and assigns.

**LIFETOUCH** reserves the right to refuse to print any material, which in its opinion is tortious, illegal or violates any copyright or proprietary rights. Lifetouch assumes no obligation for reviewing or editing materials submitted by or on behalf of the School.

**THE SCHOOL** is responsible for the content of the book and materials submitted to Lifetouch for printing. Upon request, the School agrees to obtain such authorizations as considered necessary by Lifetouch. The School releases Lifetouch and, to the extent permitted by applicable law, will indemnify and hold harmless Lifetouch, its affiliated companies, employees, agents and representatives from any and all claims, demands, actions, losses, costs, expenses and reasonable attorney fees arising out of or in connection with the printing of any materials submitted by the School, its faculty, administrators, students, employees, representatives, agents or breach of the School's obligations for Applications.

**CANCELLATION:** This Agreement is not subjected to cancellation by either party during the term of this Agreement except by written consent of both the School and Lifetouch.

**NEITHER PARTY** is liable for delays or losses as a result of strikes, accidents, government restrictions, acts of God, acts of war, or other causes beyond its control, and such delays will not constitute a breach of contract.

**Remit Payment To:**  
Shutterfly Lifetouch LLC  
2291 W Fourth St  
Suite C  
Ontario, OH 44906

**Yearbook Adviser Support**  
Email: [yearbookadvisersupport@lifetouch.com](mailto:yearbookadvisersupport@lifetouch.com)  
Phone: 1.800.736.4761

*Chris Tobler*  
*Executive Director of HR*

## **MEMO**

To: Mustang Board of Education

CC: Charles Bradley, Superintendent

From: Chris Tobler, Executive Director of Human Resources *CT.*

Date: August 5, 2024

Re: Additional Duty Contracts

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Please consider and approve the attached list of Additional Duty Contracts that are automatically assigned to employees based upon the position for which they have been hired. By approving this list on an annual basis it will facilitate an automated transfer into our payroll system resulting in less errors and a quicker application to an employee's paycheck.

# Mustang Public Schools

## Positional Additional Duty Contracts

### Board-Approved Additional Duties Assigned Based Upon the Primary Contracted Position

Revised 8/1/2024

Behavior Interventionist + 10 Days
Career Tech - Business & Technology
Career Tech - FACS
Career Tech - Marketing
Career Tech - STEM
Career Tech - STEM Part-Time
Career Tech Ag Summer Pay 20%
Career Tech Agriculture
Counselor \$1,770
Counselor + 10 Days (Middle School)
Counselor + 12 Days (High School)
Counselor + 6 Days (Intermediate and Elementary School)
Media Tech Director + 5 Days
Nurse + 3 Days
Nurse +10 Days
Nurse Department Head
REC Therapist + 12 Days
Salary in Lieu of Retirement (Employee election)
Special Ed Additional 1% Certified (1 - 4 years)
Special Ed Additional 1% Support (1 - 4 years)
Special Ed Additional 2% Certified (5 - 9 years)
Special Ed Additional 2% Support (5 - 9 years)
Special Ed Additional 3% Certified (10+ years)
Special Ed Additional 3% Support (10+ years)

# Change Order MEMO



**To:** Mustang Board of Education  
**CC:** Charles Bradley, Superintendent  
Jeff Landes, CFO *me*

**From:** Dr. Jason Pittenger, Assistant Superintendent, Operations *JPP*

**Date:** 8/12/24

**Contract Vendor:** CADE Construction \_\_\_\_\_ **Time Frame:** \_\_\_\_\_

Discussion, motion and possible action to approve the potential change order with the Construction Manager at-Risk:

GMP Amendment #4 for elementary #9: Increase of \$415,000 due to the completion of remaining bid scopes. The additional \$35,000 *(GMP)* for testing, additional contingency, and fees. GMP #3 from \$30,844,490.96 to \$31,294,740.39, a difference of \$450,249.43

GMP # 4

# AIA® Document A133® – 2019 Exhibit A

## Guaranteed Maximum Price Amendment

This Amendment dated the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ (the "Agreement")

*(In words, indicate day, month, and year.)*

for the following **PROJECT:**  
*(Name and address or location)*

MPS Elementary #9  
4800 S. Sara Rd.  
Oklahoma City, OK 73064

**THE OWNER:**  
*(Name, legal status, and address)*

Mustang Public Schools  
909 S. Mustang Rd.  
Mustang, OK 73064

**THE CONSTRUCTION MANAGER:**  
*(Name, legal status, and address)*

CADE Construction  
701 W. Sheridan Ave., Suite 108  
Oklahoma City, OK 73102

### TABLE OF ARTICLES

- A.1 GUARANTEED MAXIMUM PRICE
- A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- A.3 INFORMATION UPON WHICH AMENDMENT IS BASED
- A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

### ARTICLE A.1 GUARANTEED MAXIMUM PRICE

#### § A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed thirty-one million two hundred ninety-four thousand seven hundred forty and thirty-nine hundredths (\$ 31,294,740.39 ), subject to additions and deductions by Change Order as provided in the Contract Documents.

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

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

§ A.1.1.2 **Itemized Statement of the Guaranteed Maximum Price.** Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.

*(Provide itemized statement below or reference an attachment.)*

See Attachment A – Budget Summary Sheet

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ A.1.1.4 The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ A.1.1.5 **Alternates**

§ A.1.1.5.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
<u>N/A</u>	<u>N/A</u>

§ A.1.1.5.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.

*(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*

Item	Price	Conditions for Acceptance
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

§ A.1.1.6 Unit prices, if any:

*(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

## ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ A.2.1 The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

The date of execution of this Amendment.

Established as follows:

*(Insert a date or a means to determine the date of commencement of the Work.)*

1/1/2024

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

§ A.2.2 Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ A.2.3 **Substantial Completion**

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

*(Check one of the following boxes and complete the necessary information.)*

Not later than ( ) calendar days from the date of commencement of the Work.

Init.

[  ] By the following date: 7/31/2025

§ A.2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
<u>N/A</u>	<u>N/A</u>

§ A.2.3.3 If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

#### ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ A.3.1.1 The following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

§ A.3.1.2 The following Specifications:  
(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

Specifications titled "Mustang Public Schools Elementary #9 – Bid Package #04"

Section	Title	Date	Pages
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

§ A.3.1.3 The following Drawings:  
(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

Drawings titled "Mustang Elementary School # 9 – Bid Package #04"

Number	Title	Date
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

§ A.3.1.4 The Sustainability Plan, if any:  
(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title	Date	Pages
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:  
(Identify each allowance.)

Item	Price
<u>Floor Protection Allowance</u>	<u>\$100,000.00 (To be approved by MPS before use)</u>
<u>Earthwork Allowance</u>	<u>\$75,000.00 (To be approved by MPS before use)</u>

Misc. Steel Allowance \$35,000.00 (To be approved by MPS before use)  
These allowances are included in the listed 5% Contingency and not in addition to.

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:  
(Identify each assumption and clarification.)

This is the final amendment as it relates to scopes of work being bid out for this project. All scopes of work have been competitively bid for this project.

§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:  
(List any other documents or information here, or refer to an exhibit attached to this Amendment.)

N/A

**ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS**

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:  
(List name, discipline, address, and other information.)

N/A

This Amendment to the Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
CONSTRUCTION MANAGER (Signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
(Printed name and title)

Init.

**Certification of Document's Authenticity**  
**AIA® Document D401™ – 2003**

I, Austin Reid, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification at 17:37:27 ET on 07/25/2024 under Order No. 2114553419 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ – 2019 Exhibit A, Guaranteed Maximum Price Amendment, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

---

*(Signed)*


---

*(Title)*

---

*(Dated)*

# Attachment A

		MPS Elementary #09				
Date: 7/25/2024						
Description	Bid Package #1 GMP Amendment	Bid Package #2 GMP Amendment	Bid Package #3 GMP Amendment	Bid Package #4 GMP Amendment	GMP Amendments Combined	
03A	Building & Tilt-up Concrete - Pedro's Concrete	\$ -	\$ -	\$ 1,891,125.00		\$ 1,891,125.00
03B	Site Paving - Ellsworth Construction	\$ -	\$ -	\$ 1,144,113.00		\$ 1,144,113.00
04A	Masonry - Forza	\$ -	\$ -	\$ 595,900.00		\$ 595,900.00
05A	Structural Steel (Material) - Shawnee Fab.	\$ -	\$ -	\$ 1,836,500.00		\$ 1,836,500.00
05B	Structural Steel (Erection) - Warrior Steel			\$ 824,000.00		\$ 824,000.00
06A	Architectural Millwork - NexSpaces	\$ -	\$ -	\$ 1,612,160.00		\$ 1,612,160.00
07A	Joint Sealants, EJ Assemblies, & Water Repellents - GDA	\$ -	\$ -	\$ 283,435.00		\$ 283,435.00
07B	Metal & Composite Wall Panels - OK Roofing	\$ -	\$ -	\$ 454,165.00		\$ 454,165.00
07C	Membrane Roofing & Soffit Panels - Standard Roofing	\$ -	\$ -	\$ 1,282,415.00		\$ 1,282,415.00
07D	EIFS - Forza			\$ 89,900.00		\$ 89,900.00
07E	Intumescent Fire Protection - True Fireproofing				\$ 49,981.00	\$ 49,981.00
P08A	Doors/Frames/Hardware (Material) - Scovil & Sides	\$ -	\$ -	\$ 530,646.00		\$ 530,646.00
08A	Doors/Frames/Hardware (Labor) - Architectural Reflections	\$ -	\$ -	\$ 49,995.00		\$ 49,995.00
08B	Aluminum Entrances, Storefronts & Glazing - The Glass Specialists	\$ -	\$ -	\$ 475,860.00		\$ 475,860.00
08C	Overhead Coiling Doors - The OH Door Company of Lawton	\$ -	\$ -	\$ 26,989.20		\$ 26,989.20
09A	Gypsum Board Assemblies & Ceiling Systems - Arrow	\$ -	\$ -	\$ 1,912,132.00		\$ 1,912,132.00
09B	Polished Concrete, Flooring, and Tilings - Bryan's Flooring	\$ -	\$ -	\$ 724,816.00		\$ 724,816.00
09C	Painting - Cherokee Painting	\$ -	\$ -	\$ 264,580.00		\$ 264,580.00
P10A	Specialties (Material) - Scovil & Sides	\$ -	\$ -	\$ -	\$ 109,300.00	\$ 109,300.00
10A	Specialties (Labor) - Architectural Reflections	\$ -	\$ -	\$ -	\$ 27,975.00	\$ 27,975.00
10B	Signage - Acura Neon	\$ -	\$ -	\$ 70,155.00		\$ 70,155.00
10C	Flagpoles - Factory Direct	\$ -	\$ -	\$ -	\$ 7,650.71	\$ 7,650.71
10D	Walkway Coverings - Archetype	\$ -	\$ -	\$ 39,500.00	\$ 9,390.00	\$ 48,890.00
11A	Food Service Equipment - Oswalt	\$ -	\$ -	\$ 998,127.00		\$ 998,127.00
11B	Gymnasium Equipment - Sportstech	\$ -	\$ -	\$ 42,500.00		\$ 42,500.00
12A	Window Shades - Russell Interiors	\$ -	\$ -	\$ 32,240.00		\$ 32,240.00
21A	Fire Suppression - P&L Fire	\$ -	\$ -	\$ 265,265.00		\$ 265,265.00
22A	Plumbing - Lieber Mechanical	\$ -	\$ -	\$ 5,733,000.00		\$ 5,733,000.00
23A	HVAC - Lieber Mechanical	\$ -	\$ -	In Plumbing		\$ -
26A	Electrical - Baker Brothers	\$ -	\$ -	\$ 2,193,000.00	\$ 190,061.00	\$ 2,383,061.00
31A	Earthwork - 266 & CO	\$ 500,000.00	\$ -	\$ -		\$ 500,000.00
32A	Landscaping & Irrigation - AAA Landscaping	\$ -	\$ -	\$ 585,916.60		\$ 585,916.60
33A	Site Utilities - Bear Creek Construction	\$ -	\$ 963,848.00	\$ -		\$ 963,848.00
<b>REMAINING JOB SCOPES:</b>						
Playground Equipment - Provided by MPS						
All Furniture - Provided by MPS						
Burglar Alarm - Provided by MPS						
Telecommunications - Provided by MPS						
Security Cameras & Access Control - Provided by MPS						
Residential Appliances in Life Skills room - Provided by MPS						
Contingency (5%)	\$50,000.00	\$48,192.40	\$ 1,197,921.74	\$ 19,717.89	\$ 1,315,832.03	
Contingency - Misc. Steel - \$35,000.00						
Contingency - Floor Protection - \$100,000.00						
Contingency - Earthwork - \$75,000.00						
Subtotal	\$550,000.00	\$1,012,040.40	\$ 25,156,356.54	\$ 414,075.60	\$ 27,132,472.54	
Staff Costs	\$1,274,624.00	\$ -	\$ -	\$ -	\$ 1,274,624.00	
General Conditions	\$951,400.00	\$ -	\$ -	\$ 10,000.00	\$ 961,400.00	
Subtotal	\$2,226,024.00	\$0.00	\$ -	\$ 10,000.00	\$ 2,236,024.00	
Bonds	\$40,968.43	\$867.46	\$ 25,004.63	\$ 492.63	\$ 67,333.16	
Insurance (General Liability & Builders Risk)	\$102,760.24	\$10,120.40	\$ 251,563.57	\$ 4,240.76	\$ 368,684.97	
Subtotal	\$143,728.67	\$10,987.87	\$ 276,568.19	\$ 4,733.39	\$ 436,018.12	
CM Fee (5%)	\$145,987.63	\$51,151.41	\$ 1,271,646.24	\$ 21,440.45	\$ 1,490,225.73	
<b>Total Construction Costs</b>	<b>\$3,065,740.31</b>	<b>\$1,074,179.68</b>	<b>\$ 26,704,570.97</b>	<b>\$ 450,249.44</b>	<b>\$ 31,294,740.39</b>	

# Change Order MEMO



To: Mustang Board of Education  
CC: Charles Bradley, Superintendent  
Jeff Landes, CFO

A handwritten signature in blue ink, appearing to be 'JL'.

From: Dr. Jason Pittenger, Asst. Superintendent

A handwritten signature in blue ink, appearing to be 'JP'.

Date: 8/8/24

Contract Vendor: Timberlake Construction Time Frame: \_\_\_\_\_

Discussion, motion and possible action to approve the potential change order with the Construction Manager at-Risk:

Change Order #16 for HS Softball Hitting Facility - Raceway for Access Control doors

Add conduit pathways for access control at the single man door on the S. side and at the dbl man door at the S. end of the W. side. Mount surface exterior box on both doors for card reader/keypad. Add conduits from strike locations and hinge sides to next horz framing member and stubbed out of liner panel - \$2,107.85

We will utilize contingency - \$2,107.85

Timberlake Construction Co., Inc.  
7613 N Classen Blvd  
Oklahoma City, Oklahoma 73116  
Phone: (405) 840-2521  
Fax: (405) 840-5469

Project: 23-20 - Mustang Softball Batting Facility  
421 W Dowden  
Mustang, Oklahoma 73064

**Prime Contract Potential Change Order #016: Raceway for Access Control Drs**

<b>TO:</b>	Mustang Public Schools 909 S Mustang Rd Mustang Oklahoma, 73064	<b>FROM:</b>	Timberlake Construction Co., Inc. 7613 N Classen Blvd Oklahoma City Oklahoma, 73116
<b>PCO NUMBER/REVISION:</b>	016 / 0	<b>CONTRACT:</b>	23-20 - Mustang Softball Field
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Jay Crawford (Timberlake Construction Co., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	8/7 /2024
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	#005 - MPS Softball CO #5
<b>FIELD CHANGE:</b>	No	<b>ACCOUNTING METHOD:</b>	Amount Based
<b>LOCATION:</b>		<b>PAID IN FULL:</b>	No
<b>SCHEDULE IMPACT:</b>		<b>TOTAL AMOUNT:</b>	\$2,107.85

POTENTIAL CHANGE ORDER TITLE: Raceway for Access Control Drs

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

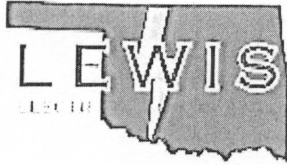
**CE #016 - Raceway for Access Control Doors**

Add conduit pathways for access control at the single man door on the South Side and at the dbl man door at the South end of the West Side. Mount surface exterior box on both doors for card reader/keypad. Add conduits from strike locations and hinge sides to next horz framing member and stubbed out of liner panel.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	260-500 - Electrical	Raceway for Access Control Doors	Subcontract	\$ 1,957.15
<b>Subtotal:</b>				<b>\$1,957.15</b>
Insurance : 0.28% Applies to all line item types.				\$ 5.48
Bonds: 1.50% Applies to all line item types.				\$ 29.36
Safety: 0.32% Applies to all line item types.				\$ 6.26
Shop Support: 0.30% Applies to all line item types.				\$ 5.87
Cleaning General: 0.30% Applies to all line item types.				\$ 5.87
Fee: 5.00% Applies to all line item types.				\$ 97.86
<b>Grand Total:</b>				<b>\$2,107.85</b>





4712 SW 20<sup>TH</sup> ST  
OKLAHOMA CITY OK 73128  
405.604.5479  
OK LICENSES # 63254

---

Mustang Softball Batting Facility

8-6-2024

Quote Number 2115-003

Scope: Pricing to add conduit pathways for access control at the single man door on the South side and at the double man door at the South end of West side. To install a surface mounted box on the exterior of both doors for a card reader/keypad. Conduits from strike locations and hinge sides to be ran vertically to next horizontal framing member and stubbed out of the liner panel.

Material -	\$661.20
Labor -	\$956.28
Overhead -	\$161.75
Markup -	\$177.92

TOTAL \$1,957.15

Vice President

Ben Griffith



*Charles Bradley*  
*Superintendent*

# Memo

To: Board of Education

Date: August 12, 2024

Re: 1080 Hours Calendar for 2024-2025 School Year

---

Please discuss, consider and/or act upon the recommendation for one thousand eighty (1080) hours calendar option from policy #2123 for the 2024-2025 school year.

**INSTRUCTIONAL YEAR CALENDAR**

As provided in Oklahoma Statutes, school shall actually be in session and classroom instruction offered:

- a. For not less than one hundred eighty (180) days;
- b. For not less than one thousand eighty (1,080) hours each school year, if a district board of education adopts a school-hours policy and notifies the State Board of Education prior to October 15 of the applicable school year;
- c. Beginning with the 2021-2022 school year, for not less than one thousand eighty (1,080) hours with a minimum of one hundred sixty-five (165) days of instruction each school year, if a district board of education adopts a school-hours policy and notifies the State Board of Education prior to October 15 of the applicable school year;
- d. Beginning with the 2021-2022 school year, for not less than one thousand eighty (1,080) hours each school year, if a district board of education adopts a school-hours policy, notifies the State Board of Education prior to October 15 of the applicable school year and meets or exceeds the minimum guidelines for student performance and school district cost savings established by the State Board of Education.

No more than thirty (30) of these hours shall be used for professional meetings.

In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year.

70 O. S. § 1-109

Adopted 06-27-19

Mustang Public Schools Board of Education  
Calendar Year 2023

Date: August 12, 2024

School District Name and Number: Mustang Public Schools, I-690

Address: 12400 SW 15<sup>th</sup> St., Yukon, OK 73099

Telephone: (405) 376-2461

<u>DATE</u>	<u>TIME</u>	<u>PLACE OF MEETING</u>
January 13, 2025	6:00 PM	Mustang Educational Resource Center
February 17, 2025	6:00 PM	Mustang Educational Resource Center
March 10, 2025	6:00 PM	Mustang Educational Resource Center
April 14, 2025	6:00 PM	Mustang Educational Resource Center
May 12, 2025	6:00 PM	Mustang Educational Resource Center
June 9, 2025	6:00 PM	Mustang Educational Resource Center
July 14, 2025	6:00 PM	Mustang Educational Resource Center
August 11, 2025	6:00 PM	Mustang Educational Resource Center
September 8, 2025	6:00 PM	Mustang Educational Resource Center
October 13, 2025	6:00 PM	Mustang Educational Resource Center
November 10, 2025	6:00 PM	Mustang Educational Resource Center
December 8, 2025	6:00 PM	Mustang Educational Resource Center

Address for the Mustang Educational Resource Center is 909 S. Mustang Rd., Mustang, OK 73064.

Name of Person Reporting Dates: Dr. Robert Rader

Title: President, Mustang Public Schools Board of Education

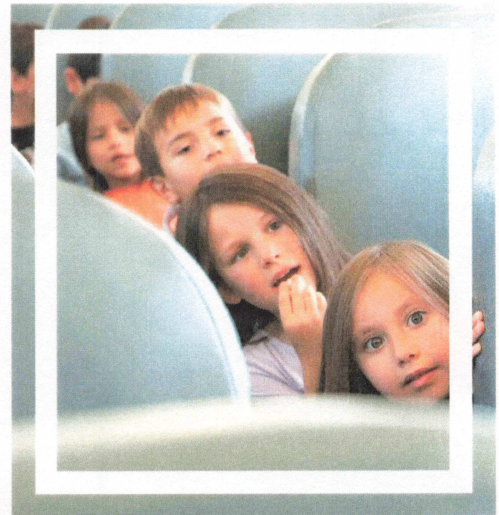
Signature: \_\_\_\_\_



**MUSTANG  
PUBLIC  
SCHOOLS**



**STUDENT  
HANDBOOK  
2024-2025**





# Mustang Public Schools

## Physical Address

## Mailing Address

909 S Mustang Rd.	12400 SW 15th Street
Mustang, Oklahoma	Yukon, Oklahoma
73064	73099
Telephone Number	(405) 376-2461
Oklahoma School Security Institute Tipline	405-425-4296 <i>monitored 24/7</i>
District Website	<a href="http://www.mustangps.org">www.mustangps.org</a>
District Social Media	Facebook - @MustangSchools X (formerly Twitter) - @MustangSchools Instagram/Threads - @MustangPS

## ADMINISTRATION

Charles Bradley	Superintendent
Stacy Edwards	Assistant Superintendent of Elementary Education
Ryan McKinney	Assistant Superintendent of Secondary Education
Dr. Jason Pittenger	Assistant Superintendent of Operations
Jeff Landes	Chief Financial Officer
Chris Tobler	Executive Director of Human Resources
Geromy Schrick	Executive Director of Instructional Technology
Dr. Karen Wilson	Executive Director of Student Services
Kirk Wilson	Executive Director of Communications
Alan Green	Chief Operations Officer
Robert Foreman	Director of Athletics
Jennifer Newell	Director of School Safety and Security

## BOARD OF EDUCATION

Dr. Robert Rader	President
Todd Lovelace	Vice President
Sarah Lippencott	Member
Travis Helling	Board Clerk
Toby Thompson	Deputy Board Clerk

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

This handbook will be used as a guideline for students and staff. It is the responsibility of the student and guardians to read carefully all information and policies included in this handbook.

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 necessitated by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

*Mustang Public Schools is committed to diversity and equal opportunities for all. Mustang Public*

Schools does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, or physical or mental ability.

### DISTRICT CONTACT INFORMATION

Mailing address for all departments is 12400 SW 15th Street, Yukon OK, 73099

#### Departments

Elementary Curriculum	Director of Elementary Curriculum and Instruction	Misty Eidson	<a href="mailto:eidsonm@mustangps.org">eidsonm@mustangps.org</a>
Intermediate and Middle School Curriculum	Director of Secondary Curriculum and Instruction	Dr. Robbyn Glinsmann	<a href="mailto:glinsmannr@mustangps.org">glinsmannr@mustangps.org</a>
High School Curriculum	Director of Secondary Curriculum and Instruction	Shanda Cummings	<a href="mailto:cummings@mustangps.org">cummingss@mustangps.org</a>
Assessments and Curriculum	Director of Assessments and Curriculum	TBA	TBA
Fine Arts	Director of Fine Arts	Dr. Mike Raiber	<a href="mailto:raiberm@mustangps.org">raiberm@mustangps.org</a>
Child Nutrition	Director of Child Nutrition	Kay Rainwater	<a href="mailto:rainwater@mustangps.org">rainwater@mustangps.org</a>
Transportation	Director of Transportation	Donnie Ryan	<a href="mailto:ryand@mustangps.org">ryand@mustangps.org</a>

### SITE CONTACT INFORMATION

Mailing address for all sites is 12400 SW 15th Street, Yukon OK, 73099

#### Elementary Schools (PreK - 4th grade)

##### Centennial Elementary School

Jennifer Hodde, Principal  
 Lauren Sanders, Assistant Principal  
 405.256.6466  
 700 South Czech Hall Road  
 Mustang, OK 73064

##### Prairie View Elementary

Jandra Honeman, Principal  
 Amanda Boucher, Assistant Principal  
 405.256.6989  
 9201 SW 59th Street  
 Oklahoma City, OK 73179

##### Lakehoma Elementary School

Shawna Carter, Principal  
 Karen Bush, Assistant Principal  
 405.376.2409  
 224 South Clear Springs Road  
 Mustang, OK 73064

##### Riverwood Elementary

Jessika Hill, Principal  
 Amy Armstrong, Assistant Principal  
 405.256.5200  
 1800 SW 44th Street  
 Mustang, OK 73064

##### Mustang Creek Elementary School

Leah Anderson, Principal

#### Intermediate Schools (5th - 6th grade)

Kayleen Browning, Assistant Principal  
405.324.4567  
10821 Southwest 15<sup>th</sup> Street  
Yukon, OK 73099

**Mustang Elementary School**  
Andrea Peterson, Principal  
Kaylee Kuykendall, Assistant Principal  
405.376.2491  
400 South Mustang Road  
Mustang, OK 73064

**Mustang Trails Elementary School**  
Jami Hasty, Principal  
Lindsey Coffey, Assistant Principal  
405.324.0016  
12025 Southwest 15<sup>th</sup> Street  
Yukon, OK 73099

**Mustang Valley Elementary School**  
Jennifer Young, Principal  
Elizabeth Brown, Assistant Principal  
405.324.2541  
3001 S Morgan Road  
Oklahoma City, OK 73179

**Canyon Ridge Intermediate Center**  
Christy Woodson, Principal  
Dolly Thomas, Assistant Principal  
405.256.6955  
3600 S. Sara Road  
Mustang, OK 73064

**Meadow Brook Intermediate Center**  
Jessica Gibley, Principal  
Taylir Thompson, Assistant Principal  
405.256.5250  
12500 SW 15<sup>th</sup> Street  
Yukon, OK 73099

**Mustang Horizon Intermediate Center**  
Deana Ellis, Principal  
Jennifer Meacham, Assistant Principal  
405.256.6282  
430 W Forster Drive  
Mustang, OK 73064

### **Middle Schools (7th - 8th grade)**

**Mustang Central Middle School**  
Lisa Stacey, Principal  
Matt Mitchell, Assistant Principal  
Lauren Hunt, Assistant Principal  
405.256.5275  
11820 SW 44<sup>th</sup> Street  
Mustang, OK 73064

**Mustang Middle School**  
Ramae Collins, Principal  
Ryen Muralt, Assistant  
Principal  
JC Wagnon, Assistant  
Principal  
405.376.2448  
1145 S. Heights Drive  
Mustang, OK 73064

**Mustang North Middle  
School**  
Christy Bradley, Principal  
Kameron Hill, Assistant  
Principal  
Brandi Owen, Assistant  
Principal  
405.324.2236  
10901 SW 15<sup>th</sup> Street  
Yukon, OK 73099

### **High School (9th - 12th grade)**

**Mustang High School**  
Dr. Kathy Knowles, Principal  
Craig Chestnut, Assistant Principal (12th)  
Renee Boatman, Assistant Principal (9th - 11th A-G)  
Chad Harper, Assistant Principal (9th - 11th A-G)  
Kaitlin Hensley, Assistant Principal (9th - 11th H-O)  
Jared Homer, Assistant Principal (9th - 11th H-O)  
Danny Brown, Assistant Principal (9th - 11th P-Z)

Katy Korstjens, Assistant Principal (9th - 11th P-Z)  
Keli Wilkie, Assistant Principal (Student Support & Curriculum)  
Cody Little, Assistant Principal (Communication & Campus Engagement)  
405.376.2404  
801 South Snyder Drive  
Mustang, OK 73064

**Mustang Education Center (PreK & 9-12)**  
Greg Frederick, Principal/Educational Technology (Virtual)  
405.376.7322  
400 North Clear Springs Road  
Mustang, OK 73064

## **VISION / MISSION STATEMENT**



# Mustang Public Schools

*Direction for Excellence*

## *Vision*

### **We Aspire to Have:**

Highly effective, compassionate teachers in every classroom delivering a world-class education to every student in a safe and mutually respectful environment to the extent that Mustang students achieve at their highest level and contribute to their world in a meaningful way, both now and in the future.

## *Mission*

### **As We Pursue Our Vision, We Will:**

Develop Mustang's community of collaborative learners as self-confident, creative problem solvers and skillful communicators, who are capable of accessing and processing information in a lifelong pursuit of excellence.

### **Core Values**

1. Attend to relationships
2. Laser focus on student success
3. Clear and timely communication
4. Collaborative culture

## *District Goals*

1. Focus on student success
  - a. All student attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas as measured by district provided or state assessments
  - b. Students will have meaningful opportunities to explore interests and develop talents
  - c. Mustang Public Schools will attain a 100% graduation rate
2. Maintain standards of fiscal stability
  - a. Balance the operating budget, annually
  - b. Adhere to all audit recommendations
3. Provide a culture that values employees as professionals
  - a. Recruit and retain highly effective employees
  - b. Provide opportunities for growth, professional development, and advancement
  - c. Deliver timely and meaningful feedback

*Empowering today to achieve a better tomorrow*



## TABLE OF CONTENTS

Page	Topic
7	General Information
10	Attendance
15	Curriculum / Academic Achievement
25	Discipline
42	Enrollment
56	Graduation
60	Health & Safety
64	Nutrition
66	Procedures
67	School Safety
71	Student Services
76	Technology
80	Transportation

**Page numbers will be updated after board approval.**

**\*The online version of the Student Handbook will reflect the latest policy revisions.**

## **CLASSROOM ASSIGNMENT OF STUDENTS (PreKindergarten-6th Grade)**

Principals and teachers, with the aid of evaluative criteria, will group students in the classes that will provide the best possible learning situation. It is recommended that once a student is assigned to a group that he/she continues with that group for the school year.

## **CLOSING OF SCHOOL**

In the event school must be canceled for any reason, the announcement will be made on local news stations prior to 6:00 a.m. when possible. MPS will also post the information on the district web site at [www.mustangps.org](http://www.mustangps.org) and social media.

## **DOCTOR NOTE REQUIREMENTS**

All Doctor notes must be on provider letterhead with specific date(s) for all excused absences for each illness. Doctor Notes must be verifiable by including the provider's contact information.

## **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 a safe and orderly manner when a drill is being conducted.

## **FFA SCHOOL FARM/ BARN GENERAL RULES AND POLICIES - Excerpt from Policy 5152**

Only FFA members who are enrolled in Mustang Public Schools Ag Ed program may house animals in the barn. Pens will be made available to Mustang 4-H members by nomination dates at the discretion of the Ag Ed Instructor. In order to house animals in the barn, members must complete a barn contract and be in good standing with the Mustang FFA program. No animals will be housed in the barn until these requirements are met. Additional information will be provided from the Ag Ed instructors.

## **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. Field Trips do not include 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 beneficial 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 benefit more from the field trip than they would from a virtual learning experience, a guest speaker, experiment, project, etc?

There will be two (2) class parties per year which will be determined by each elementary site. Teachers will notify all parents of food allergies in their child's classroom. Teachers will encourage parents to limit sugary items, and provide a variety of foods for students to choose from. Store-bought foods with nutritional information is encouraged.

Parents are requested to refrain from bringing preschool 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.

Birthday party invitations are never to be distributed at school and birthday parties are not hosted in classrooms. Birthday snacks may be provided by parents, but should be limited to no more than one day per month, as determined by the teacher, to protect instructional time.

Parents of students with allergies will be notified when treats will be provided so they will have the opportunity

to provide alternate treats for their child if necessary.

All celebrations must be arranged through the classroom teacher.

### **FOOD DELIVERY**

No 3rd party food delivery to schools will be allowed (example: Uber Eats, DoorDash, etc)

### **PERSONAL ITEMS**

Students are not to bring any toys, including toys that look like “fake” weapons, electronic games, cameras, etc. to school without permission from the teacher or an administrator.

**THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED, LOST OR STOLEN PERSONAL ITEMS.**

### **PETITIONS AND SURVEYS**

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

### **PLAYGROUND EXPECTATIONS**

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 there is inclement weather; wind chill of thirty-two (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 or during Bronco Club hours.**

### **STUDENT IDENTIFICATION - All students Grades 9-12**

Students must be in possession of a school issued student ID at all times. Our preference continues to be that each student would have their ID visible, but it will only be required that it is always on their person (physical or digital). When students arrive at school and learn they are not in possession of the student ID (physical or digital) they can report to the media center between 8:00AM and 8:40AM to purchase a new ID. The need for replacement due to lost, damaged or stolen IDs will be at the cost to the student at \$10.00 each. If asked by any school staff member, students must be able to provide their student ID (physical or digital) to confirm their enrollment as a current MHS student. If a student is asked to present their ID and they fail to have it on their person (physical or digital), they will result in disciplinary action.

If a student is not able to produce their student ID upon request the student will receive:

- 1st offense: ISI for three days. However, after day 1 the student will return to their class once they produce their ID.
- 2nd offense: suspension for 1 day. The student will be suspended for the remainder of the school day. All incidents following 1:00 p.m. will result in the suspension lasting through the following school day.

### **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.

### **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, and computers. -

The following rules shall be observed when visiting the media center:

### **Elementary**

- No more than two (2) books may be checked out at one time.
- Regular library materials may be checked out for two (2) weeks. After the two (2) week period, the materials are allowed to be re-checked out by the same person.
- The loss of any material will be paid for by the person having checked it out.
- Every student will get the opportunity to visit the library on a regular basis.
- No food, gum chewing or drink is allowed in the Media Center.

### **Intermediate & Middle School**

- No more than two (2) books may be checked out at one time.
- Regular library materials may be checked out for two (2) weeks. After the two (2) week period, the materials are allowed to be re-checked out by the same person.
- Reference material may be checked out only overnight.
- The loss of any material will be paid for by the person having checked it out (fines will be assessed for overdue materials).
- Every student will get the opportunity to visit the library on a regular basis.
- No food, gum chewing or drink is allowed in the Media Center.

Many activities are scheduled in the Media Center such as book reviews, book fairs, guest speakers, contests and virtual learning experiences.

### **High School**

Hours: Monday – Thursday, 8:05 a.m. – 3:45 p.m.; Friday, 8:05 a.m. – 3:30 p.m.

The following rules shall be observed when visiting the media center:

- No student has the right to interfere with the learning of another student or the purpose of an activity.
- A student may have up to two (2) items checked out under his/her name at one time.
- 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 6<sup>th</sup> period. Reference items can be checked out overnight and can be renewed one (1) time.
- The loss of any material will be paid for by the person having checked it out (fines will be assessed for overdue materials).
- 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.
- 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.
- Items can be returned in a book drop or taken to the circulation desk for check in.
- Any fine(s) or overdue book(s) must be remedied before a student can check out anything else in his/her name.
- Students must place unwanted items in their proper place on the shelf or bring them to the circulation desk for re-shelving.
- Books must be returned and fines paid before a student leaves the school either by withdrawing or graduating.
- No food or drinks are permitted in the media center.
- All media center records are final.

**TRESPASSING**

The campuses are private property owned by Mustang Public Schools. School administration has the legal authority when warranted to request for an individual to exit the property. The request could apply to any adult, visitor, or student. In the event an individual does not comply with the request the Director of School Safety and Security and local law enforcement will be contacted. At that point law enforcement and MPS have legal authority to implement consequences if needed.

### USE OF TELEPHONES

Students should use the telephone in the school office. Neither teachers nor students will be called to the telephone during a class period unless it is an emergency.

### 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. Check in will require a valid photo ID.** If a parent/guardian wishes to visit a classroom, the following guidelines must be followed.

#### Classroom Visitor Guidelines

- Parent(s)/guardian(s) will need to submit a request to a building administrator with a 24 hour notice to request to observe a classroom. Upon approval of request, a building administrator or designated appointee will schedule the visitation. Classroom visits may not exceed one hour. ISI classrooms are not available for classroom visits due to student confidentiality.
- Parent(s)/guardian(s) should not disrupt the learning environment in any way. If the visitor has concerns or questions regarding the curriculum, classroom, or teacher, a meeting can be arranged at a future date and time. Disrupting the classroom is not an option, the parent or guardian will be asked to leave the room immediately if disruption occurs.
- Parent(s)/guardian(s) are not allowed to record any part of the school or classroom; including video, photo, or audio due to the privacy of other students.
- Parent(s)/guardian(s) can take notes while observing.
- Parent(s)/guardian(s) should not engage in conversation with the teacher or any students, including their personal child while observing the classroom.
- Convicted sex offenders will not be permitted.
- Administration may determine at any time that classroom observations will not be allowed. His or her decision is not subject to review.

### 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 Mustang School District.

## ATTENDANCE

### STUDENT ATTENDANCE POLICY

#### Policy #5020

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to

maintain regular attendance and to schedule non-academic activities during times which will not conflict with classroom instruction.

Students will be recorded as “absent” when they are late to their assigned class or do not attend in accordance with each building’s administrative regulations. This will apply to both the regular schedule and to a modified schedule.

### **COMPULSORY ATTENDANCE**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless he or she is exempted by one of the following conditions:

1. Such child has been screened as required by Oklahoma School Law and has been determined not to be ready for kindergarten, or a parent, guardian, or other person having custody of the child, provides by certified mail prior to enrollment or at any time during that first year, notification of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age, or unless other means of education are provided for the full term the schools of the district are in session. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older as appropriately provided for by Oklahoma School Law.
2. Such child has completed the 12th grade. It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session except as provided by Oklahoma School Law.
3. Other conditions as stated in Article 10, Section 229 of the School Law of Oklahoma. Parents or guardians who fail to comply with the attendance law may be charged with a misdemeanor. 70 O.S. § 10-105. (See student handbook for other attendance policies.)

### **CHRONIC ABSENTEEISM**

**Definitions.** The following words and terms, when used in this Section, shall have the following meaning, unless the context clearly indicates otherwise.

1. “**Chronic absenteeism**” means absence from school at least ten percent (10%) of the time that school is in session and the student is included in membership.
2. “**Significant medical condition**” means, for the purposes of this Section, a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.

### **CATEGORIES OF ABSENCES**

Excused Absence:

- A. Excused Absences will be granted in accordance with 70 O.S. § 10-105.
  1. The student is excused from attending school by reason of mental or physical disability as determined by the district upon receipt of written recommendation by a duly licensed and practicing physician.
  2. The student is excused from attendance at school during observance of a religious holiday.
  3. The student is excused from attendance at school if the absence is deemed by the principal and parent/guardian to be an emergency.
  4. The student is excused with a Physician’s diagnosis accompanying documentation.
  5. The student is excused with a documented court appearance.
- B. A student is excused from attendance if the parent/legal guardian has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting and may be granted excused absences at the discretion of the Superintendent or designee.

**Unexcused Absence:**

- A. When a student misses one or more classes during a school day **with or without the knowledge** or permission of a parent/guardian and school authorities provided the absence does not qualify as an excused absence.
- B. Unexcused absences are limited to eight (8) per semester for each class.

**Excessive Absences:**

- A. Students who exceed eight (8) unexcused absences in a semester shall receive a NC for that class, unless they have failed the class and then they will receive an F.
- B. If a student exceeds eight (8) unexcused absences, a doctor's statement that confirms the dates of the illness may be turned in to the attendance office upon the student's return to school resulting in the absence(s) being changed to an excused absence(s). Doctors' notes should be submitted to building administrative assistants upon return from absence(s). Original doctor's notes or other documentation should be kept for your own records.
- C. Students who fail based only on their attendance exceeding the eight-day limit may submit an appeal to a site committee within five (5) days prior to the end of the current semester. The appeal form is located on the School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. The appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

**ATTENDANCE PROVISIONS**

- A. If a student is absent, a parent or guardian must notify the school office, give a reason for the absence, and an approximate date of return.
- B. Students who are unaccounted for and/or truant may receive additional disciplinary action in accordance with Board Policy #5080.
- C. Students must be in attendance at least two (2) of the first (3) three hours or (2) two of the last (3) three hours to be recorded present one-half day, each for the morning and afternoon.
- D. Students are encouraged to make up any work missed due to an absence. In order to receive credit, the student is responsible for obtaining, completing and returning to the teacher the assignments missed during the absence. In general, students will be granted one school day for each school day missed due to an absence. More time may be allowed at the discretion of the teacher, depending on the nature of the assignment(s) and length of the absence. Requests for homework assignments through the office can only be made when a student is absent for three (3) or more consecutive days. Requests for homework assignments should be made by 9:30 a.m. and will be available for pick up the following day.
- E. If a child is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. 70 O.S. § 10-106 (OSCN 2023)
- F. All students attending Mustang schools, unless they are legally emancipated or meet the requirements to qualify for "self-support," shall be required to have notification of absence by their parent/guardian. Students who are legally emancipated or meet the requirements of "self-support" may assume responsibility for all absences.
- G. College visitations may be counted as a school activity and will not count as an absence provided the following criteria are met:
  - 1. Limited to two (2) per year, or four (4) days
  - 2. The student applies through the appropriate counselor
  - 3. Documentation confirming the visit is provided by the college or university and turned in to the attendance office upon return to school.

**ACTIVITIES ABSENCE:** 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

class period of each academic school year. Any absences in excess of the ten (10) days will be reviewed by the appointed Internal Activities Review Committee. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by school sponsors and approved by the Internal Activities Review Committee. The criteria submitted to the MPS Internal Activities Review Committee should support a balanced education for each student through co-curricular and extra-curricular programs. The MPS Board of Education shall appoint the members of the Internal Activities Review Committee at the beginning of each school year. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the MPS Board of Education.

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.)
- Recognition events by community organizations
- Performances for local community organizations
- Local service learning activities
- State approved exemptions

## **TRUANCY**

Truancy is defined as an absence 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 truanies are subject to other discipline such as detention, suspension or other consequences. Each teacher is asked to report all suspected truancy incidents to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

## **TARDINESS AND EARLY CHECKOUT**

Any student who arrives late to school must report to the office for admission. All other tardiness would be classified as an unexcused tardy. Any student who is detained by the office or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy. Teachers will mark all tardies in the student information system. An absence will be recorded for every three (3) tardies received in a class during a semester. Any student leaving early from school, must checkout through the office. An Early Checkout will be added to attendance for the student. An absence will be recorded for every three (3) early checkouts received in a class during a semester.

Tardies and Early Checkout absences are applied to the eight (8) day **unexcused** absence total. Students will be assigned detention after the third (3<sup>rd</sup>) tardy, and every third (3<sup>rd</sup>) tardy thereafter, and/or ISI assigned at the discretion of an administrator. Any student missing more than fifteen (15) minutes will be counted absent.

## **CHRONIC ABSENTEEISM MEDICAL EXEMPTION**

A student, parent, or legal guardian may request a medical exemption for a chronically absent student in the event of a significant medical condition, meaning a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets all of the following criteria:

- A. The condition affects the student so severely as to incapacitate the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care requiring absence from school;
- B. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or its treatment, or homebound education is not appropriate due to brief recurring absences for the purpose of receiving treatment.
- C. The school or school district has been provided with written documentation of the condition that is verified in writing by a physician licensed to practice in the State of Oklahoma, or by a physician licensed in another state if the student has received related treatment out of state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. Student absences due to a severe chronic or life-threatening physical or mental illness injury, or trauma

will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site as long as the determination of eligibility is made by the district's medical exemption review committee (OAC § 210-10-13-25.) The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

Should the student meet the above listed Criteria, the Medical Exemption form can be found online or in the school attendance office. It will need to be completed with all supporting documentation and submitted to the principal or designee 5 days prior to the end of the current semester. The same committee reviewing appeals will review the merits of the exemption request and submit a final decision to the site administrator. The decision of the committee is final.

## **REDISTRICTING**

Any student going into an exit grade at a school site affected by redistricting will be given the opportunity to continue attendance during the exit year. The parent/guardian must provide transportation during the initial redistricting year for student/students. Siblings of said student/students will be required to attend the school in the new residency area. Requests for intra-district transfer will be considered in accordance with the existing intra-district policy #5005.

## **VIRTUAL, BLENDED AND DISTANCE LEARNING ENVIRONMENTS**

The district will not require medical documentation to support personal or family illness that results in an excused absence from virtual classes. However, students will be required to make up any work that has been missed.

A student will not be considered absent from school in a virtual, blended, or distance learning environment if:

They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements.

1. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, in-person communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
2. The student is on pace for on-time completion of the course as required by the school district,
3. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year, or

They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progression instruction via alternative education delivery methods approved by the local board of education. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

Attendance/participation in a virtual, blended or distance learning environment may 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, posting/submission of lessons. The student may be counted "present" or "in attendance" when the instructor provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Such attendance/participation reports, progress reports, and grades shall be provided on a regular basis to parents and the school district via electronic format.

Upon the need to stay home for illness, quarantine, caring for ill family members, or COVID-19 related reasons, parents/legal guardians should immediately notify school personnel prepared to share the specific<sup>168</sup>

circumstances to ensure proper attendance coding within the school districts record keeping.

**College Visits:** Students (9<sup>th</sup> – 12<sup>th</sup>) will be allowed two (2) college visits (four (4) days total) per year. 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.

### ARRIVAL TIMES

All classes will begin promptly at the times listed below. **TO ENSURE SUPERVISION AND THE SAFETY OF YOUR CHILD, STUDENTS MAY NOT BE DROPPED OFF EARLIER THAN THE DESIGNATED TIMES.**

<b>K-12th Hours</b>	<b>Hours</b>	<b>Students May Arrive</b>
Elementary Schools (K-4th only)	7:40-2:35	no earlier than 7:15
Intermediate Schools	8:10-3:05	no earlier than 7:35
Middle Schools	8:40-3:35	no earlier than 8:10
High School	8:40-3:35	no earlier than 8:00
MEC PASS	8:00-2:10	arrive at the HS campus by 7:45
<b>PRE-K Hours</b>		
Full Day Pre-K Classes	7:55-2:50	unloading begins at 7:40
Half Day Pre-K (am classes)	8:10-10:45	unloading begins at 8:05
Half Day Pre-K (pm classes)	12:30-3:05	unloading begins at 12:15

### 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. Students will not be allowed to be checked out within the last 30 minutes of school ending.

<b>School Levels</b>	<b>Students May Not Be Checked Out After</b>
Elementary students	No later than 2:05
Intermediate students	No later than 2:35
Middle School & High School students	No later than 3:05

## CURRICULUM / ACADEMIC ACHIEVEMENT

### GRADING POLICY #5071

### GRADING PHILOSOPHY

### PURPOSE OF GRADES

We believe the purpose of grades is to communicate, as concisely as possible, a student's mastery of grade

level content. Grades should reflect a valid and pure representation of what a student knows and is able to do based on a given set of concepts and skills specified by the Oklahoma Academic Standards. Grades are used to provide feedback, document progress, and guide instructional decisions.

### **STUDENTS WITH SPECIAL NEEDS**

We believe the philosophy behind grades is the same for all students. However students with special needs or special circumstances may need accommodations or modifications. As a legal document, any accommodation or modification as determined by the educational team and listed in the Individualized Educational Program (IEP) or 504, must be followed.

### **NUMBER OF GRADES**

We believe grades should be taken frequently in a manner that allows students, parents, and teachers to monitor a student's mastery of grade-level content. A grade should not be locked in for a period of time with no means for a student to improve his/her grade. For example, it would be inappropriate for a teacher to only take one summative grade on a large, lengthy assignment, or any other method that prohibits a student from the ability to continually show progress towards the mastery of grade-level content.

### **HOMEWORK**

We believe homework compliments mastery of grade-level content. Homework is an extension of a school related assignment which requires time and effort outside the regular classroom. Homework shall be meaningful and have a purpose aligned to the content standards.

### **EXTRA CREDIT**

We believe extra credit, if given, should be on a limited, but equal basis and should only be for the completion of standards based work. Extra credit not attached to a learning objective is not appropriate and should not be given, such as bringing tissues or other classroom supplies, attending extra-curricular events, or returning a class syllabus.

### **TESTING EXEMPTIONS (grades 9-12 only)**

Examinations will be given at the end of each semester. Any deviation from the scheduled testing dates must have the approval of the administration and teacher five (5) days in advance of the scheduled testing dates. Students may not test early.

Students may be exempt from **two** semester exams of their choice if they meet all the following criteria:

1. Must have an A or B average in the class to be exempted.
2. No suspensions or trancies in the current semester.
3. Students cannot be exempt from the same tests in the fall semester and spring semester.
4. Students must apply for exemption one week prior to finals.

Students enrolled in an AP class can earn exemptions for each AP course if they meet the following requirements:

1. Take the AP exam for the class.
  2. Have a "B" or higher in the class.
- Final exemptions in AP courses will be handled by the AP teacher.  
AP exemptions will not count against the one exemption for a non-AP course.

### **ASSESSMENT**

We believe assessments should be used to gather more information about instruction, student's progress towards mastery of grade-level content and to identify gaps in learning. Assessments can vary in formality from verbal responses, daily assignments, exit slips, observations, quizzes, end of unit/chapter tests, interim assessments, benchmarks, and semester tests to state assessments. Any assessment should have purpose beyond the single purpose of assigning a grade. Formative and summative assessments<sup>170</sup>

should guide instruction, provide feedback, and determine where remediation is needed. According to Doug Reeves, “Effective feedback not only tells students how they performed, but how to improve the next time they engage in the task.” Effective feedback is also conclusively supported by many researchers such as Marzano, Wiggins, & Reeves as the single most effective teaching behavior for academic growth.

**COMMON GRADING PRACTICES**

We believe grading practices between school sites and for courses with the same title should apply consistent expectations and practices, such as weighting of grades, late work, missing work, or number of tests or assignments. Clear grading criteria from grade levels or departments shall be explicitly communicated to students and parents at the beginning of the course.

**PARENT/GUARDIAN EXCEPTIONS**

We believe that parents are partners in the education of their child and essential to the academic success of students. We recognize parents as the first and most important lifelong teachers of their children. We believe parents should ensure their child attends school and is ready to learn. Parents should monitor and guide their child’s academic progress to ensure success, such as checking the parent portal regularly, reviewing homework and help study for tests. Communication between parents, teachers and other education professionals is vital to student achievement.

**GRADING PROCEDURES**

**Grades PK – 4**

Standards-Based Grading Scale	
4	Proficient
3	Developing
2	Emerging
1	Limited

**Grades 5 -12**

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	Proficient	0.0
U	Failing	0.0
NC	No Credit	0.0

Grades will be rounded to the nearest whole number.  
Semester grades are continuous and do not start over at the end of the quarter.

**Grades PK-4**

Report cards will be sent home at the end of each nine-week period.

**Grades 5-8**

Cumulative grades will be available in the Parent Portal at the end of each nine-week period.

**Grades 9-12**

Cumulative grades will be available in the Parent Portal at the close of each semester’s grading period.

**Grades 5-12**

Student grades may be accessed anytime by using the Parent Portal.

## TIME ENROLLED

### Grades 3-8

A student must be enrolled a minimum of twenty (20) days in a quarter in order to receive a grade from Mustang Public Schools.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the quarter and/or semester.

### High School:

A student must be enrolled 90% of the semester in a class in order to receive credit for that class.

If a student transfers into MPS from an accredited school, the sending school's grades will be weighted according to the time left in the semester.

If a student transfers in without grades, that student must be enrolled for 90% of the semester to obtain credit.

Any student not receiving credit for time enrolled, may apply for an appeal with the appeal committee. The appeal committee's decision is final.

## GRADE APPEAL PROCESS

In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

- Student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes reason(s) for the appeal and relief sought by the complainant, within twenty (20) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated in writing within ten (10) days of receipt of the statement of appeal.
- If the complainant is dissatisfied with the decision of the teacher, a written appeal can be made to the school site principal. The appeal must include a written statement with the reason(s) for the appeal and relief sought by the complainant. It must be requested within ten (10) days of receipt of the teacher's decision. If the written appeal is not provided to the principal within ten (10) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final.

It will be the responsibility of the school principal to investigate the complaint. After consulting with District Administration, the principal will issue a written ruling in the matter within ten (10) days of the receipt of the statement of appeal. The principal's decision is final. In the absence of the site principal, the superintendent or his/her designee will act in the place of the site principal.

Graduation information is posted in the Graduation section.

## 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 system and the teacher's electronic grade book to a read-only web interface.

The following information ~~can~~ may be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards/**Grade History**
- Course History –High School only
- Transcripts –High School only
- Student Personal Information – address, phone number, etc.
- Student Photo – if available
- School Address
- School Phone Number

- Staff Contact Information

Parents can also complete a screen to receive an email 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.

Parent Portal accounts are created for parents during the new student enrollment process. Legal custodial guardians of existing students may request a Parent Portal account by emailing [psppsupport@mustangps.org](mailto:psppsupport@mustangps.org). Guardians should be prepared to show picture identification and legal custody documents if applicable.

**All records and grades are accessed online for grades 5 - 12 through the Parent Portal. Progress reports will not be printed and distributed unless parent/guardian/student requests one from the front office.**

### **INCOMPLETES (Grades 5-12)**

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.

### **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 (grades 7-12), 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 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.

**Hybrid Learning:** a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.

**Blended:** delivery of instruction utilizing both traditional (face to face) and online instruction. A blended student schedule would include a mix of traditional classes and online classes.

**Online Course:** a delivery method in which students complete 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.

**Virtual 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:

- A. 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 online program shall be treated the same as any other course offered by the district.
- B. Only students who are enrolled in MPS District will be granted access to online courses.
- C. 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.
- D. Requests for enrollment in online courses shall be as follows:
  - 1. Interested students shall be required to fill out a request for enrollment in online course(s) form.
  - 2. The principal or designee shall evaluate the application and determine whether the 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 7-8 the student cumulative record.
  - 3. If the 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.

4. If enrollment in the 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.
- E. 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.
- F. Courses offered for credit by means of Internet-based instruction shall be aligned with the Oklahoma Academic Standards.
- G. 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.
- H. 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 possesses the specific content expertise necessary to teach the course.
- I. 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.
- J. 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.
- K. 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.
- L. 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.
- M. Student progress shall be monitored on a weekly basis by the online course provider. Attendance/participation in an 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 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. 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. 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.

N. Any student, grades 9-12, who receives their entire class schedule through an online environment cannot participate in any extracurricular 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. The administration has the ability to make adjustments to the three period requirement to meet the needs of a student when educationally appropriate.

## **DISTRICT HONOR ROLLS**

### **Grades 5-8**

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 the 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.

### **Grades 9-12**

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 - (Secondary level only)**

The purpose of the Renaissance program is to recognize students who are achieving academic excellence with incentives, rewards and recognition.

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 on a 4.0 scale 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:

- Accumulate a minimum grade point average of a 3.7 on a 4.0 scale, in grades 9, 10, 11 and the first semester of grade 12, or be in the unweighted top ten (10) percent of their graduating 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 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 on a 4.0 scale
- Minimum score of 25 on the ACT Test or a minimum score of 1050 on the SAT
- Minimum of 26 credits earned in the following courses:
  - English 4 credits
  - Science 3 credits – starting with Biology I
  - Math 3 credits – starting with Algebra I
  - Social Studies 3 credits
  - Foreign Languages or Approved Computer Technology 2 credits – 1<sup>st</sup> and 2<sup>nd</sup> year courses
  - Electives 11 credits

### **CERTIFICATE OF DISTINCTION**

A Certificate of Distinction will be awarded to students who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.00 scale:

- Earned four (4) units each in English, mathematics (excluding Math of Finance), social studies and science
- Earned two (2) additional units in the area of technology, the humanities or the arts (Art I, II, III, IV; Instrumental Music I, II, III, IV; Drama I, II, III, IV; Debate I, II, III, IV; Crafts I, II; Digital Art Media, All vocal music choirs)
- Earned two (2) units in the same foreign language and

### **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 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.
- 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.
- 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**

- 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.
- 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 which 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.
- 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**

- An 11th or 12<sup>th</sup> grade student may maintain eligibility if he/she is passing the classes required for graduation. An 11th or 12<sup>th</sup> 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.)
- 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.
- 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.
- 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.
- Schools 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.

### **Prohibition of Race And Sex Discrimination In Curriculum - *Excerpt from Policy 1114***

Mustang Public Schools (MPS) is committed to providing an exceptional educational experience for every student within our system. Our adopted curriculum and Oklahoma State Standards comply with state and federal law. All MPS teachers regularly participate in professional development programs ~~and~~

training that prepare them to sustain and enrich classroom teaching and learning experiences that attempt to reasonably incorporate a variety of perspectives reflective of the diverse population of our school district. The classroom materials we use are vetted by the Mustang Public Schools staff and / or Oklahoma State Department of Education and are on the approved textbook adoption list. MPS strives to maintain open, welcoming, and respectful educational environments for all students, teachers, and staff across the district.

The district hereby designates the Director of Secondary Curriculum and Instruction (Robbyn Glinsmann) as the employee responsible for receiving complaints. Complaints may be provided via telephone at 405-256-6982 and via email to [HB1775@mustangps.org](mailto:HB1775@mustangps.org)

## DISCIPLINE

### 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:

- 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.
- To apply themselves to the established course of study.
  - Be prompt and regular in attendance
  - Complete school assignments on time
  - Pay attention to teachers
  - Learn to criticize fairly and to accept criticism
- To respect the authority of the administration, faculty and staff of MPS.
- 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.
- 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:

- 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.
- Send each student to school with proper cleanliness and neatness of dress.
- 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.

- Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
- Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in MPS are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. Therefore, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

## **STUDENT CONDUCT AND DISCIPLINE**

### **Policy # 5080**

#### **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 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. (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. Using profanity or expressing vulgarities

5. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
6. Blatant disrespect toward faculty or staff
7. Public display of affection
8. Physical altercation/fighting while at school or at a school activity
9. Assault and battery
10. Insubordination or defiance
11. Dress code violation
12. Misuse of PTD /wireless communication device
13. Other disruptive or insubordinate behavior
14. Misuse of the internet and/or local area network computer
15. Vandalism/arson
16. Theft
17. Forgery, fraud or embezzlement of legal tender
18. Gambling
19. Gang-related behavior, including gestures, language or dress
20. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
21. Possessing or distribution of pornography
22. Use or possession of tobacco products, electronic cigarettes, vapes or vaping products or any other product packaged for smoking or the simulation of smoking on campus or school activity
23. Possessing, sharing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
24. Possessing, sharing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
25. Possessing, sharing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
26. Possession, threat or actual use of dangerous or offensive weapons including "fake" weapon
27. An act of violence
28. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
29. 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
30. Adjudication for an offense that is a violent act off campus
31. Repeated minor offenses
32. Failure to produce MPS identification badges (grades 9-12)
33. Parking lot violations
34. 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. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior

10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips, change of placement which could include online instruction, education at Canadian County Juvenile Center, or other placement as administration sees appropriate.

**ISI:** In-school Intervention is an alternative to home suspension when deemed advisable by the principal. In-school Intervention is assigned during part of or all of a student's schedule, where the student spends time in a monitored, structured study environment. Students will have access to regular child nutrition programs during assigned restriction and access to equal education opportunities. The decision of the principal is final.

**Student Privileges While Under ISI:** When a student's behavior justifies ISI, the student forfeits the privilege of participating in social activities and will not be permitted to participate in or be in attendance at any extracurricular activities in which schools participate.

## **PROCEDURES**

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 or designee. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal or designee. As much detailed information as possible should be provided to the building principal or designee in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal or designee shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal or designee and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal or designee shall follow district policies regarding the discipline of the student. The building principal or designee shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or designee or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within three (3) school days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within three (3) days of the conclusion of the investigation.

**PERSONAL TECHNOLOGY DEVICE (PTD)**

Mustang Public Schools limit the student use of PTD’s or Personal Technology Devices.

- PreK-6th grade students will not be allowed to utilize PTD’s while on school grounds.
- 7th-8th grade students will not be allowed to utilize PTD’s at school from 8:35-3:35 (or 5 minutes before school begins through the dismissal bell at the end of the regular school day).
- 9th-12th grade students will be only permitted to utilize PTD’s during lunch, passing periods, and before/after school or for the use with any campus management platforms or other school software.

PTDs include but are not limited to laptops, computers, tablets, cellular phones, smart phones, smart watches, ear pods, or headphones. Devices whose primary purpose is gaming and portable speakers are expressly prohibited at all times.

All students will be permitted to carry their cell phones / PTD’s in their backpacks but they must be turned off, unless it is at one of the approved times listed above.

Possession of a cell phone / PTD on school campus is a privilege, and may be revoked at any time by the administration for violating this school policy regarding such possession. Furthermore the school and its employees are not responsible for any theft or damage for any cell phone / PTD while on school grounds. The school is not obligated to investigate the loss or damage of a cell phone/PTD.

Any deviation from this plan will be at the discretion of school administration.

**DRESS CODE STANDARDS**

Mustang Public schools respect the students’ rights to express themselves appropriately in the way they dress.

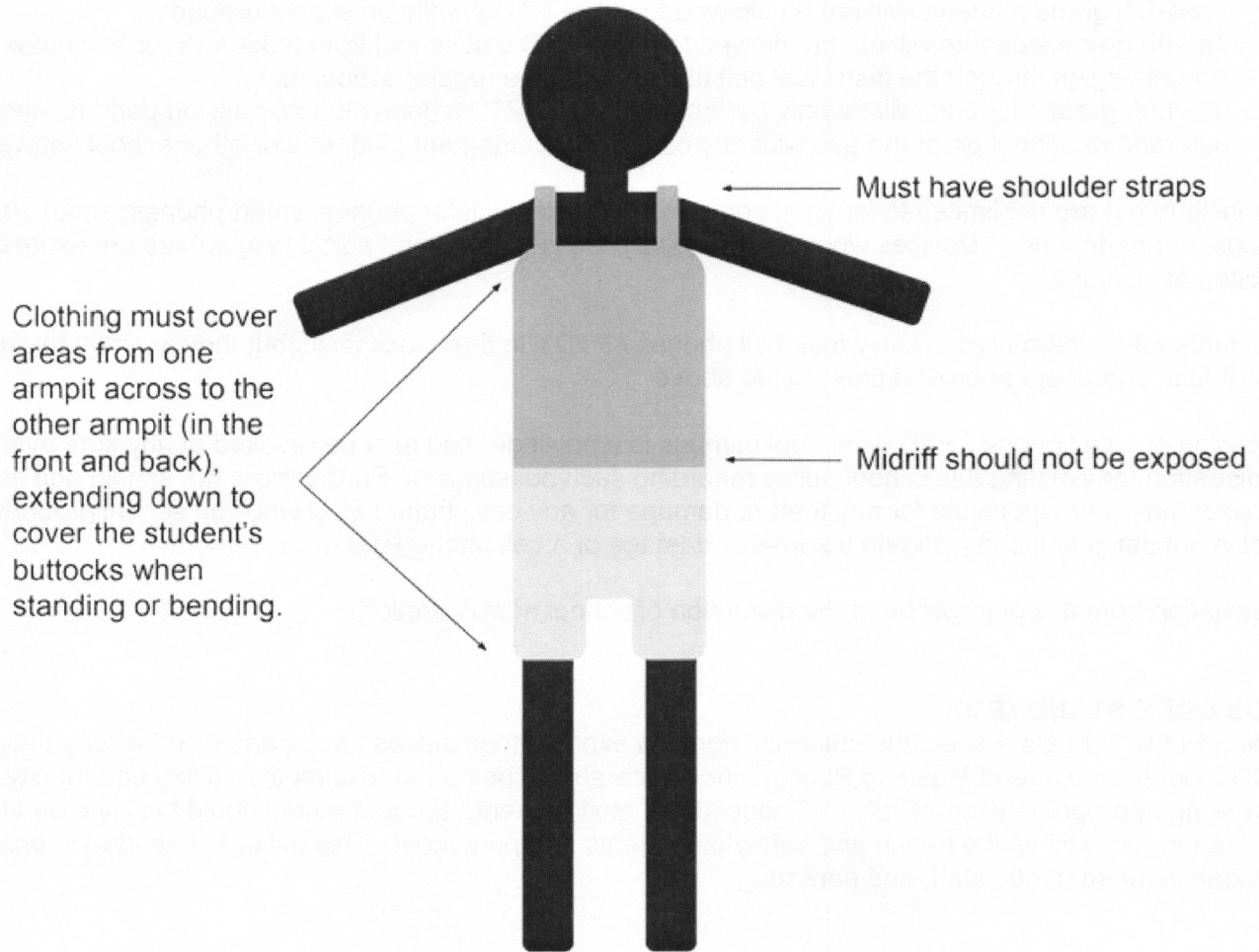
All students who attend Mustang Public Schools are also expected to respect the school community by dressing appropriately for a PreK - 12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended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

**District Dress Code Expectations:**

***DRESS CODE EXAMPLE AND EXPECTATIONS LISTED ON FOLLOWING PAGE.***

1. Clothing must cover areas from one armpit across to the other armpit (in the front and back), extending down to cover the student’s buttocks when standing or bending.	2. Tops must have shoulder straps.	3. Clothing that is transparent, made of mesh, or has holes must cover skin and undergarments while meeting the expectations of #1.	4. Midriff should not be exposed.	5. Specialized courses may require specific attire, such as sports, uniforms, and/or safety gear.
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### Dress Code Example



#### Accessories

- Headgear including hats or hoodies are allowed as long as eyes and ears are not obstructed from the headgear.
- Sunglasses may not be worn to cover the student's eyes while inside the school.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Clothing that is considered pajamas or bedtime wear is prohibited.

#### 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.

#### Hair color/hairstyle

- Hair color/hairstyle, makeup or face paint that disrupts the learning environment is prohibited.

#### Gang Related

- 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.

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

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

### **FOOD CONSUMPTION**

Food/drinks must be consumed in the cafeteria/commons. Outside food/drinks brought in by parents/guardians can only be consumed by their child and cannot be shared by other students unless directed by the school. Ex. Classroom parties.

### **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.

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 16<sup>th</sup> 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, electronic cigarettes, vapes or vaping products or any other product packaged for smoking or the simulation of smoking, 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:**

- Any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
- Any intoxicating beverage as defined by Oklahoma law
- Any substance which is represented to be a prescription, non-prescription drug, facsimile of an illicit substance or synthetic drug
- Any inhalant
- 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, facsimile of an illicit substance, 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, or sharing/transferring will be suspended.

#### **First Offense**

The following suspension will go into effect according to the grade level of the student on the day of the first day of the offense.

- Grades 9-12 = 45 days (10 days out and 35 days in DPP)

- Grades 5-8 = 45 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee

**Reinstatement option**

The suspension may be reduced for the first offense if the student/parent/guardian agrees to complete a reinstatement option which will consist of a list of criteria that will be set by Mustang Public Schools.

Criteria for a reinstatement will include the following:

- meeting with the Director of Student Assistance Programs
  - Counseling services that consist of a school approved chemical dependency education program, or a comparable program approved by the administration. Any counseling fees will be the responsibility of the parent/guardian.
  - Urinalysis - At administrative request, the urinalysis will begin after 30 days from the date of the suspension and will be required throughout the term of the suspension (a minimum of once per month after the original urinalysis). The results will not affect the suspension term, however the school and parent(s) may implement additional counseling services as needed. If a student refuses to participate in the urinalysis at any point during the term the original suspension will go into effect.

Additional criteria can include but is not limited to:

- check and connect weekly with a site counselor or site administrator or site mentor
- In school placement High School – Disciplinary Placement Program (DPP) Middle School or Intermediate School – ISI
  - On-site small group meeting with LPC
  - re-entry meeting with a site counselor or site administrator
  - community service
  - performing campus-site services for the school district
  - research and an assignment related to the offense

The reinstatement option will reduce the suspension days as follows:

- Grades 9-12 = 45 days/reduced to 10 days (3 days out, 7 days in DPP)
- Grades 5-8 = 45 days/reduced to 10 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee

If a student fails to meet the terms of the reinstatement option the remaining days of the suspension will be served, unless approved by the administration. original

By choosing the reinstatement option, any right to an appeal of the full length of the suspension is voluntarily waived.

A reinstatement option will be available one time during grades 5th - 8th and one time for grades 9th - 12th, regardless if it was for use or possession or distribution.

**Second Offense**

If a student has a second offense during grades 5th - 8th or 9th - 12th. The following suspension will go into effect according to the grade level of the student on the day of the offense. The reinstatement option will not be available.

- Grades 9-12 = 45 days (10 days out and 35 days in DPP)

- Grades 5-8 = 45 days
- Grades PreK-4 = a plan will be submitted and approved by the Superintendent or designee

### **DISTRIBUTION FOR GAIN OF ILLICIT SUBSTANCES**

Any student selling, or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. Grades 9-12 may under special circumstances place a student in the DPP as part of the suspension plan if approved by site and district administration, which could include a combination of out of school and DPP placement. A second offense will result in at least ninety (90) school day suspension with no reinstatement option. In addition, law enforcement authorities will be notified. By choosing the forty-five (45) day reinstatement option, any right to an appeal of the full length of the suspension is voluntarily waived.

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.

### **ANY STUDENT SUSPENDED FOR ILLICIT SUBSTANCES**

For a student that does not take advantage of the option or commits a second offense or for distribution offenses, counseling services can still be available for students at parent request. Upon return from suspension for illicit substances a student will be required to have an in person meeting with the principal or designee prior to returning to the in person classroom. This requirement will apply regardless of whether an early reinstatement option was utilized or not. Parents or Guardians and / or students that are seeking help for students with issues related to drugs or alcohol can contact the Director of Student Assistance Programs 405-376-724. The Director will be able to help answer questions and direct parents /students to various resources.

### **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 school administration. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

### **DANGEROUS WEAPONS**

The use, display or possession of any kind of gun, ammunition, fireworks, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any chemical or biological device intended by its nature to cause property damage, harm or endanger the life, health or safety of others. Examples include but are not limited to, mace, or pepper spray or other offensive weapon, or facsimile of a weapon, on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events whether such weapon is concealed or unconcealed, may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or device capable of discharging or throwing projectiles" shall include, but not be limited to:

- Rifles, pistols or shotguns of any caliber including a starter gun

- B-B guns, tasers or air pistols
- Potato throwers, dart guns or blow guns
- 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, facsimile of a weapon, 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 or facsimile of a dangerous weapon on the school grounds or at any school-sponsored activity may be suspended by the superintendent or principal for a period not to exceed the current school semester and possibly 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 principals. The principal 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.

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
- 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
- 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.

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.

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.

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<sub>188</sub>

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 - ten (10) days or less**

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 or attend extracurricular activities.
- Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

### **Appeal Process**

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(s) 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.
- This step may be skipped if the building principal was part of the first conference.
- The Principal 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 student has the right to appeal the decision.

The second level of appeal for suspensions will be to the appeal committee.

- In order to appeal the building principal's decision, a written request specifying the reason for the appeal must be submitted to the district hearing officer for short-term suspensions within three (3) days.
- Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within three (3) days from the date the notice of intent is filed.
- The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
- During the hearing with the appeal committee, 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.
- 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.

In a short term suspension (10 days or less) appeal, the student shall have the right for representation, however the parent(s)/guardian(s)/student will not be able to bring legal representation to a level one suspension appeal hearing. If legal counsel is to be present in the level two appeal hearing on a short term suspension, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

The decision of the appeal committee for short-term suspension will be final and may not be appealed to the district hearing officer or the board of education/board hearing officer.

### **LONG-TERM SUSPENSION - more than ten (10) days**

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 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.
- 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 or attend extracurricular activities.
- Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

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 and/or his/her parent(s) may appeal the suspension.

### **Appeal Process**

1. The first level of appeal for suspensions will be to the building principal.

- This step may be skipped if the building principal was part of the first conference.
- A written request specifying the reason(s) 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.
- The Principal 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 student has the right to appeal the decision.

2. The second level of appeal for suspensions will be to the appeal committee.

- In order to appeal the building principal's decision, a written request specifying the reason(s) for the appeal must be submitted to the district hearing officer for long-term suspensions within ten (10) days.
- Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing with the appeal

committee within ten (10) days from the date the notice of intent is filed.

- The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal.
- During the hearing with the appeal committee, 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.
- 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.
- If the appeal committee does not withdraw the suspension, the student has the right to appeal the decision.

3. The third level of appeal for suspensions will be to the Board of Education/board hearing officer.

- In order to appeal the appeal committee's decision 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 appeal committee.
- 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 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.

In a long term suspension (more than 10 days) appeal, the student shall have the right for representation, however the parent(s)/guardian(s)/student will not be able to bring legal representation to a level one or a level two suspension appeal hearing. If legal counsel is to be present in the level three appeal hearing on a long term suspension, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

**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 CONDUCT**

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 is a sufficient connection to 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:

- Damaging school property, e.g. a school bus;
- Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
- Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

### **Search of Students, Personal Property, and School Property - *Excerpt from Policy 5125***

Upon reasonable suspicion, the school shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

### **PREVENTION OF BULLYING - REPEATED ACTS OR PATTERNS OF HARASSMENT, INTIMIDATION, THREATENING BEHAVIOR OR HAZING**

#### **Policy # 5110**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

- Conference with student
- Conference with parents
- In-school intervention
- Detention
- Referral to counselor
- Behavioral contract
- Changing student's seat assignment or class assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- Restriction of privileges
- Involvement of local authorities
- Referring student to appropriate social agency or to a delinquency prevention and Diversion program administrated by the office of Juvenile Affairs
- Suspension
- Performing Campus-site services for the school district.
- Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips, change of placement.

Harassment set forth above may include, but is not limited to, the following:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at the student;
- Unwelcome physical contact.

The superintendent or designee shall develop procedures providing for:

- Prompt investigation of allegations of harassment;
- The expeditious correction of the conditions causing such harassment;
- Establishment of adequate measures to provide confidentiality in the complaint process;
- Initiation of appropriate corrective actions;
- Identification and enactment of methods to prevent reoccurrence of the harassment; and
- A process where the provisions of this policy are disseminated in writing annually to all staff and students.

## **REFERENCE**

21 O.S. §850.0

70 O.S. §24-100.2

## **PROHIBITING BULLYING (INVESTIGATION PROCEDURES)**

The following procedures will be used by any person for the filing, processing, and 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.

## **DEFINITIONS**

**Bullying:** means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or

directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

**Electronic communication:** means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

**Threatening behavior:** means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

## PROCEDURES

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

- The matter should immediately be reported to the building principal or designee. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal or designee. As much detailed information as possible should be provided to the building principal or designee in written form to allow for a thorough investigation of the matter.
- Upon receipt of a written report, the building principal or designee shall contact the superintendent or designee and begin an investigation to determine the severity of the incident and the potential for future violence.
- If, during the course of the investigation, it appears that a crime may have been committed the building principal or designee and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
- If it is determined that the school district's discipline code has been violated, the building principal or designee shall follow district policies regarding the discipline of the student. The building principal or designee shall make a determination as to whether the conduct is actually occurring.
- Upon completion of the investigation, the principal or designee or superintendent or designee may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
- Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.
- Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal or designee by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent or designee shall be responsible for enforcing this. The building principal or designee should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal or designee should notify the superintendent or designee of the findings of the investigation. Documentation should also be provided to the superintendent or designee to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

## **ENROLLMENT**

### **RESIDENCY POLICY Policy # 5015**

#### **LEGAL RESIDENCY**

The Mustang Public Schools 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 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 or a copy of the court order granting legal guardianship. 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 nighttime 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 nighttime 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~~ **Central Enrollment Office**. 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~~ **Central Enrollment Office**.

All staff are instructed to refer any questions to the appropriate building principal or the Assistant 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 the following:

- Current utility billings including gas, electric, water or sewer and/or
- lease agreement

- contract on a home, (completion of the build and residency established within approximately 45 days of enrollment)
- warranty deed statement
- mortgage statement.

If utility billings are not available, the school shall accept a current or active verification of service from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official. Telephone billing, television cable billing, personal checks or driver's license will not be accepted as a verifiable, current proof of residency. By completing the enrollment process, the resident/owner/parent/guardian are consenting to approval allowing the school district to request, inspect and verify additional proofs of residency.

### **Residency Verification by 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 "Residency Verification by Affidavit" form completing a residency verification by Affidavit requires both the homeowner/resident and the parent/legal guardian of the student must sign and each must provide a current valid driver's license (not expired) or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residency as required for all new students. The name on the affidavit must match the name on the proofs of residence. The Parent/Legal guardian shall provide two (2) proofs of residency. Mail (such as bank statement, medical bills, insurance papers, but not personal letters or junk mail), either addressed to the parent at the address claimed as the residence or forwarded by the United States Postal System to the address claimed as the residence, updated lease agreement showing parent/legal guardian and student's name as occupants. A Residency Verification by Affidavit is valid for the current school year only and is to be renewed each year (during the summer). By completing the RVA process, the resident/owner/parent/guardian are consenting to approval allowing the school district to request, inspect and verify additional proofs of residency.

Renewal of existing Residency Verification by Affidavit forms takes place over the summer for the upcoming school year. Completion of new Residency Verification by Affidavit forms for the upcoming school year may be completed at the time of enrollment or over the summer months.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/MPS resident /parent/legal guardian/student moves, the enrollment of the student is null and void and the student may 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 "Residency Verification by 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.

### **Home Language Survey**

The parent/guardian(s) of any student enrolling must complete the Home Language Survey for K-12 School Districts.

The Home Language Survey will apply to all years the student is enrolled with MPS. A new Home Language Survey must be completed in the event that a student withdraws from the district and returns at a later date.

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 within the first 10 (ten) days of enrollment. 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 EL (English Learners) are interchangeable terms.

### **ACCEPTANCE OF ELECTRONIC SIGNATURES AND RECORDS - Excerpt from Policy 2222**

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records, and the overall context in which records are created, transferred, and signed. The Mustang School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in this district.

### **Policy #5035**

All children between the ages of five (5) years on or before September 1, and twenty-one (21) years on or before September 1, shall be entitled to attend school free of charge in the district in which they reside.

All children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and who have not attended a public school kindergarten shall be entitled to attend half-day or full-day early childhood programs at any public school in the state where such programs are offered; provided no child shall be required to attend any early childhood education program. The following paragraphs shall govern early childhood programs:

Children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 shall be entitled to attend either half-day or full-day early childhood programs in their district of residence free of charge as long as the district has the physical facilities and teaching personnel to accommodate the child. For purposes of calculation of State Aid, children in an early childhood education program shall be included in the average daily membership of the district providing the program.

A child who has not reached the age of five (5) years on or before September 1 and who resides in a district that does not offer an early childhood program shall be eligible for transfer to a district where an early childhood program is offered if the district that offers the early childhood program agrees to the transfer. A district offering early childhood programs may refuse to accept a nonresident child if the district does not have the physical facilities or teaching personnel to accommodate the child in an early childhood education class. If the child requesting the transfer has not reached the age of four (4) on or before September 1, the district may refuse to accept the nonresident child if the district determines the child is not ready for an early childhood program. Children who are accepted in a program outside their district of residence as provided in this paragraph shall be included in the average daily membership of the district providing the program for State Aid funding subject to the State Aid formula weight limitations set forth in paragraph 1 of this subsection.

Children who have reached the age of four (4) years on or before September 1 may apply for admittance to Pre-Kindergarten in MPS. The program operates Monday through Friday with half-day sessions. The program is free and follows the MPS's calendar. Transportation is not provided.

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.

No non resident and non transferred pupil shall be allowed to attend school in any school district unless a tuition fee equal to the per capita cost of education for a similar period in such district during the preceding year has been paid to the receiving district in advance yearly or by semester as determined by the district board of education of receiving district. If the State Board of Education discovers that such attendance has been allowed without prior payment of the tuition fee in advance as required, no further payment of any State Aid Funds shall be made to the district until such district has shown to the satisfaction of the State Board of Education that all such tuition fees have been paid or that such tuition pupil will no longer be allowed to attend school until the required tuition fee has been paid.

Any parent, guardian, person or institution having care and custody of a child who pays ad valorem tax on real property in any other school district other than that in which that person resides may, with the approval of the receiving board, enroll the child in any school district in which ad valorem tax is paid and receive a credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes in the school district in which the child is enrolled. Provided, the credit shall not exceed the total amount required for the tuition payment (70-1-114)

Where tuition has been paid to permit the underage child to attend kindergarten in a school district, the child is not entitled to attend first grade free of charge in another district where he does not meet the general minimum age for free first grade attendance required by this section, January 29, 1976 (AG Op. No. 76-132)

Mustang Public Schools does not accept tuition for underage children.

Enrollment of new students can be completed online through the online enrollment system. Central Enrollment office staff will subsequently review and enroll students whose enrollment process is complete. Returning students will fill out online re-enrollment during each spring semester. State law and district policy requires that parents provide the following information at the time of enrollment:

- State issued ID or Driver's License (must be current, not expired)
- 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 Central Enrollment office with a change of address, custody changes, legal name changes, updated legal documents, phone number changes, emergency contact updates, etc.

#### **Re-Enrollment for Returning Students**

Returning students will fill out online re-enrollment during each spring semester. District policy requires 1 (one) current proof of residency at re-enrollment in the spring and 1 (one) in the fall.

### **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 or another state for nine weeks or longer shall be required to be tested by the Mustang Public Schools to help determine grade level placement. A team consisting of the site principal, school counselor and a classroom teacher will evaluate the test scores along with other factors such as age, and social/emotional well-being to determine the best placement for the student.

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 or another state must submit documentation and/or an official transcript from the school to the Principal of Mustang High School. Before a core academic credit will be awarded by Mustang High School on an official school transcript, the student must demonstrate proficiency at a 60% level or above through credit by examination. Exams will only be given in the core academic courses from the non-accredited school that were completed with a passing grade of a D or higher. For the courses where credit by examination is awarded, credit will be documented on an official Mustang High School transcript and will reflect the score earned; i.e., 76% equals a C. Enrollment can then be finished based on courses still needed for graduation requirements.

In addition to the use of achievement testing for core academics, 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. for elective credits. Examination results will be kept in the student's cumulative file.

### **TRANSFER POLICY**

#### **Policy # 5005**

#### **Previous Transfers (prior to January 1st, 2022)**

Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon discipline, or attendance as addressed within this policy. Parents/Guardians will be notified by July 15<sup>th</sup> of the district's decision to deny continuance. This discontinuance can be appealed to the school board according to this policy.

#### **Transfer Application Overview & Timeline**

The school district will 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. Parents/Guardians can request a transfer at any time. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will notify parents/guardians of the decision to approve or deny within 30 calendar days of request receipt in writing by either hand-delivery, by U.S. Mail or electronic mail. If denied, the notification shall include an explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made; A copy or electronic link of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept; a copy or electronic link of 210:10-1-18.1 from the Administrative Code; and the date upon which the appeal will be due.

Upon notification of an approved transfer, the parents/guardian has 10 calendar days to initiate enrollment. Failure to do so may result in transfer revocation.

For existing transfers, the district will not require parents to resubmit a new transfer application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student. A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as an employee per 70 O.S. § 8-113.

State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

### **Capacity Determination**

Capacity, determinations are specifically for the purpose of complying with Oklahoma state law (70 O.S. § 18-113.1) establishing guidelines to determine the capacity for Mustang Public Schools to accept transfer students as defined by law. Capacity is not intended to define district decisions related to staffing allocations or class size determinations for non-transfer students.

In making the decision to determine Capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of specified classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size. Mustang Public Schools recognizes the need to provide additional support in schools designated as School wide Title I sites. Capacity limits are smaller for these sites as described below.

The following calculations will be used to determine Program Capacity for schools **not** designated as School wide Title I school sites.

- PK-4th Grades

By site, the number of core grade level teachers per grade level x 20 students = capacity for that grade level.

- 5th -6th Grades

By site, the number of English Language Arts sections per grade level x 20 students = capacity for that grade level.

- 7th-8th Grades

By site, the number of English Language Arts sections per grade level x 25 students = capacity for that grade level.

- 9th-12th Grades

By site, the number of English Language Arts sections per grade level x 28 students = capacity for that grade level.

The following calculations will be used to determine Program Capacity for schools designated as School wide Title I school sites.

- PK-4th Grades

By site, the number of core grade level teachers per grade level x 18 students = capacity for that grade level.

- 5th -6th Grades

By site, the number of English Language Arts sections per grade level x 18 students = capacity for that grade level.

- 7th-8th Grades

By site, the number of English Language Arts sections per grade level x 22 students = capacity for that grade level.

- 9th-12th Grades

By site, the number of English Language Arts sections per grade level x 25 students = capacity for that grade level.

As it relates to Capacity, "Student" is defined as any student currently enrolled in Mustang Public Schools, regardless of instructional delivery format.

As it relates to Capacity, "English Language Arts" includes all levels of English Instruction for each specific grade level (e.g. English 3 and AP English Language). Self-contained special education courses and special education related teacher maximums are defined elsewhere.

As it relates to Capacity, the "sections" of English Language Arts are defined as one regular class taught by at least one teacher for a time of 1 period in the school day.

### **Transfer Capacity Review**

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.

### **Uniformed Military Services - Dependent Children**

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on 202

active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

### **Transfer Acceptance**

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Parents will be responsible for transportation for accepted transfers.

### **Automatic Approvals**

If a parent receives notification from the State Department of Education their transfer has been automatically approved due to military, foster care or a teacher employment status situation, Mustang Public Schools may immediately revoke the transfer upon failure to meet qualifying approval criteria outlined in law; teacher hired but never shows for work; military deployment orders are rescinded; etc.

### **Transfer Denial & Appeal**

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) calendar days of notification of denial to the board of education. The appeal period begins 3 days after notification sent by US mail or the day after a notification sent by email or hand delivered. The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following: The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken; the date the district gave notice denying the transfer request; the basis for appealing the decision of the school district; and the name, address and telephone number of the legal representative, if applicable. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. Any board vote on the appeal must be taken in open session. The student's name should not be included in the agenda or in the motion. If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include: An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made; a copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept; a copy of the State Board of Education's prescribed form for an appeal; and a copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer. If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) calendar days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent will immediately provide copies of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) calendar days prior to

the date at which the State Board of Education is scheduled to consider the appeal, the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

### **Athletics**

Students who transfer into Mustang Public Schools shall retain varsity athletic eligibility according to “rule 8” from the Oklahoma Secondary Schools Athletics Association (OSSAA); amended 2024.

### **Intra-District Transfer**

A request to transfer to another school in the Mustang district can be submitted any time after April 1 for the following school year. All In-District Transfer requests should be submitted electronically. A link to the online request form will be provided to parents individually upon request. Parents should contact the Mustang Education Resource Center for access to the online transfer request form. A transfer is approved for one (1) school year only. The transfer request process must be completed each year before a child can be considered for a transfer. An in-district transfer may be revoked at any time for disciplinary reasons.

### **Transfer of Special education Students**

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act, the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the child in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the child.

For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred. REFERENCE: 70 O.S. §13-103.

## **FOREIGN EXCHANGE STUDENTS**

### **Policy # 5025**

Unless otherwise prohibited by federal law, Mustang Schools will:

- 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.
- 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 non academic 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.
- Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
- 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.

- Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

### **SCHEDULE CHANGES (Grades 9-12)**

Course schedules should be created with the goal of providing optimal academic growth for a student. Therefore, requests for schedule changes which result in a student being moved to a course which is, in general, below the intellectual capabilities of the student will not typically be approved. In addition, requests for schedule changes due to a student's desire to "be with a friend" or to have a specific teacher will also be denied.

**Schedule changes are permitted through the first ten (10) days of the semester.** Schedule changes will only be considered for legitimate reasons such as a schedule conflict, meeting graduation requirements or an inappropriate placement as determined by a teacher, counselor, or administrator. **Any schedule change after the first ten (10) days of the semester will require administrative approval. See procedures for the appeal process for a change of schedule after the 10-day deadline.**

Schedules may be adjusted if any of the following criteria exist and space is available:

- Incomplete schedules or computer errors
- Duplication of courses
- Student who does not meet prerequisites or does not have teacher approval
- Student accepted to a special program (e.g., Career Tech)
- Student placed with a teacher under whom the student previously received a failing grade
- A student's desire to take a more challenging course (no reversal at a later date)

### **Appeal Process for a Schedule or Teacher Change Following the 10-Day Deadline**

- A. A conference with parent(s), student, teacher, and an administrator is required. During this conference, the problem/concern will be discussed, and a plan will be formulated to assist the student and teacher in addressing the concern through mutual effort. This plan must remain in effect for a minimum of six (6) weeks before re-evaluating the situation.
- B. If the parent feels the above plan has not been successful, he or she may contact the administrator in writing to communicate his or her continued concerns. The principal will determine, based on communication with the parent, student and teacher, whether a schedule change is in the best interest of the student.

### **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 Reading Sufficiency Act of the state of Oklahoma and 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.

Mustang Public Schools will comply with the laws and rules applicable to the Reading Sufficiency Act. Students in grades K-4:

- A. Any first grade, second grade, or third grade student who demonstrates end-of-year proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
- B. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as not meeting grade level targets on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
- C. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered, and has not accumulated evidence of third-grade proficiency through a student portfolio or is not subject to a good-cause-exemption, then the student shall not be eligible for automatic promotion to fourth grade.
- D. The minimum criteria for grade-level performance of third grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text. To determine the promotion and retention of third-grade students, the State Board of Education shall use only the scores for the standards for reading foundation/processes and vocabulary portions of the statewide third-grade assessments.
- E. A student not eligible for automatic promotion and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment may be evaluated for probationary promotion by a Student Reading Proficiency Team. The student shall be promoted to the next grade if the team members unanimously recommend probationary promotion to the school principal and district superintendent for approval. If a student is allowed a probationary promotion, the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is

enrolled or transitions to a locally designed remediation plan after the fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

- F. Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment and who are not subject to a good cause exemption shall be retained in the third grade and provided intensive instructional services and supports.

A third grade student may be promoted for “good cause” if the student meets one of the following statutory exemptions:

- English language learners who have had less than two years of instruction in an English language learner program;
- Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- 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;
- 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 in reading and has made adequate progress in reading pursuant to the student’s individualized education program.
- Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, or in kindergarten, first grade, second grade, or third grade.
- Students who have been granted an exemption for medical emergencies by the State Department of Education.

For other students in grades K-4 who do not fall under the Reading Sufficiency Act guidelines:

- A classroom teacher may recommend promotion or retention of a student.
- A placement committee which 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. Penmanship, art, music and physical education grades are not included in the core subjects when considering retention.
- A conference with parent(s) or guardian(s) will be held prior to the retention of any student.

Students in grades 5-8:

- A conference with parent(s) or guardian(s) will be held prior to the retention of any student.
- Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.

Students in grades 9-12:

- Credit for a course of study will be transcribed if the student has achieved a grade average of 60% or above as determined by the teacher of record.

### **PROMOTION/RETENTION APPEAL PROCESS**

Whenever a school or placement committee recommends that a student be retained at the present grade level or promoted to the next grade level, 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/Board Hearing Officer or designee 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)’s reason(s) for disagreeing with the decision of Board of Education/Board Hearing Officer or designee.

### **Appeal Process:**

- A. In Order to appeal the school's decision, a written request specifying the reason(s) for the appeal must be submitted to the Board of Education/Board Hearing Officer or designees for promotion / retention within three (3) days.
- B. Upon receipt of the appeal, the Board of Education/Board Hearing Officer or designee shall schedule an appeal conference.
- C. During the appeal conference the Board of Education/Board Hearing Officer or designee reserves the right to include additional district administration.
- D. During the appeal conference, the student's parent(s) shall have the right to provide any new information relating to the established criteria as to why the recommendation of the school is inappropriate.
- E. 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.
- F. Upon full review of the matter, the Board of Education/Board Hearing Officer or designee shall determine if the placement of the student is appropriate.
- G. The Board of Education/Board Hearing Officer or designee may uphold, or overrule the placement. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
- H. The decision of the Board of Education/Board Hearing Officer or designee shall be final and not subject to any further appeal.

### **REFERENCE**

70 O.S. §24-114.1

70 O.S. §1210.508C

### **APPEAL OF ATTENDANCE RECORD**

Appeal of Attendance Record: A written appeal concerning attendance must be made to the Appeal Committee within 10 days from the last day of the semester. The appeal form is located on the High School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. Doctors' notes should be submitted to building secretaries throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

### **OFFICIAL WITHDRAWAL FROM SCHOOL**

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the school. 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 teacher's and counselor's signatures on the slip, he/she must present it to the principal for approval.

## **GRADUATION**

### **GRADUATION**

#### **Policy #5075**

The Mustang Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that the required course units plus elective units must be equal to a minimum of 26 units for graduation.

A credit/unit represents the credit/unit given for successful completion of one (1) year of study in a solid subject. All students must be enrolled in a minimum of seven (7) classes per semester.

## MHS GRADUATION REQUIREMENTS

All classes taken to meet graduation requirements must be taken in grades 9-12.

According to the law, your student will automatically be enrolled in the college preparatory/work ready curriculum, and you do not need to do anything to enroll your student in this curriculum. However, if you choose the core curriculum, you must complete the “College Preparatory/Work Ready Parental Curriculum Choice Letter” and turn it in to your student’s school counselor. Please contact your counselor if you have questions or need additional information.

### Overview of Graduation Requirements by Class

Specific courses can be found in the Mustang High School Course Guide or the Oklahoma State Department of Education website. [sde.ok.gov/sde/](http://sde.ok.gov/sde/)

### Additional Requirements for CC and CP/WRC:

- Personal Financial Literacy Requirement
- CPR/AED Requirement
- Statewide student assessment system
  - ELA
  - Math
  - Science
  - US History

Mustang Public Schools requires students to successfully complete twenty-six total credits to graduate. However, under special circumstances due to organizational structure outside of the student’s control, Mustang Administration may recommend to the MPS School Board of Education to waive the twenty six minimum credit requirement and reduce the requirement while staying in the state guidelines.

### CONCURRENT ENROLLMENT

Dual enrollment credit is earned by high school students attending classes with other college students on the college campus. It is also sometimes earned by taking special classes at their high school sanctioned by the college to qualify for credit. When students who have earned dual enrollment credit graduate high school, they also come with a transcript from the college with all of their earned credits. Concurrent enrollment policies should be designed to create as many higher education pathways as possible for students. The following courses are approved for students at Mustang Public Schools for concurrent enrollment:

HS Credit Course	College Course Name(s)	Equivalent HS Units	Equivalent HS Course
English	English Composition I English Composition-Research Principles of English Composition English Composition II	0.5	4054
Fine Arts - Music	American Popular Music Music Appreciation	1	3053
Humanities	General Humanities	1	2951 Elective Credit Only Unless includes: an Art emphasis

			(2952) a Music emphasis (2954)
Literacy	Personal Finance	0.5	1451
Math	College Algebra Precalculus Algebra Algebra for STEM	1	4611
	Functions and Modeling Applied Algebra	1	4413
Media Arts	Film Appreciation	1	
Social Studies	American Federal Government American Government United States Government American National Government American Government & Politics	1	5541
	U.S. History: Civil War Era-Present U.S. History: 1877-Present U.S. History Since 1877 U.S. History Since 1865 American History Since 1877 American History Since 1865 American History 1865-Present	1	5410
Additional Unit - Social Studies  (Eligible only for additional unit under the category of Social Studies)	General Psychology Introduction to Psychology Introductory Psychology Elements of Psychology	1	5641
	Introduction to Sociology Introductory Sociology Sociology	1	5720

## ASSESSMENTS

Students graduating from Mustang High School, who start the ninth grade must meet the following requirements regarding assessments:

- Each student is required to take the assessments included in the statewide student assessment system (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) as adopted by the State Board of Education in order to graduate from a public high school with a standard diploma. Each student will also be required to meet any other high school graduation requirements adopted by the State Board of Education. State law also requires students to be tested in U.S. History once during high school.
- Students will be excused from meeting this graduation requirement if they transfer in after the testing window closes their junior year or transfer in during their senior year.

## **GRADUATION EXERCISES**

Only those seniors in attendance at Mustang High School and qualified under the aforementioned requirements shall be considered for participation in the Mustang graduation ceremony.

A student must complete all graduation requirements to participate in graduation exercises. If a student is missing  $\frac{1}{2}$  a credit, an appeal can be made to the High School Principal. An Appeal Committee will review each case individually. The Appeal Committee's decision is final.

A Mustang High School student who is not allowed to graduate and participate in commencement exercises because of lack of sufficient units of credit, but subsequently completes the required credits through correspondence, summer school or similar approved methods, will have two options:

1. Upon completion of credit, the student may receive his/her diploma at that time.
2. Upon completion of requirements, a student will be allowed to participate in the commencement exercises of the next graduating class and receive his/her diploma at that time. If the student desires to participate in the exercise, he/she must notify the school on or before April 1. The student understands that he/she must abide by all policies as stated in the Mustang High School Student Handbook for the current year.

A student will not be able to participate in graduation exercises if under school suspension or incarcerated.

Students will need to dress in appropriate attire for the graduation ceremony.

### **Procedure for Adding additional cords**

High school organizations who are governed by a National Organization and are tied to a transcribed course can request cords to be worn at graduation. The organizations may submit a written request for consideration of additional cords to the High School Principal for approval. This request should include all important information including the requirements for earning the cord through the organization. Only cords approved by Mustang High School can be worn during the graduation ceremony.

### **Valedictorian and Salutatorian**

Valedictorian and Salutatorian status will be based on student's performance from their ninth, tenth, eleventh, and twelfth grade year. All students with a GPA of 4.00, weighted or unweighted (no rounding of points) and above 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.

Students coming from out-of-state/out-of-country institutions with transfer grades that can only be transcribed 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 transcribed from out-of-state/out-of country transfer grades, unless administration approval is granted
- have attended high school more than 8 semesters
- fewer than seven (7) semesters of grades, unless on an early graduation contract

## **EARLY GRADUATES**

**Traditional setting:** Six (6) semester graduates must have twenty-two and one-half (22.5) credits completed by the end of the 5th semester; the weighted GPA of those twenty-two and one-half (22.5) credits is used

for valedictorian/salutatorian determination. It is the parent(s') and student's responsibility to notify the counselor if there is an intent to graduate early. The student will need to sign the early graduation contract.

**Non-traditional pathway:** (any student utilizing an alternative setting which includes, but is not limited to MEC/PASS, MTC, Virtual Academy, CCEC, etc.). Student and Parent/Guardian must declare intended graduation by April 15 in order to participate in graduation exercises for the current school year. In order to declare graduation, the student and parent/guardian must meet with the school counselor and sign off on a graduation contract. In this instance, the student must successfully complete all graduation requirements prior to the graduation date. If a student does not declare by April 15 or does not successfully complete all graduation requirements, then they will not be allowed to participate in graduation exercises during that year.

### **ALL STUDENTS**

Any student that fails to meet the requirements for graduation will be re-enrolled for the following school year in order to finish all outstanding requirements. Upon completion of those outstanding requirements, the student would be eligible to participate in the graduation exercises for that school year.

### **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.

### **NCAA CLEARINGHOUSE**

To be certified by the clearinghouse, the student must:

- Graduate from high school, and
- Have successfully completed sixteen (16) core courses and
- Have a core-course grade-point average (based on a 4.00 scale) and
- a combined score on the SAT or a sum score on the ACT based on the new core GPA/test score index.

It is the responsibility of the student/parent to notify the appropriate counselor if they have registered with the NCAA Clearinghouse. Counselors will assist students tracking the necessary coursework for eligibility. However, the student is ultimately responsible for completing all of the requirements of the program. The NCAA requires that a student's ACT score come directly from ACT. Students and parents need to be sure to use the ACT Code (9999) when registering for the ACT. It is recommended that a student register by spring of the junior year. Go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) to register.

## **HEALTH & SAFETY**

### **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](http://www.mustangps.org).

### **HEALTH SERVICES**

## **Policy # 5045**

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

## **ILLNESS**

Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and/or has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

## **HEAD LICE**

Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be re-admitted 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**

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:

- 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
- No controlled substances will be given at school without a specific doctor's order stating the medication must be given during school hours
- Medication that needs to be halved **MUST** be done by the parent or pharmacy before bringing to school. Medication will not be cut in half by school personnel
- 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 appropriately disposed of. Medications are not stored at school during the summer
- 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 nonprescription 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 into the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school and picked up 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 \*As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.
- Only FDA approved medication will be given at school
- Herbal and homeopathic supplements will not be given at school
- 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. The nurse's professional discretion will be used to determine if administration is in 214

keeping with the health and well-being of the student and sound medical practice.

### **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. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.

### **Field Trips/Medication**

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 an MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

### **PHYSICAL EXAMINATION POLICY**

It is the intent of the Mustang Board of Education to safeguard the health and wellness of all students. To that end, students wishing to participate in extracurricular, 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.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings 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.

## **NUTRITION**

### **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 1<sup>st</sup> and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at [mustangps.schoollunchapp.com](http://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, 12400 S.W. 15th St., Yukon, OK 73099 Attention: Kay Rainwater, Child Nutrition Director. Additional applications are available at the school office-or the Mustang Educational Resource Center. 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 by calling the Mustang Child Nutrition Office at (405) 376-7317 or by emailing your request to [balest@mustangps.org](mailto: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 re-apply before October 1st of the current school year 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.

### **PAYING FOR LUNCHES**

Mustang elementary schools and Intermediate schools allow 6 meal charges. After the sixth charge, an alternate meal\* may be provided until charges are paid. All charges must be paid before ala carte items or second 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. During this time, robo calls will be made two times per week to households who have a child with a negative balance as a reminder to send money.

Middle schools allow 3 meal charges. After the third charge, an alternate meal\* may be provided until the charges are paid. All charges must be paid before ala carte items or second 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. During this time, robo calls will be made two times per week to households who have a child with a negative balance as a reminder to send money.

Mustang High School has a no charging policy. In extenuating circumstances, the Child Nutrition Department will allow three (3) charges of reimbursable meals to make sure anyone who needs food receives it. After the third charge, an alternate meal\* may be provided until the charges are paid. All charges must be paid before ala carte items or second 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. During this time, robo calls will be made two times per week to households who have a child with a negative balance as a reminder to send money.

\*Alternate meals may be made up of a PBJ sandwich, fruit & milk, an entrée, fruit & milk, or a cheese sandwich, fruit & milk.

\*\*At all sites, the Principal may work with Child Nutrition on extenuating circumstances.

Student ID 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 or make purchases for other students.

\*\*Online payments can be made by going 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 4.5% + .40 per transaction fee effective 1/19/2022 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.

Meal prices can be found on the district website.

A \$25.00 fee will be charged for insufficient checks – No Exceptions. Further checks will not be accepted at any school until the insufficient check is cleared up. In order to ensure that funds sent in cover any

insufficient checks, please send cash or a money order rather than make an online payment.

## **REFUNDS**

Students' lunch account balances will automatically move with them to the next grade/school as long as they remain in the district. If your student leaves the district, you can request a refund by calling the Child Nutrition Office at (405)376-7317. Graduating students' lunch accounts can be transferred to siblings in Mustang, refunded, or donated to pay off other childrens' lunch accounts at parents' request.

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 check is returned to the district undeliverable, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than \$5.00 unless at parent's request.

## **STUDENTS WITH FOOD ALLERGIES**

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy and recommended substitute for that food item. 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 Child Nutrition Director at (405)376-7317 or the cafeteria manager of your child's school to discuss menus. In order to remove an allergy note from a child's account, the Child Nutrition Office must receive a note, dated and signed by a doctor (if the allergy was severe) or parent, stating the child no longer has that allergy.

Forms can be found on the district website under "Cafeterias" tab or upon request through the Child Nutrition Office at (405)376-7317.

## **PROCEDURES**

### **COMPLAINT AGAINST AN EMPLOYEE OF THE DISTRICT POLICY**

#### **Policy # 1095**

The Mustang Board of Education believes that it is important to implement a policy which promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

### **PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL**

#### **Policy # 1095.1**

#### **Step One**

All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such a meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further.

## **Step Two**

If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint. The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee.

The complaint shall proceed no further until the building principal or supervising administrator receives the fully executed and signed complaint form from the complaining party. The principal or supervising administrator will then review the complaint, investigate 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 Step Two 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 of complaints receipt of the level two decision. Upon receipt of a written request for Step Three Appeal, the building principal or supervising administrator shall, the same or subsequent working day, deliver to the Central Administration offices the Formal Complaint and written request for Level Three Appeal, together with copies of all other documents and decisions related to the complaint.

## **Step Three**

Within ten (10) working days of receipt of the Formal Complaint and written request for Step Three 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 to comply with the Oklahoma Open Meeting Act.

The Board 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.

## **SCHOOL SAFETY**

### **TRAFFIC SAFETY**

The safety of our students on and around each school campus is top priority. Parents and students must obey all traffic and school zone laws as well as comply with school procedures for drop-off/pick-up lines, and parking areas. Please refrain from using cell phones while operating a vehicle on or near any school campus. Students who drive that are not obeying all traffic laws and/or established procedures may lose driving privileges on school grounds.

### **VISITORS / CHECK OUT PROCEDURES DURING SCHOOL HOURS**

All visitors will need to check in at the front office. In order to have access to the building, beyond the front office, parents must present an approved photo ID (state issued driver's license, or government issued ID Card). The ID will need to be scanned into the School Safe ID system. Only individuals listed in powerschool with a photo ID will be allowed to check out a student from the school.

### **SEX OFFENDERS ON DISTRICT PREMISES**

## **Policy #2080**

A safe learning environment promotes academic and social growth. The District desires to protect students at school from those who might expose students to inappropriate acts of a sexual nature. Those required to register with the State as sex offenders have committed acts totally incompatible with a safe learning environment. Accordingly, registered sex offenders are prohibited from being on any District property or attending District-sponsored activities at all times, and administrators are authorized to direct such offenders off District property and to notify law enforcement for noncompliance with that directive.

### **Limited Exception for Parent/Guardian**

If the registered sex offender is the custodial parent or legal guardian of a child who is enrolled at the District, the registered sex offender **may only enter** District grounds:

- Under special circumstances with prior principal approval, when students are not present in the building. Such as IEP, meeting, etc. At the Head Principal/District discretion these may be held at the administration building or at the building site which include outside of regular business hours.
- If the student has a medical emergency and is escorted by site staff at all times while they are in the building.
- If the sex offender is picking up their child or dropping them off, from the regular school day or an extracurricular activity, they cannot exit their vehicle.
- If the student needs to be dismissed from the school early, the sex offender will call the office, the office staff will check the child out and a staff member will escort them to the car.

The registered sex offender, who is the parent or legal guardian of a child who is enrolled at the District, **may not** be on District property or at a District function at any other time. Registered sex offenders who are custodial parents or legal guardians of a child who is enrolled at the District will receive communications about their child by phone, letter or email instead of in-person communication with District personnel.

### **SAFETY DRILLS**

Mustang Public Schools practices, evaluates, and makes adjustments to safety drills throughout the school year. Each school site will practice a minimum of 10 safety drills per year in compliance with state requirements. These drills will include two tornado, two fire, four security drills and two additional (other) drills.

### **SECURITY PERSONNEL**

Mustang Public Schools partner with local law enforcement agencies to provide security for students and staff. Mustang Public Schools has full-time School Resource Officers. Our SROs are employed through Canadian County Sheriff's Department and the Mustang Police Department. The role of the SRO is to provide law enforcement, mentor students, and to educate school staff, students, parents, and community on law, trends, security, etc.

### **SEVERE WEATHER**

We wanted to remind parents that once school is in session, we will not release buses early in the event of severe weather or slick/icy road conditions. There is too much danger in having young children at home with no adult present. If we need to hold buses to ensure the safety of our students, we will. As always, if you are uncomfortable with approaching weather, you can check out your child. Please be aware of the individual school's policy on pickup if you are arriving close to the actual dismissal time. Should the outdoor warning sirens sound, children will be sheltered in the building and the front doors to the schools will be locked so our staff can get to shelter as well.

Should impending weather mean a cancellation of evening activities, the district will contact channels 4, 5, 9 and 25. The information will also be posted to the district website [www.mustangps.org](http://www.mustangps.org) and the district's

social media accounts such as Facebook and Twitter. For small events, individual coaches or sponsors may also communicate with their parents directly through other mediums (please make sure to have your contact information updated as necessary).

Mustang Public Schools stays in touch with the National Weather Service in Norman and receives regular briefings. School officials also monitor weather reports on local news stations.

Signs posted on the front doors of the school will read as follows:

In the event of severe weather, which poses the threat of imminent danger to our students and staff, **these doors will be locked**. Students can be checked out when the weather improves and conditions are considered safe.

This decision was made by Mustang Public Schools and based on the advice of FEMA and the National Weather Service.

If you feel that you need to pick your child up from school due to severe weather, please do so early rather than waiting until a storm is approaching. We appreciate your cooperation in this matter of safety for our students and staff.

***THIS FACILITY IS NOT A PUBLIC STORM SHELTER***

**THESE DOORS HAVE BEEN LOCKED DUE TO SEVERE WEATHER**

**STUDENTS CAN BE RELEASED AS SOON AS WEATHER CONDITIONS IMPROVE AND ARE CONSIDERED SAFE.**

**THANK YOU FOR YOUR COOPERATION**

**Mustang Public Schools**

## REUNIFICATION

Mustang Public Schools has a reunification plan in place for all sites in the event a school must evacuate a campus due to a crisis/emergency or must do a controlled release of students at their school. The details of the reunification location would be released to the parents and community as soon as possible through emergency communication avenues from the district and site. Upon arriving at the reunification site parent/guardian/emergency contact (must be listed in powerschool) will need to line up according to their child's last name, complete the reunification document and be prepared to present a photo ID.



## MPS Reunification Information Form

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student(s) back together. Staying calm and cooperating with school personnel will help expedite the process. We'll get through this as quickly as possible.

## Instructions:

1. Please complete this form.
2. **Please have photo identification out and ready to show MPS personnel.**
3. Select the check-in line based on either student last name or student grade.

**\*Please go directly to the "Exceptions" line if:**

- **you do not have your ID**
- **you are not an emergency contact in PowerSchool**
- **you are picking up someone else's student(s)**

**This process may take a little longer to verify your identity**

School Name: \_\_\_\_\_

	Student Last Name	Student First Name	Birthday	Grade	If Elementary - Homeroom Teacher -----OR----- If Secondary - Student Cell #
1			/ /		
2			/ /		
3			/ /		
4			/ /		

Parent / Guardian Info:

Last Name	First Name	Relationship to student(s)	Signature	Parent Cell #

**School personnel completes:**

**Info validated in PowerSchool: stamps** \_\_\_\_\_

**Student/Parent reunified: Time** \_\_\_\_\_ **Initials** \_\_\_\_\_ **Comment** \_\_\_\_\_

## STUDENT SERVICES

### 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. 222

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, Dr. Karen Wilson, Director of Student Services, at (405) 376-7335.

### **PARENTS RIGHT TO KNOW**

Every Student Succeeds 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, Every Student Succeeds Act 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 state certified. This legislation recognizes the importance of the school and family working together.

### **EVERY STUDENT SUCCEEDS ACT OF 2015**

#### **Title III, Part A: Language Instruction for English Learners (EL) and Immigrant Students**

The term "English Learners" 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 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 English Learners (EL) and immigrant students enrolled in the district following the guidelines of the No Child Left Behind ESSA, Title III, Part A.

- Annual assessment of English proficiency of all EL 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 EL students
- Evidence that EL 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 EL students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the EL 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.

## **EQUAL OPPORTUNITIES**

It is the policy of 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.

## **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:

- The right to inspect and review the student's education records within 45 days after the day the Mustang Public Schools receives a written request for access.
- Parents or eligible students should submit a written request that identifies the records they wish to inspect to the school principal or other appropriate school official. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 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 to 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.
- 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:

- Student name
- Participation of officially recognized activities and sports
- Weights 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

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)

- Political affiliations or beliefs of the student or student’s parent
- Mental or psychological problems of the student or student’s family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers
- Religious practices, affiliations or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of

- Any other protected information survey, regardless of funding
- Any nonemergency, 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
- 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

- Protected information surveys of students
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
- 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 nonemergency, 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

## **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 interests 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 a report.

## **TECHNOLOGY**

### **INTERNET ACCEPTABLE USE AND SAFETY POLICY**

#### **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 email 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, tablets, chromebooks and hand-held devices, 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 email 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:

- 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 email messages, material posted on District web pages, or 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; cyberbullying is prohibited.
  - Sending, posting, engaging in spamming or phishing activities.

- 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
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user
- 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 (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
  - Engaging in uses that jeopardize access into others' accounts or other computer networks
- 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)
  - Using the district's internet systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee
- Engaging in criminal or other unlawful activities.

### **Filtering**

In accordance with the 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 emails that include or attach confidential information are only sent to the intended recipients.

## Student Internet Safety

- A. District Responsibilities:
  - a. 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.
  - b. 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.
  - c. As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.
- B. Students Using the District's Internet Systems:
  - a. 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.
  - b. Students should not meet in person anyone they have met only on the Internet.
  - c. 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.
  - d. Students should not allow District computers to save their passwords.
- C. Teachers using the District Internet Systems, including Social Media for class activities:
  - a. Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
  - b. **Social media:** means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Flickr, Snapchat, Instagram etc.
  - c. 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.
- D. Parents:
  - a. 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 email - 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.

## **PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY Policy # 2140**

### **Personal Device Use for Internet Connectivity**

The district may provide the opportunity for students in grades 11th and 12th, that are enrolled in concurrent classes and/or vo-tech classes, to have a personal device connected to the district wifi system to complete course curriculum rather than a district provided device. 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: (Cellular Phones or SmartPhones are not acceptable devices)

- Laptop Computer
- Chromebook
- Tablet (Apple, Chrome or Windows based)

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 the 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 COMPLIANCE**

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.

## **TRANSPORTATION**

### **TRANSPORTATION - USE OF BUSES**

#### **POLICY 5155**

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:

1. to ensure that all children of our school that are eligible to ride are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

#### **SCHOOL BUS ROUTE POLICIES**

- 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)
- 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.
- 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.
- No school bus shall be permitted to operate on any private driveway.
- 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.
- No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.
- 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 waiver from the Mustang School District to complete the form and return it as directed.
- No bus stop shall be established in which a school bus must back up in order to complete a regular route.
- No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

#### **SPECIAL BUS RIDING PRIVILEGES**

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and it must be signed by a building administrator.

Students are not permitted to change buses (routes) to go to another location except as following:

- Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
- Bus transfers for the purpose of babysitting arrangements will be made on an individual basis, if the following conditions are present:
  - "Special-Riding Privilege" form has been completed and returned to the building principal
  - The bus transfer will not cause a passenger overload on the receiving bus
  - No new stop will be established to accommodate the transfer
  - The transfer must have the student exiting the bus at the same location each day
  - Student must be already eligible to ride
  - No students will be delivered to a job site.
  - All students will exit the bus prior to the beginning of the next scheduled route.

### **PARENT COMPLAINT PROCEDURE**

The MPS strives 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.

### **STUDENT CONDUCT ON BUSES**

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats.
- The noise level on the bus must remain at a low quiet voice level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, students are not allowed to throw objects from the windows or extend any part of the body through a window.
- The use of tobacco or electronic cigarettes or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.

- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Front Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away. Be respectful and courteous to all other students at all times.

### WRITTEN CONDUCT REPORT






A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation. The student must then present the signed copy to the bus driver to regain riding privilege within three (3) days.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

### B.U.S.

#### Be Responsible - Use Safety - Show Respect

BUS	Responsible	Safe	Respectful
Waiting for the Bus 	Be on time Have belongings together and organized Know and understand expectations	Stay at least 20 feet back Line up single file in an orderly manner Wait for Driver directions	Respect each other Respect others' property Use proper language
Entering the Bus 	Move to assigned seat Dispose of trash in receptacle (uneaten foods included)	Proceed in a single file line Use handrail Walk on bus and walk to seats	Greet driver Be courteous Use proper language
Riding the Bus 	Keep school supplies and cell phones in backpack Keep food and drink in your bag Follow Driver directions	Keep school supplies and cell phones in backpack Keep food and drink in your bag Follow Driver directions	Keep hands, feet and objects to self Use appropriate language Use a quiet voice (level 2) Respect bus property
Exiting the Bus 	Follow Driver directions Take belongings with you	Stay seated until bus comes to a complete stop Take turns leaving; front to back Move safely away from the bus Use handrail	Appreciate and respect others to self Keep hands, feet and objects to self Be courteous
Evacuation 	Stay quiet Leave belongings on bus	Listen for directions Exit quickly and safely	Follow Driver directions Help others when appropriate

## **ACTIVITY 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.

## **WALKERS**

If your child walks to and from school, discuss safe and appropriate routes and encourage him/her to respect other people's property.

## **STUDENT PARKING**

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 (and any additional parking areas selected by district). 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 to receive a temporary parking pass. Vehicles parked in a staff parking spot, handicapped parking, no parking zones, or those which are illegally parked may receive a parking fine of \$10.00. Three parking infractions can result in the loss of parking privileges. Parking violations of any kind may result in the use of a wheel lock, which prevents the movement of the vehicle. Moving a vehicle with a wheel lock attached will cause damage to the vehicle. Mustang Public Schools, employees of Mustang Public Schools, Mustang Police Department, and employees of the Mustang Police Department are not liable for any damages sustained from a car being driven with the wheel lock still in place. Removal of the wheel lock by a site administrator or campus resource officer will cost a fee of \$25.00. Vehicles will be towed at the owner's expense if vehicles are parked in the 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 areas. Students with motorcycles must park them in the designated and assigned areas of the student parking areas.

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. Students may only park in areas designated for student 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 \$30.00 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 \$5.00.  
\*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 is the responsibility of the student/driver. 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. 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 can be fined, have a wheel lock placed on the vehicle, or 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.**

# Board of Education MEMO



**To:** Mustang Board of Education  
**CC:** Charles Bradley, Superintendent

**From:** Dr. Jason Pittenger, Assistant Superintendent, Operations   
Meal Price Increase

**Date:** 8/12/24

**Contract Vendor:** \_\_\_\_\_ **Time Frame:** \_\_\_\_\_

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Discussion, motion and possible action to approve SDE mandated meal price increase. Student lunches for K-6 would move from 3.25 to 3.50 while student lunches for 7-12 would move from 3.50 to 3.75. Breakfast for all students would move from 2.25 to 2.50 and moving Adult lunch prices from 4.85 to 5.00. Breakfast for adults would move from 2.5 to 2.75.

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/1/2024 - 8/8/2024, PO Range: 405 - 49999, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	405	08/02/2024	84449	DORIS ELANE LUCAS	Resignation Agreement Payout	100.00
				Resignation Agreement Payoff	11-146-1000-810-100-1050-000-525	100.00
11	406	08/02/2024	17679	ACDA	066 Membership MNMS M Deister 24-25	125.00
				066 American Choral Directors Association membership for Megan Deister at MNMS for 24-25 SY	11-066-2575-811-000-1183-000-510	125.00
11	407	08/02/2024	12556	MENC: THE NATIONAL ASSOCIATION FOR	066-Membership for MNMS M Deister 24-25	140.00
				066 National Association for Music Education Membership for Megan Deister at MNMS 24-25 SY	11-066-2575-811-000-1183-000-510	140.00
11	408	08/02/2024	12714	OKLAHOMA CHORAL DIRECTOR'S ASSOC	066 Membership for MNMS M Deister 24-25 SY	105.00
				066 Oklahoma Choral Directors Association for MNMS for Megan Deister for 24-25 SY	11-066-2575-811-000-1183-000-510	105.00
11	409	08/02/2024	12960	Betroid Enterprises, Inc.	066 MNMS OkCDA Audition Pkts Vocal 24-25	250.00
				066 OjCDA Audition Packet 2024- 2025 MNMS Choir Festival Paks	11-066-1000-619-100-1183-000-510	250.00
11	410	08/02/2024	14462	Amazon Capital Services Inc.	333 ACT Prep Guides 24-25	80.00
				333 The Official ACT Prep & Subject Guides 2024-2025 Complete Set 1st Edition	11-333-1000-643-100-2740-000-705	80.00
11	411	08/02/2024	19969	SOLUTION TREE	070 Beginning Teacher Field Guides for SREB Grant	650.00
				071 BKF806 Beginning Teacher's Field Guide in conjunction with our SREB RAISE grant	11-071-2213-641-100-0000-000-050	650.00
11	412	08/02/2024	68063	Ventris Learning LLC	367-Teacher Manuals	2,558.50
				Teacher Manuals	11-367-1000-645-427-1110-000-105	319.81
					11-367-1000-645-427-1110-000-110	319.81
					11-367-1000-645-427-1110-000-115	319.81
					11-367-1000-645-427-1110-000-120	319.81
					11-367-1000-645-427-1110-000-125	319.81
					11-367-1000-645-427-1110-000-135	319.81
					11-367-1000-645-427-1110-000-150	319.83
					11-367-1000-645-427-1110-000-155	319.81
11	413	08/02/2024	14462	Amazon Capital Services Inc.	002 - classroom/office supplies	300.00
				002 - 3 ring binders page dividers	11-002-1000-619-100-0000-000-525	175.00
				002 - cell phone lock box	11-002-1000-619-100-0000-000-525	125.00
11	414	08/02/2024	67852	Cross the Road Electronics	469 - J Holman Classroom Materials	2,200.00
				Lottery Grant: Jessica Holman Classroom Materials (10) Kraken X60 powered by Talon FX - BACKORDERSKU:WCP-0940	11-469-1000-681-315-8700-000-705	2,200.00
11	415	08/02/2024	67996	Patrick Woolfenden	469 - J Holman Classroom Materials	1,000.00
				Lottery Grant: Jessica Holman Classroom Materials (4) MK4i Module Converters	11-469-1000-681-315-8700-000-705	1,000.00

238

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/1/2024 - 8/8/2024, PO Range: 405 - 49999, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	416	08/02/2024	14462	Amazon Capital Services Inc.	412 - K Owen Classroom Supplies	700.00
				Krista Owen: Classroom Supplies such as straws, foam dice pockets, chroma key gloves, wired headphones etc.	11-412-1000-681-315-8700-000-145	700.00
11	417	08/02/2024	14462	Amazon Capital Services Inc.	412 - T Hardeman Classroom Supplies	450.00
				Tara Hardeman Classroom Supplies such as buttons, poly fill, sewing needles, playdoh, markers, card stock, etc.	11-412-1000-619-314-8400-000-525	180.00
					11-412-1000-681-314-8400-000-525	270.00
11	418	08/02/2024	10582	CCOSA	541 - Federal Programs Boot Camp 24-25	300.00
				Registration of Federal Programs Boot Camp for Michelle Mullens (8/8/24)	11-541-2573-860-000-0000-000-050	300.00
11	419	08/02/2024	14462	Amazon Capital Services Inc.	412- C Matlock Classroom Supplies	500.00
				Courtney Matlock Classroom Supplies such as crayons, construction paper, presentation clicker etc.	11-412-1000-619-314-8400-000-705	500.00
11	420	08/02/2024	61820	PROJECT LEAD THE WAY INC	412 - PLTW Class Curriculum	6,000.00
				Project Lead The Way Class	11-412-1000-653-315-8700-000-505	950.00
				Curriculum Licenses for Brandy Skoropowski, Brett Coffman, Jeremy Ford and Clay Bowman.	11-412-1000-653-315-8700-000-510	950.00
					11-412-1000-653-315-8700-000-525	950.00
					11-412-1000-653-315-8700-000-705	3,150.00
11	421	08/02/2024	19969	SOLUTION TREE	541 - PD Books for instructional Staff	3,200.00
				(130) The 15 Day Challenge - PD Books for district PD	11-541-2213-641-000-0000-000-050	3,200.00
11	422	08/02/2024	14462	Amazon Capital Services Inc.	003- Open PO for PD Books	600.00
				003- MHS PD Open po for PD books/supplies PD Books for new teachers, staff, instructional coaches etc	11-003-2575-641-100-0000-000-705	600.00
11	423	08/02/2024	67956	Howard industries Inc	002-Smartboard- Boatman	1,891.00
				002-MHS Newline 75' Q Pro series 4K LED 4K Multi-Touch Display w/ USB Type-C, Google EDLACertifiedMPN: TT-7524QP*Boatman/	11-002-1000-653-100-0000-000-705	1,891.00
11	424	08/05/2024	64969	FRANKLIN JOE STUBBLEFIELD	026-Blanket: Mailbox repair	6,000.00
				026-Blanket: Repairs for damaged mailboxes hit by buses	11-026-2740-439-000-0000-000-050	6,000.00
11	425	08/05/2024	64295	Jacobus Energy, LLC	026-Blanket: Fuel/DEF for transportation vehicles	260,000.00
				026-Blanket: Fuel and DEF deliveries for the transportation fleet	11-026-2740-623-000-0000-000-050	260,000.00
11	426	08/05/2024	10007	Randall Five Inc	026-Blanket: Welding supplies for shop	650.00
				026-Blanket: Welding supplies for shop	11-026-2740-612-000-0000-000-050	650.00
11	427	08/05/2024	13890	UniFirst Corporation	026-Blanket: Shop towels, uniforms	2,500.00
				026-Blanket: Shop towels and mechanic uniforms/workwear	11-026-2740-425-000-0000-000-050	2,500.00
11	428	08/05/2024	66141	UNITY SCHOOL BUS PARTS, INC	026-Blanket: Bus parts/supplies	7,500.00
				026-Blanket: Bus parts/equipment and seat repair supplies	11-026-2740-612-000-0000-000-050	7,500.00

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 8/1/2024 - 8/8/2024, PO Range: 405 - 49999, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	429	08/05/2024	14310	Farrington Towing LLC	026-Blanket: Towing services for fleet	3,000.00
				026-Blanket: Towing services for transportation vehicles	11-026-2740-439-000-0000-000-050	08/05/2024 3,000.00
11	430	08/05/2024	12748	OKLA. STATE DEPT. OF EDUCATION	Adjunct Certification Fees	500.00
				Adjunct Certification Fees	11-014-2511-810-000-0000-000-050	08/05/2024 500.00
11	432	08/05/2024	61429	Global Payments Inc.	023 - PIN PADS	1,320.00
				PIN PADS	11-023-3140-653-700-0000-000-050	08/05/2024 1,276.00
				SHIPPING	11-023-3140-653-700-0000-000-050	08/05/2024 44.00
11	433	08/05/2024	68872	Kuder, Inc	025-Clever connect ICAP to PS	1,650.00
				Quote#QUO-06762-X0K1D1Kuder Navigator 2.0 Account Provisioning	11-025-2580-653-000-0000-000-050	08/05/2024 1,750.00
				discount	11-025-2580-653-000-0000-000-050	08/05/2024 -100.00
11	434	08/05/2024	63504	HAPPY NUMBERS, INC.	002 Happy Numbers Renewal 24-25	2,900.00
				Happy Numbers Renewal 24-25	11-002-1000-653-100-1050-000-120	08/05/2024 2,900.00
11	435	08/05/2024	64145	NEARPOD INC	11-002 Flocabulary Subscsription Renewal	4,500.00
				Flocabulary Renewal Subscription	11-002-1000-653-100-1050-000-160	08/05/2024 4,500.00
11	436	08/05/2024	14462	Amazon Capital Services Inc.	002 - Blanket Office Supplies	1,000.00
				Shiella VardemanOffice Supplies (colored paper, cardstock, white board cleaner, paper clips, etc)	11-002-1000-619-900-0000-000-505	08/05/2024 1,000.00
11	437	08/05/2024	68873	Lab Resources, Inc	424 Innovative Grant Classroom Materials (Knowles)	20,000.00
				Innovative Grant: Gary Knowles Classroom Materials such as Laser Engraving Blade, Fume Extraction System, Starter Kit, Training	11-424-1000-681-332-8700-000-705	08/05/2024 20,000.00
11	438	08/05/2024	68662	David Ouellette	424 Innovative Grant Classroom Materials (Knowles)	3,500.00
				Innovative Grant: Gary Knowles Classroom Materials such as R4 3d printer, Filament Dry Box, Setup, Delivery & Training	11-424-1000-681-332-8700-000-705	08/05/2024 3,500.00
11	439	08/05/2024	99999	MUSTANG PUBLIC SCHOOLS	054 GATE Blanket Mileage Reimbursement	1,000.00
				GATE Division Blanket Mileage for: CRumbaugh (89834)SBlair (94072) EVelders (85694)Johnson (90844)	11-054-2213-580-251-0000-000-105	08/05/2024 125.00
					11-054-2213-580-251-0000-000-110	08/05/2024 125.00
					11-054-2213-580-251-0000-000-115	08/05/2024 125.00
					11-054-2213-580-251-0000-000-120	08/05/2024 125.00
					11-054-2213-580-251-0000-000-125	08/05/2024 125.00
					11-054-2213-580-251-0000-000-135	08/05/2024 125.00
					11-054-2213-580-251-0000-000-150	08/05/2024 125.00
					11-054-2213-580-251-0000-000-155	08/05/2024 125.00
11	440	08/05/2024	63566	REV Robotics LLC	469 - J Holman Classroom Materials	4,100.00
				Lottery Grant: Jessica Holman Classroom Materials such as robotic parts	11-469-1000-681-315-8700-000-705	08/05/2024 4,100.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/1/2024 - 8/8/2024, PO Range: 405 - 49999, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	441	08/05/2024	14462	Amazon Capital Services Inc.	054 - GATE Supplies	100.00
				GATE: Supplies (#10 envelopes) needed for Matrix Talent Identifier mailer.	11-054-2199-619-251-0000-000-505	25.00
					11-054-2199-619-251-0000-000-510	25.00
					11-054-2199-619-251-0000-000-525	25.00
					11-054-2199-619-251-0000-000-705	25.00
11	442	08/05/2024	62437	THINK SOCIAL PUBLISHING, INC	042- Behavior Supplies	350.00
				042- Behavior Supplies	11-042-2490-658-100-0000-000-050	350.00
11	443	08/05/2024	22211	ARCHWAY MARKETING SERVICES	333-Middle School Math Books	8,800.00
				333-Middle School Text Books-GR6 OK SUS STU RESRC PKG 6Y 2025 1E (6th Grade)	11-333-1000-641-100-2200-000-145	4,400.00
				333-7th Grade Math Books-GR7 OK SUS STU RESRC PKG 6Y 2025 1E	11-333-1000-641-100-2200-000-145	4,400.00
11	444	08/05/2024	13803	THOMPSON SCHOOL BK.DEPOSITORY	064-Miidle School Math Textbooks	13,098.70
				333-OK Pre Algebra Grade 8-OK RVL MTH PRE ALGEBRA STUDENT BUNDLE WALEKS VIAMYMHEUCATIONCOM 6Y SUB	11-333-1000-641-100-2200-000-505	4,366.23
					11-333-1000-641-100-2200-000-510	4,366.23
					11-333-1000-641-100-2200-000-525	4,366.24
11	445	08/07/2024	12835	OSSBA-OK STATE SCH BOARDS	011 - Registration Fee for August Conference	1,500.00
				Registration Fees for 2024 Education Leadership Conference August 22-25 Charles Bradley, Jason Pittenger, Stacey Edwards and Sue Cavett	11-011-2321-860-000-0000-000-050	1,500.00
11	446	08/07/2024	61005	Leland McElroy	024-open PO- safety/security signs for schools	400.00
				Open PO for safety & security related signs for schools	11-024-2660-651-000-0000-000-050	400.00
11	447	08/07/2024	22410	Cengage Learning Inc.	333-6th Grade Intermediate Textbooks	12,675.00
				333-BIL OKLAHOMA 2025 MATH GR6 ENH ANCED SRP 6 YR LARSON 1ST EDITION (K12, 2025) 9798888038635/8888038639	11-333-1000-641-100-2200-000-140	3,900.00
					11-333-1000-641-100-2200-000-145	3,900.00
				Shipping	11-333-1000-641-100-2200-000-160	3,900.00
					11-333-1000-641-100-2200-000-140	325.00
					11-333-1000-641-100-2200-000-145	325.00
					11-333-1000-641-100-2200-000-160	325.00
11	448	08/07/2024	14462	Amazon Capital Services Inc.	066 CRI Art Class Supplies	250.00
				066 Classroom Art Supplies for CRI - paint, foil, craft paper, stickie notes, erasers, disposable cups, etc	11-066-1000-611-100-1173-000-145	50.00
					11-066-1000-619-100-1173-000-145	200.00
11	449	08/07/2024	62601	EXPLORELEARNING, LLC	11-002 Gizmo Teacher/Student License	2,200.00
				11-002 Gizmo Student/Teacher License for 3 teachers	11-002-1000-653-100-1050-000-160	2,200.00
11	450	08/07/2024	63427	FIREPLACE, INC	042-Smores Newsletter	179.00
				042-Smores Newsletter	11-042-2575-530-239-0000-000-050	179.00
11	451	08/07/2024	64188	CRISIS PREVENTION INSTITUTE, INC.	042-CPI Manuals	3,200.00
				042-CPI Manuals	11-042-2120-645-100-0000-000-135	3,200.00
11	452	08/07/2024	14462	Amazon Capital Services Inc.	621 MEC New Classroom Supplies	1,179.70
				621 MEC New Classroom Supplies	11-621-1000-619-239-0000-000-130	241
					08/07/2024	1,179.70

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 8/1/2024 - 8/8/2024, PO Range: 405 - 49999, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	453	08/07/2024	62437	THINK SOCIAL PUBLISHING, INC	621 Superflex 2nd Edition Curriculum Kit	1,606.25
			11-621-1000-619-239-0000-000-105		08/07/2024	224.97
			11-621-1000-619-239-0000-000-110		08/07/2024	299.96
			11-621-1000-619-239-0000-000-120		08/07/2024	224.97
			11-621-1000-619-239-0000-000-125		08/07/2024	224.97
			11-621-1000-619-239-0000-000-135		08/07/2024	181.44
			11-621-1000-619-239-0000-000-150		08/07/2024	224.97
			11-621-1000-619-239-0000-000-155		08/07/2024	224.97
11	454	08/07/2024	66794	MOSYLE CORPORATION	041 2yr Premium Subscription Mosyle Manager MDM	742.50
			11-041-2580-653-239-0000-000-050		08/07/2024	742.50
11	455	08/07/2024	14462	Amazon Capital Services Inc.	621 MNMS Sensory Room Supplies	630.00
			11-621-1000-619-239-0000-000-510		08/07/2024	630.00
11	456	08/07/2024	12097	Lakeshore Equipment Company	621 MEC New Classroom Supplies	700.00
			11-621-1000-619-239-0000-000-130		08/07/2024	700.00
11	457	08/07/2024	68548	Minga Solutions Inc.	002 - minga program	2,700.00
			11-002-1000-653-100-0000-000-525		08/07/2024	2,700.00
11	458	08/07/2024	10170	Apple, Inc.	002-Computer for Communications- Little	1,378.00
			11-002-2410-653-900-0000-000-705		08/07/2024	1,378.00
				002-MHSComputer for Communications15-inch MacBook Air: Apple M3 chip w/ 8-core and 10 core GPU8GB256GB SSD-Space Gray3 year apple care		
11	459	08/07/2024	21998	GRAPHIC SOLUTIONS GROUP	421- AG A Symes Classroom Materials	16,000.00
			11-421-1000-681-332-8000-000-705		08/07/2024	16,000.00
				AG: A Symes - ROL-VG354054" Roland VG3 True-VIS Printer & Cutte		
11	460	08/08/2024	64076	GRACENOTES LLC	066 MNMS Vocal Supplies	35.00
			11-066-1000-811-100-1183-000-510		08/08/2024	35.00
				066 Sight Reading Factory membership fee for 24-25 MNMS		
11	461	08/08/2024	14462	Amazon Capital Services Inc.	412 - E Wakefield Classroom Supplies	775.00
			11-412-1000-619-312-8600-000-705		08/08/2024	350.00
			11-412-1000-681-312-8600-000-705		08/08/2024	425.00
				Erin Wakefield Classroom Supplies such as folders, index cards, pencils, heat press, permanent adhesive, plastic stackable storage etc.		
11	462	08/08/2024	19593	Distributive Educ Clubs of Amer	412 Deca Inc. E Wakefield	420.00
			11-412-1000-811-312-8600-000-705		08/08/2024	400.00
			11-412-2213-860-312-8600-000-705		08/08/2024	20.00
				DECA Membership Affiliate Fee (20 Memberships)DECA Advisor Membership (1)		
11	463	08/08/2024	13963	CAPITAL ONE TRADE CREDIT	412 - Cox Blanket PO (Supplies/Groceries)	3,000.00
			11-412-1000-681-314-8400-000-705		08/08/2024	3,000.00
				Marinda Cox Classroom Groceries & Supplies		
11	464	08/08/2024	11592	HAC, INC.	412 - Cox Blanket PO (Supplies/Groceries)	1,000.00
			11-412-1000-681-314-8400-000-705		08/08/2024	1,000.00
				Marinda Cox Classroom Supplies and Groceries		

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 8/1/2024 - 8/8/2024, PO Range: 405 - 49999, Fund(s): 11-General

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	465	08/08/2024	11578	Hobby Lobby Stores, Inc.	412 - C Matlock Classroom Materials	300.00
				Courtney Matlock Classroom teaching aids and materials	11-412-1000-681-314-8400-000-705	08/08/2024 300.00
11	466	08/08/2024	13963	CAPITAL ONE TRADE CREDIT	797 ESSER Homeless Blanket PO	5,000.00
				ESSER Homeless Blanket PO (Clothing, School Supplies)	11-797-1000-681-425-0000-000-050	08/08/2024 5,000.00
11	467	08/08/2024	13963	CAPITAL ONE TRADE CREDIT	412 - J Morris Blanket PO (Supplies/Groceries)	1,500.00
				Jennifer Morris Classroom Class Supplies and Groceries	11-412-1000-681-314-8400-000-505	08/08/2024 1,500.00
11	468	08/08/2024	11578	Hobby Lobby Stores, Inc.	412- J Morris Classroom Materials	300.00
				Jennifer Morris Classroom Materials	11-412-1000-681-314-8400-000-505	08/08/2024 300.00
11	469	08/08/2024	14462	Amazon Capital Services Inc.	412 - J Morris Classroom Supplies	750.00
				Jennifer Morris Classroom Supplies such as aprons, stand mixer anchors, ironing board, buttons, silicone mini gloves etc.	11-412-1000-681-314-8400-000-505	08/08/2024 750.00
11	470	08/08/2024	13963	CAPITAL ONE TRADE CREDIT	412 C Roby Classroom Supplies/Groceries	2,000.00
				Christina Roby Classroom Supplies and Groceries	11-412-1000-681-315-8400-000-510	08/08/2024 2,000.00
11	471	08/08/2024	11578	Hobby Lobby Stores, Inc.	412 C Roby Classroom Materials	200.00
				Christina Roby Classroom teaching aids and materials	11-412-1000-681-314-8400-000-510	08/08/2024 200.00
11	472	08/08/2024	66794	MOSYLE CORPORATION	421 Carl Perkins Classroom Technology Supplies	742.50
				2-year Premium Subscription Mosyle Manager MDM75 - \$9.90each = \$742.50	11-421-1000-681-332-8700-000-140 11-421-1000-681-332-8700-000-145 11-421-1000-681-332-8700-000-160	08/08/2024 247.50 08/08/2024 247.50 08/08/2024 247.50
11	473	08/08/2024	66640	Trafera Holdings, LLC	421 Carl Perkins Classroom Technology Supplies	1,950.00
				Vendor : TraferaNutKase Rugged Case for 10.2 iPad75 @ \$26.00 each	11-421-1000-653-332-8700-000-140 11-421-1000-653-332-8700-000-145 11-421-1000-653-332-8700-000-160	08/08/2024 650.00 08/08/2024 650.00 08/08/2024 650.00
11	474	08/08/2024	14462	Amazon Capital Services Inc.	412 E Holder Classroom Supplies	1,300.00
				Erin Holder Classroom Supplies such as sharpies, index cards, rulers, file folders, sheet protectors, post-it easel boards, pencils etc.	11-412-1000-619-315-8700-000-160	08/08/2024 400.00
				Erin Holder Classroom Supplies such as BBC Microbit packs, blood typing kits, metal looms, loom refills etc.	11-412-1000-681-315-8700-000-160	08/08/2024 900.00
11	475	08/08/2024	10170	Apple, Inc.	421 - Carl Perkins Class Equipment	22,050.00
				Carl Perkins Class Equipment for Intermediate Technology and STEM ClassesVendor :	11-421-1000-653-332-8700-000-140 11-421-1000-653-332-8700-000-145 11-421-1000-653-332-8700-000-160	08/08/2024 7,350.00 08/08/2024 7,350.00 08/08/2024 7,350.00
				Apple#211177709710.2-inch iPad Wi-Fi 64GB - Space Gray75#MK2Y3LL/A\$294 EACH		

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 8/1/2024 - 8/8/2024, PO Range: 405 - 49999, Fund(s): 11-General

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	476	08/08/2024	66794	MOSYLE CORPORATION	002-Licensing for Macbook	13.90
				002- MHSlicensing for Macbook2-year Mosyle Auth Subscription 2-year Premium Subscription Mosyle Manager MDM	11-002-2410-653-900-0000-000-705 08/08/2024	13.90
11	477	08/08/2024	14462	Amazon Capital Services Inc.	002- Whiteboard- G. Thompson	200.00
				002-MHSWhiteboards for Gina Thompson's classroom	11-002-1000-619-100-0000-000-705 08/08/2024	200.00
11	478	08/08/2024	14462	Amazon Capital Services Inc.	002-Bookshelf for Instructional Coach	150.00
				002-MHSBookshelf for Instructional Coach	11-002-2410-651-900-0000-000-705 08/08/2024	150.00
<b>Non-Payroll Total:</b>						<b>\$450,645.05</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$22,130.00</b>
<b>Report Total:</b>						<b>\$472,775.05</b>

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 8/1/2024 - 8/8/2024, PO Range: 113 - 500, Fund(s): 21-Building

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	113	08/05/2024	17061	Varner Enterprises LLC	031-classroom flags	47.40
					031-Classroom Flags - US Flags 12" x 18" US Stick flags	24.00
					031-Oklahoma Classroom Flags 12" x 18"	23.40
21	114	08/05/2024	64861	M&M INSULATION	036-Piping insulation at HS "G" Bldg	950.00
					036-HS "G" Bldg insulation-furnish and install insulation on the cooling tower at HS G Bldg. REmove damaged insulation and aluminum jacketing on approx 15' of 6" iron pipe and replace w/ 1-1/2" thick fiberglass insulation w/aluminum jacketing.	950.00
21	115	08/05/2024	14053	YORK INTERNATIONAL	036-Blanket for HVAC parts/supplies	2,000.00
					036-Blanket for HVAC parts and supplies	2,000.00
21	116	08/05/2024	63793	Goforth Plumbing & Mechanical, LLC	036-Pumps for the lift station repairs	10,164.00
					036-Duplex/two pumps for Horizon Intermediate	8,664.00
					036-One single pump for the High School	1,500.00
21	117	08/05/2024	67961	A+Door and Gate Services LLC	032-Blanket for overhead door repairs	5,000.00
					032-Blanket PO for district wide overhead doors	5,000.00
21	118	08/08/2024	68016	4F Electrical Services	036-Electrical work at Event Center	2,000.00
					036-Electrical work for the Event Center elevator	2,000.00
21	119	08/08/2024	63793	Goforth Plumbing & Mechanical, LLC	036-Gas Line Repairs at HS and Horizon	15,000.00
					036-Gas line repair at the HS "G" Bldg and Horizon Intermediate.	15,000.00

<b>Non-Payroll Total:</b>	<b>\$35,161.40</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$35,161.40</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 8/8/2024, PO Range: 18 - 500, Fund(s): 33-2023 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	18	07/24/2024	17626	Twotrees Technologies LLC	025 - Sophos - Quote#46709-rev 1of 1	1,790.00
				QUOTE#46709 - rev 1 of 1Sophos Flexi PortExpansion Module - 40 Gigabit QSFP+ x 2 Port - for XGS 5500, 6500	33-025-2580-653-000-0000-000-050 07/24/2024	1,790.00
33	19	07/24/2024	11530	Hagar Restaurant Equip. Svc. Inc.	023-Walk in cooler repair Central Middle School	8,587.14
				023-Walk in cooler freezer repair, parts and Labor at Central Middle School	33-023-2620-439-000-0000-000-525 07/24/2024	8,587.14
33	20	07/25/2024	68707	William Dale Quigley	021 705 BASEBALL FENCE	47,840.00
				860FT OF 8' TALL GREEN R PANEL FENCE WITH 4" SC 40 POSTS AND STEEL FRAMING. REMOVE 1000FT OF FENCE. INSTALL 140' OF 12' TALL GREEN R PANEL WITH 4" SCH 40 POSTS AND STEEL FRAMING	33-021-2630-711-801-0000-000-705 07/25/2024	47,840.00
33	21	07/30/2024	62873	Classic Paper Supply, Inc.	021 705 SOCCER FURNITURE	3,337.22
				ALERA EGINO BIG AND TALL CHAIR, SUPPORTS UP TO 400LB, BLACK SEAT/BACK, BLACK BASE	33-021-1000-651-814-0000-000-705 07/30/2024	722.40
				ALERA HILDRED SERIES GUEST CHAIR, 25"X28.94"X37.8", BLACK SEAT, BLACK BACK, CHROME BASE	33-021-1000-651-814-0000-000-705 07/30/2024	831.60
				HON 80000 SERIES LAMINATE OCCASIONAL COFFEE TABLE, RECTANGULAR, 48WX20DX16H, KINGSWOOD WALNUT	33-021-1000-651-814-0000-000-705 07/30/2024	512.02
				ALERA RECEPTION LOUNGE FURNITURE, 3 CUSHION SOFA, 77WX31.5DX32H, BLACK	33-021-1000-651-814-0000-000-705 07/30/2024	1,271.20
33	22	07/30/2024	14840	BSN SPORTS, INC.	021 705 VOLLEYBALLS	1,936.60
				TACHIKARA SV5WC VB-SCARLET/WHITE/BLACK	33-021-1000-681-827-0000-000-705 07/30/2024	1,936.60
33	23	07/31/2024	22800	POWER LIFT	021 705 FOOTBALL EQUIPMENT	9,565.00
				PB EXTREME FOAM PLYBOXES SET-BLACK (SET OF 5 EACH SET CONSIST OF 1 OF EACH 3", 6", 12", 18", 24").	33-021-1000-681-809-0000-000-705 07/31/2024	9,565.00
33	24	08/02/2024	22800	POWER LIFT	021 705 STRENGTH & CONDITIONING EQUIPMENT	2,592.00
				DC-THE ORIGINAL BLOCK 19"L X15.5"W X 2"H	33-021-1000-681-800-0000-000-705 08/02/2024	2,592.00
33	25	08/07/2024	68313	REP Fitness LLC	021 705 STRENGTH & CONDITIONING EQUIPMENT	2,329.83
				5- SLEEVE BATTLE ROPE (RED/ 2.0" X 30FT)	33-021-1000-681-800-0000-000-705 08/07/2024	649.95
				4- ERGO HEX DUMBBELLS (5LB PAIR)	33-021-1000-681-800-0000-000-705 08/07/2024	159.96
				5- ERGO HEX DUMBBELLS (7.5LB PAIR)	33-021-1000-681-800-0000-000-705 08/07/2024	224.95
				8- HORIZONTAL PLATE RACK	33-021-1000-681-800-0000-000-705 08/07/2024	1,119.92
				4- MEDICINE BALLS (6LB)	33-021-1000-681-800-0000-000-705 08/07/2024	183.96
				5- MEDICINE BALLS (8LBS)	33-021-1000-681-800-0000-000-705 08/07/2024	249.95
				DISCOUNT- FACILITY DISCOUNT-WAIVED FACILITY SHIPPING	33-021-1000-681-800-0000-000-705 08/07/2024	-258.86

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 8/8/2024, PO Range: 18 - 500, Fund(s): 33-2023 Recurring

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	26	08/07/2024	67782	Advanced Fitness Concepts, INC	021 705 STRENGTH & CONDITIONING EQUIPMENT	12,867.11
				VULCAN KRAAKEN-HYPER LITEAssembly:Ships UnassembledHandles:Add Handles Near Hip PadsKraaken Filler Pad: Filler PadStep Up Op6ons:Add Adjustable Step Ups for GHD	33-021-1000-681-800-0000-000-705 08/07/2024	11,339.93
				25 lb Prime Black Compe""on Bumper Plates - PairPlate Diameter: 450 mm (IWF Standard is 450 mm) Weight tolerance: Within 10 grams of claimed weightShore Hardness: 85-87Collar opening: 50.40 mmInsert type: Steel disc - Bright Zinc Plated, ShotPeenedVirgin Rubber* 5 Year warranty. Warranty covers steel discsdepar6ng from or rota6ng within the plate or platesbreaking. Prime Compe66on Plates should not beused outdoors, on bare concrete floors, or droppedon rubber flooring less than 3/8" thickness.Inten6onal misuse, neglect or abuse will voidwarranty.	33-021-1000-681-800-0000-000-705 08/07/2024	629.97
				55 lb Prime Black Compe""on Bumper Plates - PairPlate Diameter: 450 mm (IWF Standard is 450 mm) Weight tolerance: Within 10 grams of claimed weightShore Hardness: 85-87Collar opening: 50.40 mmInsert type: Steel disc - Bright Zinc Plated, ShotPeenedVirgin Rubber* 5 Year warranty. Warranty covers steel discsdepar6ng from or rota6ng within the plate or platesbreaking. Prime Compe66on Plates should not beused outdoors, on bare concrete floors, or droppedon rubber flooring less than 3/8" thickness.Inten6onal misuse, neglect or abuse will voidwarranty.	33-021-1000-681-800-0000-000-705 08/07/2024	767.98
				10 lb Bumper Plates - PairVirgin Rubber - BlackPlate diameter: 450mm (17.7")Collar opening: 50.4mmHardened Forged Steel Anchored Insert (notstainless steel inserts that bend over 6me)1 Year Warranty	33-021-1000-681-800-0000-000-705 08/07/2024	2,039.76
				school / Military Grounds ShippingThis charge covers the shipping company's fee for"Limited Access" and LiKgate delivery to schools andmilitary bases. Standard rate is \$150.00 listed below:	33-021-1000-681-800-0000-000-705 08/07/2024	-1,910.53

<b>Non-Payroll Total:</b>	<b>\$90,844.90</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$90,844.90</b>

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 8/1/2024 - 8/8/2024, PO Range: 21 - 500, Fund(s): 34-2012 Recurring

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
34	22	08/02/2024	10267	BEAR COMMUNICATIONS INC	089-Radios	2,000.00
			34-089-2670-653-000-0000-000-505		08/02/2024	2,000.00
					089-2-3 way Radios with chargers for MMS	
34	23	08/05/2024	68876	Top Electric LLC	089-Eletrical work for Guard Shack	7,500.00
			34-089-2620-434-000-0000-000-705		08/05/2024	7,500.00
					089-Eletrical work for the Guard Shack at Mustang High School	
34	24	08/08/2024	11262	Endex of Oklahoma, Inc.	033 - Intercom reinstall - 105	1,800.00
			34-033-2620-452-000-0000-000-105		08/08/2024	1,800.00
					033 - Intercom equipment reinstall and test at M.E. after new corridor completion - 105	

<b>Non-Payroll Total:</b>	<b>\$11,300.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$250.00</b>
<b>Report Total:</b>	<b>\$11,550.00</b>

## Mustang Public Schools

### Change Order Listing

**Options:** Fund(s): 11-General, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 8/1/2024 - 6/30/2025, PO Range: 1 - 145, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
36	07/01/2024	16451	VIZAVANCE	045 Vision Screenings @ all Sites	1,600.00
				045 Vision Screenings @ all Sites:ME, 11-045-2132-323-000-0000-000-525 VE, LE, TE, CE, MEC, MCE, PVE, RE, MHI, CRI, MBI, MMS, MNMS, MCMS, MHS	08/01/2024 1,600.00

<b>Non-Payroll Total:</b>	<b>\$1,600.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$1,600.00</b>

Project Totals		
045	Nursing (Budget)	1,600.00

Unit Totals		
525	Central Middle	1,600.00

# MUSTANG SCHOOLS - TREASURER'S REPORT

As of July 31, 2024

GOVERNMENTAL FUNDS		
<b>Bank Statements</b>		
Bank of Oklahoma Revenue Account	\$	0.00
Bank of Oklahoma Expenditure Account	\$	0.00
BOK Cavanal Hill General Fund Sweep Account	\$	2,950,233.56
4.79 % as of 07/31/2024		
BOK ICS Investments - General Fund	\$	57,993,490.56
5.30 % as of 07/31/2024		
<b>Subtotal</b>	<b>\$</b>	<b>60,943,724.12</b>
Computer Cash Balance	\$	60,943,724.12
*** Exception:		
***		
Reconciliation - Should equal \$0.00	\$	0.00
<b>Total - Governmental Funds</b>	<b>\$</b>	<b>60,943,724.12</b>

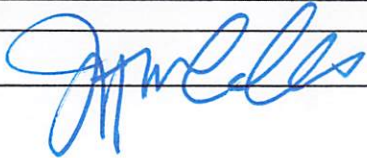
ACTIVITY FUNDS		
<b>Bank Statements</b>		
Bank of Oklahoma Account	\$	46,697.10
BOK Cavanal Hill Activity Sweep Account	\$	1,184,814.80
4.79% as of 07/31/2024		
OLAP Investments - Activity Fund	\$	2,798,808.23
5.098% as of 07/31/2024		
All America Bank Certificates of Deposit	\$	235,000.00
4.25%		
<b>Subtotal</b>	<b>\$</b>	<b>4,265,320.13</b>
Computer Cash Balance	\$	4,176,446.47
Plus Outstanding Warrants	\$	88,873.66
<b>Adjusted Computer Cash Balance</b>	<b>\$</b>	<b>4,265,320.13</b>
*** Exceptions: None	\$	0.00
Reconciliation - Should equal \$0.00	\$	0.00
<b>Total - Activity Fund</b>	<b>\$</b>	<b>4,265,320.13</b>

OTHER FUNDS		
Commerce Bank - Governmental Revenue Share	\$	150,105.91
Commerce Bank - Activity Revenue Share	\$	15,415.00

<b>TOTAL CASH ASSETS</b>	<b>\$</b>	<b>65,374,565.16</b>
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GOVERNMENTAL FUND CASH BALANCES		
Fund 11 - General Fund	\$	14,307,916.33
Fund 21 - Building Fund	\$	4,546,140.11
Fund 33 - 2023 Recurring Bond Funds	\$	26,099,082.69
Fund 34 - 2012 Recurring Bond Funds	\$	3,097,135.79
Fund 38 - Transportation Bond	\$	0.00
Fund 41 - Sinking Fund	\$	10,380,223.30
Fund 86 - Insurance Recoveries	\$	2,513,225.90

MONTHLY PAYROLL		
Total Payroll	\$	9,524,868.79

Jett Landes, Treasurer: 

Date: 8.6.2024

# Mustang Public Schools

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 7/31/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
<b>Fund - 11 11-General</b>						
Series - 1000						
Source - 1120 Ad Valorem Prior Years	\$0.00	\$78,804.74	\$0.00	\$78,804.74	N/A	\$78,804.74
Source - 1310 Interest Earnings	\$0.00	\$1,673.39	\$0.00	\$1,673.39	N/A	\$1,673.39
Source - 1312 Investment Earnings	\$0.00	\$284,145.89	\$0.00	\$284,145.89	N/A	\$284,145.89
Source - 1352 Unapportioned Interest	\$0.00	\$987.86	\$0.00	\$987.86	N/A	\$987.86
Source - 1440 Sales of Equipment	\$0.00	\$410.00	\$0.00	\$410.00	N/A	\$410.00
Source - 1590 Misc Reimbursements	\$0.00	\$3,495.00	\$0.00	\$3,495.00	N/A	\$3,495.00
Source - 1620 Community Service	\$0.00	\$3,335.00	\$0.00	\$3,335.00	N/A	\$3,335.00
Source - 1795 Promotional Rebate	\$0.00	\$6,392.02	\$0.00	\$6,392.02	N/A	\$6,392.02
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$379,243.90</b>	<b>\$0.00</b>	<b>\$379,243.90</b>	<b>N/A</b>	<b>\$379,243.90</b>
Series - 2000						
Source - 2100 County 4 Mill Tax	\$0.00	\$8,884.28	\$0.00	\$8,884.28	N/A	\$8,884.28
Source - 2200 County Mortgage Tax	\$0.00	\$51,225.27	\$0.00	\$51,225.27	N/A	\$51,225.27
<b>Series - 2000 Total</b>	<b>\$0.00</b>	<b>\$60,109.55</b>	<b>\$0.00</b>	<b>\$60,109.55</b>	<b>N/A</b>	<b>\$60,109.55</b>
Series - 3000						
Source - 3110 Gross Production	\$0.00	\$359,001.25	\$0.00	\$359,001.25	N/A	\$359,001.25
Source - 3120 Motor Vehicle	\$0.00	\$19,333.00	\$0.00	\$19,333.00	N/A	\$19,333.00
Source - 3130 Rural Electric	\$0.00	\$13,762.89	\$0.00	\$13,762.89	N/A	\$13,762.89
Source - 3140 State School Land	\$0.00	\$190,882.77	\$0.00	\$190,882.77	N/A	\$190,882.77
Source - 3150 Vehicle Tax Stamp	\$0.00	\$297.26	\$0.00	\$297.26	N/A	\$297.26
Source - 3436 School Resource Officer	\$0.00	\$20,020.00	\$0.00	\$20,020.00	N/A	\$20,020.00
Source - 3690 Misc State Revenue	\$0.00	\$3,380.00	\$0.00	\$3,380.00	N/A	\$3,380.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$606,677.17</b>	<b>\$0.00</b>	<b>\$606,677.17</b>	<b>N/A</b>	<b>\$606,677.17</b>
Series - 4000						
Source - 4140 Title VI Indian Education	\$0.00	\$89,648.50	\$0.00	\$89,648.50	N/A	\$89,648.50
Source - 4210 Title I/Part A	\$0.00	\$499,210.75	\$0.00	\$499,210.75	N/A	\$499,210.75
Source - 4310 IDEA Part B	\$0.00	\$654.97	\$0.00	\$654.97	N/A	\$654.97
Source - 4442 Title IV Student Supp	\$0.00	\$3,223.29	\$0.00	\$3,223.29	N/A	\$3,223.29
Source - 4689 Other Misc Fed Rev	\$0.00	\$5,175.99	\$0.00	\$5,175.99	N/A	\$5,175.99
Source - 4821 Carl Perkins	\$0.00	\$19,554.71	\$0.00	\$19,554.71	N/A	\$19,554.71
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$617,468.21</b>	<b>\$0.00</b>	<b>\$617,468.21</b>	<b>N/A</b>	<b>\$617,468.21</b>
<b>Fund - 11 11-General Total</b>	<b>\$0.00</b>	<b>\$1,663,498.83</b>	<b>\$0.00</b>	<b>\$1,663,498.83</b>	<b>N/A</b>	<b>\$1,663,498.83</b>
<b>Report Total</b>	<b>\$0.00</b>	<b>\$1,663,498.83</b>	<b>\$0.00</b>	<b>\$1,663,498.83</b>	<b>N/A</b>	<b>\$1,663,498.83</b>



# MUSTANG PUBLIC SCHOOLS

## Purpose of Activity Fund Account

School: CRI 145 Title: Technology Project#: 944 Program#: 900

Initial Form  Amended Form (Indicate Additions with an \*)

### Fundraisers (selling items for a profit):

Description	Month Planned
Academic Team Fees	Year Round
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Other Sources of Revenue (income other than from fundraisers):

Donations, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Expenditures (how the funds will be spent):

Classroom supplies, field trips, student awards & meals, entry fee, transportation.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Kris Owen  
Sponsor Name (Please Print)

Sponsor Signature

Principal or Director Signature

5/6/2024  
Date Submitted

24-25  
School Year  
  
Activity Fund Custodian or CFO Signature

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



# MUSTANG PUBLIC SCHOOLS

## Purpose of Activity Fund Account

School: CRI 145 Title: Staff Hospitality Project#: 941 Program#: 900

Initial Form  Amended Form (Indicate Additions with an \*)

### Fundraisers (selling items for a profit):

Description	Month Planned
<u>Student/Staff T-shirt and hoodies</u>	<u>Year Round</u>
<u>Dues</u>	<u>Year Round</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

### Other Sources of Revenue (income other than from fundraisers):

Donations,  
   
   
 

### Expenditures (how the funds will be spent):

PD, student rewards, Food and drinks for staff, cards, flowers, gifts, furniture, fundraiser expense  
   
   
 

Christy Woodson

Sponsor Name (Please Print)

[Signature]  
Sponsor Signature

[Signature]  
Principal or Director Signature

5/6/2024 24-25

Date Submitted School Year

[Signature]  
Activity Fund Custodian or CFO Signature

   
Date of Board Approval



# MUSTANG PUBLIC SCHOOLS

## Purpose of Activity Fund Account

School: Prairie View Elementary Title: Staff Project#: 940 Program#: 900

Initial Form  Amended Form (Indicate Additions with an \*)

### Fundraisers (selling items for a profit):

Description	Month Planned
<u>Snow Cones</u>	<u>August-May</u>
<u>Healthy Snacks</u>	<u>August-May</u>
<u>Yearbook Sales</u>	<u>August-May</u>
<u>School Photos</u>	<u>September, March</u>
* <u>School Shirts</u>	<u>August, September</u>
_____	_____

### Other Sources of Revenue (income other than from fundraisers):

Donations,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Expenditures (how the funds will be spent):

Office supplies, luncheons, teacher appreciation gifts/treats/celebrations  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Jandra Honeman  
Sponsor Name (Please Print)

Jandra Honeman  
Sponsor Signature

Jandra Honeman  
Principal or Director Signature

08-05-2024 2024-2025  
Date Submitted School Year

Ben Kaitu 8/5/24  
Activity Fund Custodian or CFO Signature

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



# MUSTANG PUBLIC SCHOOLS

## Purpose of Activity Fund Account

School: Trails Elementary Title: Staff Project#: 940 Program#: 900

Initial Form  Amended Form (Indicate Additions with an \*)

### Fundraisers (selling items for a profit):

Description	Month Planned
Skate night*	All year*
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Other Sources of Revenue (income other than from fundraisers):

Donations, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Expenditures (how the funds will be spent):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brittney Brauer  
Sponsor Name (Please Print)

Brittney Brauer  
Sponsor Signature

[Signature]  
Principal or Director Signature

8/5/2024  
Date Submitted

2024-25  
School Year

[Signature] 8/5/24  
Activity Fund Custodian or CFO Signature

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



# MUSTANG PUBLIC SCHOOLS

## Purpose of Activity Fund Account

School: MMS Title: FCCLA Project #: 960 Site#: 505

Initial Form  Amended Form (Indicate Additions with an \*)

### Fundraisers (selling items for a profit):

Description	Month Planned
<u>Baked Potato Bar</u>	<u>All School Year</u>
<u>Cookie Sales</u>	<u>All School Year</u>
<u>T-Shirts/Sweatshirts/Hoodies</u>	<u>All School Year</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

### Other Sources of Revenue (income other than from fundraisers):

Donations,  
   
   
 

### Expenditures (how the funds will be spent):

Supplies, Registration Fees, T-Shirts/Sweatshirts/Hoodies, Transportation, Food Supplies,  
Paper Goods  
   
 

Jennifer Morris  
Sponsor Name (Please Print)

Jennifer Morris  
Sponsor Signature

Ronae Collins  
Principal or Director Signature

8/15/24 2024-2025  
Date Submitted School Year

Brian Kaitz 8/15/24  
Activity Fund Custodian or CFO Signature

   
Date of Board Approval



# MUSTANG PUBLIC SCHOOLS

## Transfer of Funds Request

School Name : Mustang High School Site#: 705

Acct#	Activity Fund Name	Amount
From: <u>801</u>	<u>main Athletic Account</u>	\$ <u>1000.00</u>
To: <u>964</u>	<u>JPOTC</u>	\$ <u>1000.00</u>
_____	_____	\$ _____
_____	_____	\$ _____

Reason for Transfer: JPOTC students assisted with crowd security at basketball games.

Tiffany Thompson  
Activity Fund Sponsor Name (Please Print)

[Signature]  
Activity Fund Sponsor Signature

Date: 8/2/24

[Signature]  
Activity Fund Custodian Signature

Date: 8/5/24

[Signature]  
Chief Financial Officer Signature

Date: 8.5.24

Approved by Board of Education Date: \_\_\_\_\_

Transfer completed by:

\_\_\_\_\_ Date: \_\_\_\_\_  
Activity Fund Custodian Signature



**Schedule "A"**  
**August 12, 2024**

Resignations				
Last Name	First Name		Site/Assignment	Effective
Dumas	Tim		Transporation/Bus Aide	05/17/2024
Dunning	Makayla		MBI/FS Sped Para	05/16/2024
Geikaunmah	Maria		Transportation/Bus Driver	08/08/2024
Geikaunmah	Ray		Transportation/Bus Aide	08/08/2024
Gibson	Michael		Transporation/Bus Driver	08/07/2024
Grove	Bryce		District/Performing Arts Center	08/16/2024
Han	Thearena		MBI/CN	08/06/2024
Heldenbrand	Tammy		Transporation/Bus Driver	05/20/2024
Hornbeck	Amanda		MHI/ISI Supervisor	05/16/2024
Patterson	Steven		MHS/Teacher	08/09/2024
Tims	Katherine		LE/CN	05/16/2024
Terminated				
Parker	Zackri		Transporation/Bus Driver	05/17/2024
Employment				
Last Name	First Name	Replacing/New Position	Site/Assignment	Effective
Baxter	Sydney	New Position	MHI/Sped Paraprofessional	08/09/2024
Carroll	Alicha	Amanda Hornbeck	MHI/ISI Supervisor	08/09/2024
De Anda	Martha	Amberlee Venshaw	MMS/CN	08/08/2024
Duran	Jessica	Chasity Tallent	MEC/Sped Paraprofessional	08/09/2024
Fuller	Jordan	Sierra Niles	MCMS/RE/Health Aide	08/08/2024
Henson	Inez	Randell Trail	MHI/Sped M/M	08/08/2024
Hey	Robert	Donald Hand	Transporation/Bus Driver	08/13/2024
Hill	Quinton	New Position	District/Parking Lot Attendant	08/13/2024
Hurd	Mark	New Position	Dirtrict/Parking Lot Attendant	08/13/2024
Kester	Jaiden	Tamara Fraire	CE/Paraprofessional	08/08/2024
Nunez	Jillian	Christy Pendergrass	MEC/Sped Paraprofessional	08/09/2024
Owen	Olivia	Kathrine Tims	LE/CN	08/09/2024
Pembrook	Melissa	Sonja Walker	MEC/Paraprofessional	08/08/2024
Peters	Timothy	New Position	District/Parking Lot Attendant	08/13/2024
Pozos	Sandra	Rick Stevens	Transportation/Sped Bus Asst	08/07/2024
Reed	Kelly	Madeline Nelson	MCMS/Sped Paraprofessional	08/09/2024
Sarrett	Kristine	Charles Roper	Transportation/Bus Driver	08/12/2024
Sharp	Dottie	Tim Dumas	Transporation/Sped Bus Driver	08/13/2024
Smith	Lorraine	Emily Covalt	CRI/Sped Paraprofessional	08/09/2024
Thompson	Christopher	Ray Geikaunmah	Transporation/Bus Driver	08/13/2024
Trent	Marylin	Abby Clemons	Transportation/Sped Bus Asst	08/07/2024
Whitehead	Courtney	Karley Lum	MHI/Sped Paraprofessional	08/09/2024
Yerian	Tabitha	Tonya Estep	MBI/Sped Paraprofessional	08/09/2024
Zadora	Tara	Ryan Jones	CRI/Sped M/M	08/12/2024
Reassignments				
Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
Dixon	Carrie	MBI/CN 6.5	MBI/CN 7.5	08/06/2024
Vershaw	Amberlee	MMS/CN	MCE/CN	08/06/2024
Rohrer	Lisa	Coordinator of Assessments	Director of Assessments and Curriculum	08/12/2024



**Schedule "B"**  
**August 12, 2024**

Additional Duties				
Last Name	First Name	Assignment	Site	Effective
Allen	Carie	Alt ED Facilitator	MHS	2024-2025
Evans	Kristin	Spec Ed SLA (Supervision of Licensed Asst)	District	2024-2025
Franklin	Tonia	Spec Ed SLA (Supervision of Licensed Asst)	MT	2024-2025
Glyckherr	Maria	Purchase of Planning Period Year	MHS	2024-2025
George	Sybil	Spec Ed SLA (Supervision of Licensed Asst)	PVE	2024-2025
Hauck	Christy	Spec Ed IEP Facilitator	MHS	2024-2025
Hood	Desirae	Spec Ed SLA (Supervision of Licensed Asst)	District	2024-2025
Kain	Tammy	Nurse Dept Head	MERC	2024-2025
King-Elam	Dahn	Spec Ed SLA (Supervision of Licensed Asst)	MC	2024-2025
Kuykendall	Jaimie	Spec Ed SLA (Supervision of Licensed Asst)	MEC	2024-2025
Lopez	Gabriela	Spec Ed SLA (Supervision of Licensed Asst)	MT	2024-2025
Miller	Cherie	Spec Ed SO (Special Olympic Coach)	MHS	2024-2025
Parker	Michael	Purchase of Planning Period Year	MHS	2024-2025
Reddish	Rebecca	Spec Ed SLA (Supervision of Licensed Asst)	District	2024-2025
Sanders	Regena	Spec Ed IEP Facilitator	MHS	2024-2025
Shay	Elizabeth	Spec Ed SLA (Supervision of Licensed Asst)	District	2024-2025
Shay	Elizabeth	Spec Ed Dept Head	District	2024-2025
Ward	Kayla	Spec Ed SLA (Supervision of Licensed Asst)	ME	2024-2025
Chancon	Angelo	HS Asst Boys Soccer	MHS	2024-2025
McGuinnis	Jaime	HS Asst Girls Soccer	MHS	2024-2025
Unruh	Cameron	HS Asst Soccer	MHS	2024-2025



## Schedule "C"

August 12, 2024

Guest Teacher				
Last Name	First Name		Site/Assignment	Effective
Hill	Glenda		District	2024/2025
Bronco Club 2024-2025 SY				
Last Name	First Name	Assignment	Site	Effective
Brown	Tim	Coordinator	CRI	2024/2025
Fincher	Mark	Coordinator	CRI	2024/2025
Dillon	Klaire	Student Assistant	CRI	2024/2025
Sewell-Delaney	Gina	Coordinator	MHI	2024/2025
Mills	Cheyenne	Coordinator	MHI	2024/2025
Neal	Josh	Coordinator	MHI	2024/2025
Evans	Mary	Teacher	MHI	2024/2025
Gruberger	Heather	Teacher	MHI	2024/2025
Williams	Natalie	Para	MHI	2024/2025
Mencor	Nicole	Para	MHI	2024/2025
Clarke	Dawn	TA	MHI	2024/2025
McDonald	Miranda	Student Assistant	MHI	2024/2025
Baca	Vanessa	Coordinator	MBI	2024/2025
Stokes	Hanna	Coordinator	MBI	2024/2025
Story	Carley	Student Assistant	MBI	2024/2025
Dyche	Lucinda	Coordinator	MCE	2024/2025
Smith	Ryan	Coordinator	MCE	2024/2025
Cederquist	Baylee	Teacher	MCE	2024/2025
Danker	Carmen	Teacher	MCE	2024/2025
Kirkwood	Whitney	Teacher	MCE	2024/2025
McGowan-Miller	Sue Ann	Teacher	MCE	2024/2025
Tucker	Erika	Teacher	MCE	2024/2025
Gridler	Mike	Para	MCE	2024/2025
Emery	Danielle	Para	MCE	2024/2025
Jordan	Melissa	Para	MCE	2024/2025
Collett	Danielle	Coordinator	CE	2024/2025
Keele	Robyn	Coordinator	CE	2024/2025
Bass	Danielle	Teacher	CE	2024/2025
Calvani	Alexis	Teacher	CE	2024/2025
Hood	Desirae	Teacher	CE	2024/2025
McMurtry	MaKenzie	Teacher	CE	2024/2025
Nguyen	Tresa	Teacher	CE	2024/2025
Peck	Kara	Teacher	CE	2024/2025
Ritchie	Aubrey	Teacher	CE	2024/2025
Rogers	Heather	Teacher	CE	2024/2025
Steinmann	Victoria	Teacher	CE	2024/2025
Story	Terri	Teacher	CE	2024/2025
Diaz	Rachel	Para	CE	2024/2025

Hott	Brianna	Para	CE	2024/2025
Walton	Caitlyn	TA	CE	2024/2025
Johnson	Jaclyn	TA	CE	2024/2025
Vasquez	Yadissa	Student Assistant	CE	2024/2025
Hill	Gwendolyn	Coordinator	LE	2024/2025
Bryant	Bailey	Teacher	LE	2024/2025
Dick	Karis	Teacher	LE	2024/2025
Gushing	Faith	Teacher	LE	2024/2025
Hodges	Annalisa	Teacher	LE	2024/2025
James	Lisa	Teacher	LE	2024/2025
Tobiason	Erin	Teacher	LE	2024/2025
Colls	Sarah	Para	LE	2024/2025
May	Shannon	Para	LE	2024/2025
Bernhardt	Tanya	Coordinator	ME	2024/2025
Block	Melissa	Teacher	ME	2024/2025
Boyd	Jennifer	Teacher	ME	2024/2025
Calvert	Lacey	Teacher	ME	2024/2025
Martinez	Calley	Teacher	ME	2024/2025
Morgan	Diamond	Teacher	ME	2024/2025
Mowery	Kimberly	Teacher	ME	2024/2025
Pence	Janet	Teacher	ME	2024/2025
Smith	Shanna	Teacher	ME	2024/2025
Willson	Merisha	Teacher	ME	2024/2025
Devous	Jeanne	Para	ME	2024/2025
Howard	Kimberly	Teacher Assistant	ME	2024/2025
Elliott	Piper	Student Assistant	ME	2024/2025
Elliott	Malinda	Coordinator	TE	2024/2025
Tucker	Angela	Coordinator	TE	2024/2025
Brown	Tammy	Teacher	TE	2024/2025
Bumgarner	Felicia	Teacher	TE	2024/2025
Croker	Josh	Teacher	TE	2024/2025
Fields	Rachel	Teacher	TE	2024/2025
Gelso	Christin	Teacher	TE	2024/2025
Gore	Sandy	Teacher	TE	2024/2025
Josey	Jane	Teacher	TE	2024/2025
Meadows	Rosa	Teacher	TE	2024/2025
Sutton	Marcelina	Teacher	TE	2024/2025
Wood	Jaybree	Teacher	TE	2024/2025
Setzer	Kori	Para	TE	2024/2025
Cristin	Brenda	Teacher Assistant	TE	2024/2025
Henderson	Corbie	Teacher Assistant	TE	2024/2025
Moody	Logan	Student Assistant	TE	2024/2025
Andrews	Jayne	Coordinator	PVE	2024/2025
Atherton	Alexis	Teacher	PVE	2024/2025
Bradshaw	Shannon	Teacher	PVE	2024/2025
Brown	Cathy	Teacher	PVE	2024/2025
Jones	Jeana	Teacher	PVE	2024/2025
Mulanax	Bethany	Teacher	PVE	2024/2025
Thomas	Larenda	Teacher	PVE	2024/2025

Green	Kayla	Para	PVE	2024/2025
Featherstone	Julie	Teacher Assistant	PVE	2024/2025
Harris	Paula Sue	Teacher Assistant	PVE	2024/2025
Andrews	Olivia	Student Assistant	PVE	2024/2025
Stewart	Makayla	Student Assistant	PVE	2024/2025
Hopson	Melissa	Coordinator	RE	2024/2025
Reynolds	Lauren	Coordinator	RE	2024/2025
Balliew	Kayla	Teacher	RE	2024/2025
Cartwright	Sheadrian	Teacher	RE	2024/2025
Castaneda	Trinidad	Teacher	RE	2024/2025
Grove	Misty	Teacher	RE	2024/2025
Lewis	Jennifer	Teacher	RE	2024/2025
Peralta	Brandi	Teacher	RE	2024/2025
Bristow	Jacy	Para	RE	2024/2025
Balliew	Addie	Teacher Assistant	RE	2024/2025
Daniel	Hadley	Teacher Assistant	RE	2024/2025
Hogan	Amanda	Teacher Assistant	RE	2024/2025
Reynolds	Angie	Teacher Assistant	RE	2024/2025
Scott	Dallas	Teacher Assistant	RE	2024/2025
West	Jennifer	Teacher Assistant	RE	2024/2025
Green	Mackenzie	Student Assistant	RE	2024/2025
Harding	Taylor	Coordinator	VE	2024/2025
Pendergraft	Kylee	Coordinator	VE	2024/2025
Fincher	Mark	Teacher	VE	2024/2025
Grace	Cathy	Teacher	VE	2024/2025
Ochoa	Zoie	Teacher	VE	2024/2025
Hale	Rachel	Para	VE	2024/2025
Rojas-Jones	Haley	Para	VE	2024/2025
Lechliter	Nancy	Teacher Assistant	VE	2024/2025
McIntire	Brianna	Teacher Assistant	VE	2024/2025
Pitchford	Melissa	Teacher Assistant	VE	2024/2025
Sullivan	Kristi	Teacher Assistant	VE	2024/2025
Tiedke	Lauren	Teacher Assistant	VE	2024/2025
Bowen	Gabryelle	Student Assistant	VE	2024/2025