



Board of Education Regular Meeting
Monday, July 8, 2019 6:00 PM
Yukon Public School District ISD #27 Administration Bldg. | Board Room, 600 Maple Dr, Yukon, OK 73099
Agenda

The following is a list of the business to be conducted by the Board of Education at the above meeting:

1. Invocation and Flag Salute
 - A. Invocation- Pastor Brian Grider of Trinity Baptist Church.
 - B. Flag Salute
2. Call to Order and Roll Call
 - A. Call to Order and Roll Call
3. Reports/ Comments from Superintendent and/or Staff
4. Board Member Communications and Announcements
 - A. Individual Board Member Comments
 - B. Upcoming Meetings/ Events:
July:
 - 7/30 -Picture Day-Board Members & Administrative Staff (Conference Room 8-10am)
C. August:
 - 8/2 -Community Coffee - 8:00am - Administration Building/Board Room
 - 8/5 -Yukon Public Schools Board Meeting - 6:00pm
 - 8/6 -New Teacher Luncheon - 11:30am 10 West Main
 - 8/12 -The Breakfast - YHS Gym 7:30am
 - 8/15 -First day of school
 - 8/22-8/25 -Education Leadership Conference, OSSBA/CCOSA - Cox Convention Center
 - D.
5. Communications
 - A. Communications- Request from Patrons to Address the Board- Pursuant to Board Policy AF. Comments can be made only by district patrons, concerning items listed on this agenda.
6. Business Item: Separate Vote
 - A. Meeting minutes from the June 20, 2019, Special Board Meeting.
7. Business Items: Finance Consent Docket- All of the finance consent items will be discussed, considered and approved or disapproved by one vote unless a board member desires to have a separate vote on any or all of the consent items.
 - A. Encumbrances and Change Orders as recommended by Dr. Jason Simeroth, Superintendent, and Jim Fenrick, Chief Financial Officer
 - B. Treasurer's Report(s) and General Fund Report(s)
 - C. Child Nutrition Report
 - D. Activity Fund Reports
8. Business Items Consent Docket: All of the consent items will be discussed, considered and approved or disapproved by one vote unless a board member requests to have a separate vote on any or all of the consent items.

Renewal of the Sublease Agreement dated May 1, 2019, between the District and Canadian County Educational Facilities Authority for the fiscal year ending June 30, 2020, as required under the provisions of the agreement.TC "Renewal of the Sublease Agreement dated May 1,

2019, between the District and Canadian County Educational Facilities Authority for the fiscal year ending June 30, 2020, as required under the provisions of the agreement." \f tCost analysis: \$16,960,000.00

A. Minutes of the June 3, 2019, board meeting.

Contract for the 19-20 school year with The Center for Educational Law.TC "Contract for the 19-20 school year with The Center for Educational Law." \f tCost analysis: \$700.00. There are no changes in the contract from last year.

Out of state travel request from T. McKeown, YuCan, to attend the Community Anti-Drug Coalition of America in Dallas, Tx, July 14, through July 18, 2019. Ms. McKeown will be taking 10 students in school vehicles with another district employee.TC "Out of state travel request from T. McKeown, YuCan, to attend the Community Anti-Drug Coalition of America in Dallas, Tx, July 14, through July 18, 2019. Ms. McKeown will be taking 10 students in school vehicles with another district employee.

" \f tCost analysis: Total cost of the trip \$9940.00 to be covered by the STOP Act grant.

Out of state travel request from S. Snowden, YuCan, to attend the Community Anti-Drug Coalition of America in Dallas, Tx, July 14, through July 18, 2019. Ms. Snowden will be taking 10 students in school vehicles with another district employee.TC "Out of state travel request from S. Snowden, YuCan, to attend the Community Anti-Drug Coalition of America in Dallas, Tx, July 14, through July 18, 2019. Ms. Snowden will be taking 10 students in school vehicles with another district employee." \f tCost analysis: Total cost of the trip \$9940.00 to be covered by the STOP Act grant.

Out of state travel request from D. Ray, YHS, to attend AP Computer Science Principles class in Arlington, TX, July 7, through July 11, 2019. TC "Out of state travel request from D. Ray, YHS, to attend AP Computer Science Principles class in Arlington, TX, July 7, through July 11, 2019.

" \f tCost analysis: Curriculum will pay the registration cost of \$575 from general funds. AP Activity account will cover the balance of the trip cost \$690.00.

Out of state travel request for A. McGuire, IES STEM teacher, to travel to Dallas, TX, to attend Project Lead the Way training.TC "Out of state travel request for A. McGuire, IES STEM teacher, to travel to Dallas, TX, to attend Project Lead the Way training." \f tCost analysis: \$1,200 from general fund

Contract renewal with Canadian County Education Center for continued Alternative Education services.TC "Contract renewal with Canadian County Education Center for continued Alternative Education services." \f tCost analysis: The fee of \$3,500.00 per student for 18 students is waived for the 19/20 school year. The contract has no changes from last year.

Proposed policy DEE, Expense Reimbursement.TC "Proposed policy DEE, Expense Reimbursement." \f tPolicy can be viewed at: <https://sites.google.com/a/yukonps.com/policy/?scrylbrkr=59d0f899>

Change of school lunch prices.TC "Change of school lunch prices." \f tA \$0.10 increase was added to all school lunch prices per the attached.

Resolution to join OSIG.TC "Resolution to join OSIG." \f tJoining OSIG provides a basis for YPS to more economically obtain insurance coverage.This is an annual paper trail that follows approval of insurance quote that was finalized at the June meeting.,

Contract agreement with BC Behavioral LLC. This contract is for remainder of ESY and the 2019-2020 school year. The name of the under-aged student has been redacted according to FERPA regulations.TC "Contract agreement with BC Behavioral LLC. This contract is for remainder of ESY and the 2019-2020 school year. The name of the under-aged student has been redacted according to FERPA regulations." \f tCost analysis: \$40,000 for the remainder of the ESY and the 2019-2020 school year.

This student's needs exceed what we are able to provide safely in our district with our personnel. The needs encompass both student and teacher safety and it is our responsibility to provide for the education of every student that walks through our doors.

Contract with My ASL Interpreting Services for school year 2019-2020.TC "Contract with My ASL Interpreting Services for school year 2019-2020." \f tCost analysis: not to exceed \$45.00 per hour.

B. Items for surplus.

Renewal contract with Omega Security Specialists, Inc. TC "Renewal contract with Omega Security Specialists, Inc." \f tThere are no changes in the contract or the cost of the contract from last year.

Renewal contract with Big Five Community Services, Inc.TC "Renewal contract with Big Five Community Services, Inc." \f tThe only change from last years' contract is our 50% share of the raises provided to our certified and support staff for the 19/20 school year.

C. Open transfers for school year 2019-2020.

D. Yukon High School activity fund account changes.

Contract with Oklahoma Family Counseling Centers (BRIDGES) for day treatment, partial hospitalization, school-based mental health services and out-patient extended services.TC "Contract with Oklahoma Family Counseling Centers (BRIDGES) for day treatment, partial hospitalization, school-based mental health services and out-patient extended services." \f tCost analysis: not to exceed \$38,000 same as last year.

Renew contract with House of Healing.TC "Renew contract with House of Healing." \f tThere are no changes in the wording or cost of the contract from school year 2018-2019.

Student Handbook, Environmental Health and Safety Plan, and Marzano Casual Evaluation System & State TLE Requirements. TC "Student Handbook, Environmental Health and Safety Plan, and Marzano Casual Evaluation System & State TLE Requirements." \f tDocuments have been updated for the 2019-2020 school year to reflect staff changes, state requirements, and law changes.

9. New Business:

- A. New Business-This business, in accordance with Oklahoma Statutes, 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.

10. Personnel Docket:

- A. Personnel-Vote to convene or not to convene in executive session pursuant to 25 O.S.307 (B)(1) to discuss the resignations, employment of support and certified personnel, promotions, recommendation of change of assignment, and/or transfers as listed on the attached Exhibit A.
- B. Acknowledge the board has returned from executive session. Executive session minutes' compliance announcement.
- C. Approval of Personnel Items as listed.

11. Adjournment

- A. Consideration of and motion to adjourn the meeting



Yukon Public Schools
Board of Education Special Meeting
Thursday, June 20, 2019 12:00 PM
Yukon Public School District ISD #27 Administration Bldg. | Board Room
600 Maple Dr, Yukon, OK 73099

1. Call to Order and Roll Call

Attendance Taken at 12:00 PM.

Mr. Jeff Behymer: Absent
Mrs. Suzanne Cannon: Present
Mr. Don Rowe: Absent
Mr. Rex Van Meter: Present
Mr. Leonard Wells: Present

2. Personnel

2.A. Personnel-Vote to convene or not to convene in executive session pursuant to 25 O.S.307 (B)(1) to discuss the employment of certified personnel, promotions, recommendation of change of assignment, and/or transfers as listed on the attached Exhibit A.

At 12:01 pm the board voted to convene in executive session.

Vote to convene, or vote not to convene, in executive session Passed with a motion by Mrs. Suzanne Cannon and a second by Mr. Rex Van Meter.

Mr. Jeff Behymer: Absent
Mr. Don Rowe: Absent
Mr. Rex Van Meter: Yes
Mr. Leonard Wells: Yes
Mrs. Suzanne Cannon: Yes

2.B. Acknowledge the board has returned from executive session. Executive session minutes' compliance announcement.

At 12:10 pm the board returned.

2.C. Approval of Personnel Items as listed on Exhibit A.

I move we vote to approve the personnel as listed on Exhibit A Passed with a motion by Mr. Rex Van Meter and a second by Mrs. Suzanne Cannon.

Mr. Jeff Behymer: Absent
Mr. Don Rowe: Absent
Mr. Rex Van Meter: Yes
Mr. Leonard Wells: Yes
Mrs. Suzanne Cannon: Yes

3. Adjournment

3.A. Consideration of and motion to adjourn the meeting

The meeting adjourned at 12:12 pm.

I move we adjourn Passed with a motion by Mrs. Suzanne Cannon and a second by Mr. Rex Van Meter.

Mr. Jeff Behymer: Absent
Mr. Don Rowe: Absent
Mr. Rex Van Meter: Yes
Mr. Leonard Wells: Yes
Mrs. Suzanne Cannon: Yes

PONumber	Account	Amount	PODate	OrderName	AcctDescription
191969	11031221358027100000000520	28.00	5/30/2019	Kimberly Taylor	STAFF TRAVEL
191972	1103210006441002200000110	733.20	6/3/2019	HOUGHTON MIFFLIN COMPANY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Math
191972	1103210006441002200000125	1,716.80	6/3/2019	HOUGHTON MIFFLIN COMPANY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Math
191979	1103210006811002250000105	1,945.15	6/3/2019	ARCHWAY	COCURRICULAR SUPPLIES - Science
191979	1103210006811002250000110	1,624.20	6/3/2019	ARCHWAY	COCURRICULAR SUPPLIES - Science
191979	1103210006811002250000115	1,302.24	6/3/2019	ARCHWAY	COCURRICULAR SUPPLIES - Science
191979	1103210006811002250000120	1,736.36	6/3/2019	ARCHWAY	COCURRICULAR SUPPLIES - Science
191979	1103210006811002250000125	3,046.32	6/3/2019	ARCHWAY	COCURRICULAR SUPPLIES - Science
191979	1103210006811002250000130	1,736.36	6/3/2019	ARCHWAY	COCURRICULAR SUPPLIES - Science
191979	1103210006811002250000135	2,110.48	6/3/2019	ARCHWAY	COCURRICULAR SUPPLIES - Science
191972	1103310006441002200000105	2,274.40	6/3/2019	HOUGHTON MIFFLIN COMPANY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Math
191972	1103310006441002200000115	758.40	6/3/2019	HOUGHTON MIFFLIN COMPANY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Math
191972	1103310006441002200000120	3,110.40	6/3/2019	HOUGHTON MIFFLIN COMPANY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Math
191972	1103310006441002200000130	568.80	6/3/2019	HOUGHTON MIFFLIN COMPANY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Math
191972	1103310006441002200000135	1,916.80	6/3/2019	HOUGHTON MIFFLIN COMPANY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Math
191972	1103310006441002200000140	1,874.11	6/3/2019	HOUGHTON MIFFLIN COMPANY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Math
191972	1103310006441002200000145	1,200.80	6/3/2019	HOUGHTON MIFFLIN COMPANY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Math
191972	1103310006441002200000520	15,177.60	6/3/2019	HOUGHTON MIFFLIN COMPANY	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Math
191983	1105123215800000000000051	600.00	6/24/2019	SOUTHWEST AIRLINES/CAPITAL ONE	STAFF TRAVEL
191986	1105123215800000000000051	1,210.00	6/24/2019	Diana Lebsack	STAFF TRAVEL
191977	1105327205802390000000753	120.00	6/3/2019	Matthew Brooke	STAFF TRAVEL
191976	1105427205800000000000054	40.00	6/3/2019	Roger Scott	STAFF TRAVEL
191975	1105427208100000000000054	18.00	6/3/2019	JASON BRUNK	DUES & FEES
191980	1105427208100000000000054	53.94	6/4/2019	Todd Ashley Wood	DUES & FEES
191968	11063100061925100000000520	689.58	5/30/2019	A/C/E Media Supply, Inc	SUPPLIES AND MATERIALS
192002	1106710006531002500000750	1,237.21	6/25/2019	Trinity 3 Technology	TECHNOLOGY - RELATED SUPPLIES
192002	1136110006534262500000750	42,994.79	6/25/2019	Trinity 3 Technology	TECHNOLOGY - RELATED SUPPLIES - RSA grant
191981	1161510006192390000000753	6,500.00	6/11/2019	Schock Proof Shipping	SUPPLIES AND MATERIALS - Sped ECCO grant
191971	1177521205800000000000705	3,200.00	6/3/2019	GAYLORD TEXAN/CAPITAL ONE	STAFF TRAVEL - STOP grant
191973	1177521205800000000000705	600.00	6/3/2019	YUKON PUBLIC SCHOOLS TRANSPORTATION	STAFF TRAVEL - STOP grant
191974	1177521205800000000000705	250.00	6/3/2019	Tracy N McKeown	STAFF TRAVEL - STOP grant
191978	1177521205800000000000705	250.00	6/3/2019	Shelby Lee Snowden	STAFF TRAVEL - STOP grant
191985	1177521205800000000000705	200.00	6/24/2019	Tracy N McKeown	STAFF TRAVEL - STOP grant
191970	11775212086600000000000705	5,640.00	6/3/2019	CADCA	STAFF REGISTRATIONS - STOP grant
General Fund		106,463.94			
191982	2106626206190000000000066	750.00	6/18/2019	AMAZON	SUPPLIES AND MATERIALS - Maint
Building Fund		750.00			
191993	3726110006541000000000105	1,623.60	6/25/2019	School's In, LLC	FURNITURE & FIXTURES - annual classroom
191990	3726110006541000000000125	31,397.12	6/25/2019	VIRO INC	FURNITURE & FIXTURES - annual classroom

191996	3726110006541000000000125	2,797.56	6/25/2019	School's In, LLC	FURNITURE & FIXTURES - annual classroom
191984	3726110006541000000000130	313.26	6/24/2019	VIRCO INC	FURNITURE & FIXTURES - annual classroom
191994	3726110006541000000000130	1,113.75	6/25/2019	School's In, LLC	FURNITURE & FIXTURES - annual classroom
191987	3726110006541000000000135	5,033.68	6/25/2019	VIRCO INC	FURNITURE & FIXTURES - annual classroom
191995	3726110006541000000000135	192.95	6/25/2019	School's In, LLC	FURNITURE & FIXTURES - annual classroom
191991	3726110006541000000000140	29,261.26	6/25/2019	VIRCO INC	FURNITURE & FIXTURES - annual classroom
191997	3726110006541000000000140	771.80	6/25/2019	School's In, LLC	FURNITURE & FIXTURES - annual classroom
191992	3726110006541000000000145	2,441.52	6/25/2019	VIRCO INC	FURNITURE & FIXTURES - annual classroom
191998	3726110006541000000000145	2,335.50	6/25/2019	School's In, LLC	FURNITURE & FIXTURES - annual classroom
192001	3726110006541000000000145	2,674.00	6/25/2019	National Business Furniture LLC	FURNITURE & FIXTURES - annual classroom
191988	3726110006541000000000520	22,571.13	6/25/2019	VIRCO INC	FURNITURE & FIXTURES - annual classroom
191989	3726110006541000000000520	6,556.08	6/25/2019	School's In, LLC	FURNITURE & FIXTURES - annual classroom
191989	3726110006541000000000705	1,943.02	6/25/2019	VIRCO INC	FURNITURE & FIXTURES - annual classroom
192000	3726110006541000000000705	365.90	6/25/2019	School's In, LLC	FURNITURE & FIXTURES - annual classroom
192003	3726310006551003001000705	23,586.72	6/26/2019	EDMOND/GILLIAM/LARSEN MUSIC	INSTRUMENTS - band instruments
192003	3726310007351003001000705	20,091.66	6/26/2019	EDMOND/GILLIAM/LARSEN MUSIC	INSTRUMENTS - band instruments

2017 Bond Fund

155,070.51

PNNumber	Account	Amount	PODate	OrderName	AcctDescription
200001	1101125113370000000000050	100.00	7/1/2019	BAY BRIDGE ADMINISTRATORS	OTHER PROFESSIONAL SVCS
200002	1105123218100000000000051	845.00	7/1/2019	CCOSA	DUES & FEES - conference registrations
200004	1105427240612000000000054	3,000.00	7/1/2019	OKLAHOMA TAX COMMISSION	AUTOMOTIVE & BUS SUPPLIES
200007	1101126404360000000000050	2,500.00	7/1/2019	A/C/E Media Supply, Inc	Office Machines Repairs and Maintenance
200008	1105126206190000000000051	2,500.00	7/1/2019	A/C/E Media Supply, Inc	SUPPLIES AND MATERIALS
200009	1106626206190000000000066	450.00	7/1/2019	A/C/E Media Supply, Inc	SUPPLIES AND MATERIALS
200010	1105426206190000000000054	1,000.00	7/1/2019	A/C/E Media Supply, Inc	SUPPLIES AND MATERIALS - Transp
200012	1105427270439000000000054	18,000.00	7/1/2019	ABC COMPANIES INC	Other Equipment/Vehicle Repairs and Maintenance - Transp
200013	1105427240612000000000054	1,750.00	7/1/2019	ADUDELL'S ALTS & STARTERS	AUTOMOTIVE & BUS SUPPLIES
200026	1105125118100000000000051	230.00	7/1/2019	ASBO INTERNATIONAL	DUES & FEES
200028	1101126205300000000000050	2,598.26	7/1/2019	AT&T	COMMUNICATION & SOFTWARE SERVICES
200028	1106726205300000000000050	27,901.74	7/1/2019	AT&T	COMMUNICATION & SOFTWARE SERVICES
200030	1105427240612000000000054	3,500.00	7/1/2019	AUTO FX	AUTOMOTIVE & BUS SUPPLIES
200034	1105427240612000000000054	1,000.00	7/1/2019	BINSWANGER ENTERPRISES, LLC	AUTOMOTIVE & BUS SUPPLIES
200042	1138810005914300000000705	50.00	7/1/2019	CANADIAN CO JUVENILE CENTER	SERVICES PURCHASED FROM OTHER LEA
200043	1101122314310000000000051	12,000.00	7/1/2019	CANADIAN COUNTY ELECTION BOARD	OFFICIAL ADMIN SERVICES
200044	1101125188700000000000051	155,750.49	7/1/2019	CANADIAN COUNTY TREASURER	CNTY ASSMT/REVAL FEE - annual
200045	1138810005614300000000705	65,709.12	7/1/2019	CANADIAN VALLEY TECHNOLOGY CENTER	TUITIONS TO OTHER LEAS
200046	1105427220860000000000054	500.00	7/1/2019	CANADIAN VALLEY TECHNOLOGY CENTER	STAFF REGISTRATIONS
200048	1105427240612000000000054	1,430.00	7/1/2019	CARPENTER/ACE HARDWARE	AUTOMOTIVE & BUS SUPPLIES
200050	1105427240439000000000054	2,000.00	7/1/2019	CAVINS WRECKER SERVICE, LLC	Other Equipment/Vehicle Repairs and Maintenance - Transp
200051	1105123173520000000000051	1,700.00	7/1/2019	THE CENTER FOR EDUCATION LAW INC	CIVIL LITIGATION - DEFENDANT
200051	1105123173540000000000051	12,000.00	7/1/2019	THE CENTER FOR EDUCATION LAW INC	GEN COUNSEL SVCS
200051	1105323173552390000000753	12,500.00	7/1/2019	THE CENTER FOR EDUCATION LAW INC	DUE PROCESS - Sped
200054	1105427240612000000000054	500.00	7/1/2019	CHAPPELL SUPPLY & EQUIP CO	AUTOMOTIVE & BUS SUPPLIES
200055	1104626204100000000000054	550.00	7/1/2019	CITY OF OKC	UTILITY SERVICES
200055	1104626204100000000000125	10,000.00	7/1/2019	CITY OF OKC	UTILITY SERVICES
200055	1104626204100000000000066	202,400.00	7/1/2019	CITY OF YUKON	UTILITY SERVICES
200059	1105626603440000000000056	150,000.00	7/1/2019	CITY OF YUKON (POLICE DEPT)	SECURITY SVCS - SROS
200065	1105427220439000000000054	300.00	7/1/2019	CORROSION CONTROL INC	Other Equipment/Vehicle Repairs and Maintenance - Transp
200067	1106726205300000000000050	27,000.00	7/1/2019	COX COMMUNICATIONS INC	COMMUNICATION & SOFTWARE SERVICES
200068	1105326205302390000000050	2,500.00	7/1/2019	COX COMMUNICATIONS INC	COMMUNICATION & SOFTWARE SERVICES
200075	1105427220619000000000054	1,500.00	7/1/2019	DOLESE BROS CO	SUPPLIES AND MATERIALS - Transp
200082	1104626204400000000000050	2,045.00	7/1/2019	ENERGY CAP INC	RENTALS & LEASES
200091	1105427240612000000000054	6,500.00	7/1/2019	FENTRESS OIL	AUTOMOTIVE & BUS SUPPLIES
200095	1105427240612000000000054	2,000.00	7/1/2019	FRONTIER MOTOR CO	AUTOMOTIVE & BUS SUPPLIES
200096	1101123216530000000000050	16,643.79	7/1/2019	FRONTLINE TECHNOLOGIES GROUP LLC	TECHNOLOGY - RELATED SUPPLIES - substitutes software
200105	1105427240612000000000054	2,217.09	7/1/2019	HOIDALE CO INC	AUTOMOTIVE & BUS SUPPLIES
200108	1105725306190000000000054	3,000.00	7/1/2019	IMAGE WORKS OF OKLAHOMA INC	SUPPLIES AND MATERIALS
200111	1105427240612000000000054	5,000.00	7/1/2019	INTERSTATE ALL BATTERY OF WESTERN OKLA.	AUTOMOTIVE & BUS SUPPLIES
200112	1105427240439000000000054	2,000.00	7/1/2019	J & I TRAILER HITCHES NORTH	Other Equipment/Vehicle Repairs and Maintenance - Transp
200114	1105427220619000000000054	5,000.00	7/1/2019	JAMES VAN HORN-2637	SUPPLIES AND MATERIALS - Transp
200116	1106626204200000000000105	51,200.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200116	1106626204200000000000110	41,000.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200116	1106626204200000000000115	36,300.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES

PONumber	Account	Amount	PODate	OrderName	AcctDescription
200116	11066262042000000000000120	44,000.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200116	11066262042000000000000125	72,600.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200116	11066262042000000000000130	48,600.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200116	11066262042000000000000135	56,500.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200116	11066262042000000000000140	97,000.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200116	11066262042000000000000145	86,300.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200116	11066262042000000000000520	296,375.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200117	11066262042000000000000705	340,700.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200118	11066262042000000000000705	31,187.00	7/1/2019	JANI KING OF OKLA INC	CLEANING SERVICES
200123	11011231958000000000000051	25,000.00	7/1/2019	DON ROWE	CLEANING SERVICES
200129	11011231958000000000000051	250.00	7/1/2019	LEONARD WELLS	STAFF TRAVEL
200130	11054272043900000000000054	1,600.00	7/1/2019	LIQUID CORP SERVICES LLC	STAFF TRAVEL
200133	11054272061900000000000054	2,000.00	7/1/2019	LOWE'S COMPANIES INC	Other Equipment/Vehicle Repairs and Maintenance - Transp
200139	11054274061200000000000054	8,500.00	7/1/2019	MIDWEST BUS SALES INC	SUPPLIES AND MATERIALS - Transp
200143	11054274061200000000000054	2,000.00	7/1/2019	NAPA AUTO PARTS	AUTOMOTIVE & BUS SUPPLIES
200147	11054274061200000000000054	20,000.00	7/1/2019	O'REILLY AUTO PARTS	AUTOMOTIVE & BUS SUPPLIES
200148	11051232161900000000000051	2,000.00	7/1/2019	OFFICE DEPOT	SUPPLIES AND MATERIALS
200148	11051251161900000000000051	2,000.00	7/1/2019	OFFICE DEPOT	SUPPLIES AND MATERIALS - Transp
200150	11054262061900000000000054	2,000.00	7/1/2019	OFFICE DEPOT	SUPPLIES AND MATERIALS
200151	11046262062400000000000066	700,000.00	7/1/2019	OG&E	ELECTRICITY
200152	11051251186000000000000051	1,695.00	7/1/2019	OKLA ASBO	STAFF REGISTRATIONS
200153	11054274061200000000000054	2,000.00	7/1/2019	OKLA TAG OF YUKON	AUTOMOTIVE & BUS SUPPLIES
200154	11051262081000000000000051	4,630.00	7/1/2019	OKLAHOMA ATTORNEY GENERAL	DUES & FEES
200156	11054274044000000000000054	25.00	7/1/2019	OKLAHOMA CORPORATION COMMISSION	RENTALS & LEASES
200160	11015231252500000000000050	100.00	7/1/2019	OKLAHOMA SCHOOL INSURANCE GROUP	SURETY BONDS
200160	11015262052300000000000050	526,662.00	7/1/2019	OKLAHOMA SCHOOL INSURANCE GROUP	PROPERTY INSURANCE - property & liability
200164	11067100044010025000000767	30,360.00	7/1/2019	ONENET	RENTALS & LEASES - internet
200165	11046262062700000000000066	100,000.00	7/1/2019	ONG	NATURAL GAS
200166	11051257154000000000000051	300.00	7/1/2019	OPUBCO COMMUNICATIONS	ADVERTISING
200167	11051232161900000000000051	1,100.00	7/1/2019	OSSAA	SUPPLIES AND MATERIALS
200168	11051231931100000000000051	3,500.00	7/1/2019	OSSBA	Board of Ed Services
200169	11051232181000000000000051	4,600.00	7/1/2019	OSSBA	DUES & FEES - district membership
200170	11051232181000000000000051	500.00	7/1/2019	OSSBA	DUES & FEES - conference registrations
200171	11051231931100000000000051	750.00	7/1/2019	OSSBA	Board of Ed Services
200175	11054274043900000000000054	1,000.00	7/1/2019	PERFECTION TRUCK PARTS AND EQUIP	Other Equipment/Vehicle Repairs and Maintenance - Transp
200176	11051262061900000000000051	1,500.00	7/1/2019	PITNEY BOWES	SUPPLIES AND MATERIALS
200177	11051262053000000000000051	1,500.00	7/1/2019	PITNEY BOWES	COMMUNICATION & SOFTWARE SERVICES
200177	110812620530000000000000520	800.00	7/1/2019	PITNEY BOWES	COMMUNICATION & SOFTWARE SERVICES
200179	11011252053000000000000050	3,000.00	7/1/2019	POSTMASTER	COMMUNICATION & SOFTWARE SERVICES
200179	11011262053000000000000050	750.00	7/1/2019	POSTMASTER	COMMUNICATION & SOFTWARE SERVICES
200179	11059219953000000000000759	250.00	7/1/2019	POSTMASTER	COMMUNICATION & SOFTWARE SERVICES
200181	110512331833100000000000051	9,950.00	7/1/2019	PUTNAM & COMPANY, PLLC	ACCOUNTING SERVICES
200184	11054274061200000000000054	2,300.00	7/1/2019	RAMI PRODUCTS LTD	AUTOMOTIVE & BUS SUPPLIES
200187	11051253055000000000000051	2,500.00	7/1/2019	REDLANDS COMMUNITY COLLEGE	PRINTING AND BINDING

PONumber	Account	Amount	PODate	OrderName	AcctDescription
200188	110542620619000000000000054	2,000.00	7/1/2019	REDLANDS COMMUNITY COLLEGE	SUPPLIES AND MATERIALS - Transp
200190	110512620530000000000000051	13,000.00	7/1/2019	RESERVE ACCOUNT	COMMUNICATION & SOFTWARE SERVICES - postage
200193	110542720439000000000000054	7,500.00	7/1/2019	SUMMIT TRUCK GROUP	Other Equipment/Vehicle Repairs and Maintenance - Transp
200193	11054272040612000000000000054	15,000.00	7/1/2019	SUMMIT TRUCK GROUP	AUTOMOTIVE & BUS SUPPLIES
200194	110542740439000000000000054	3,000.00	7/1/2019	ROSS TRANSPORTATION INC	Other Equipment/Vehicle Repairs and Maintenance - Transp
200194	110542740612000000000000054	21,500.00	7/1/2019	ROSS TRANSPORTATION INC	AUTOMOTIVE & BUS SUPPLIES
200196	110542720619000000000000054	2,028.93	7/1/2019	SAFETY VISION LP	SUPPLIES AND MATERIALS - Transp
200197	110512319810000000000000051	150.00	7/1/2019	SAM'S CLUB DIRECT	DUES & FEES
200198	110181000061110000000000750	50,000.00	7/1/2019	SAM'S CLUB DIRECT	COPY PAPER ONLY - annual
200212	110542740612000000000000054	20,000.00	7/1/2019	CUMMINNS SOUTHERN PLAINS LLC	AUTOMOTIVE & BUS SUPPLIES
200213	110542740619000000000000054	30,000.00	7/1/2019	SOUTHERN TIRE MART	SUPPLIES AND MATERIALS
200218	110512321619000000000000051	500.00	7/1/2019	STAPLES INC	SUPPLIES AND MATERIALS
200218	110512511619000000000000051	500.00	7/1/2019	STAPLES INC	SUPPLIES AND MATERIALS
200218	110652132619000000000000050	125.00	7/1/2019	STAPLES INC	SUPPLIES AND MATERIALS
200220	110542620619000000000000054	1,000.00	7/1/2019	STAPLES INC	SUPPLIES AND MATERIALS
200224	110112319580000000000000051	250.00	7/1/2019	SUZANNE CANNON	SUPPLIES AND MATERIALS - Transp
200225	110542740612000000000000054	15,000.00	7/1/2019	T & W TIRE	STAFF TRAVEL
200226	110112511331000000000000050	2,700.00	7/1/2019	TAX MANAGEMENT SERVICES	AUTOMOTIVE & BUS SUPPLIES
200228	110412199336000000000000705	25,000.00	7/1/2019	THE COMPLIANCE RESOURCE GROUP INC	ACCOUNTING SERVICES - unemployment claim service
200229	110542720336000000000000054	2,500.00	7/1/2019	THE COMPLIANCE RESOURCE GROUP INC	MEDICAL & PHYS/OCCUP THERAPIST SERVICES - SAP
200230	110112321619000000000000051	500.00	7/1/2019	THE OKLAHOMAN	MEDICAL & PHYS/OCCUP THERAPIST SERVICES - Transp
200238	110672580346000000000000050	1,000.00	7/1/2019	TYLER TECHNOLOGIES	SUPPLIES AND MATERIALS
200239	110672580346000000000000050	2,500.00	7/1/2019	TYLER TECHNOLOGIES	TECHNOLOGY RELATED TECH SERVICES
200242	110112511337000000000000050	10,000.00	7/1/2019	UMB BANK	OTHER PROFESSIONAL SVCS - fiscal agency fees
200243	110512321619000000000000051	1,000.00	7/1/2019	UNITED PRINTING	SUPPLIES AND MATERIALS
200244	110542740612000000000000054	5,000.00	7/1/2019	UNITED ENGINES INC	AUTOMOTIVE & BUS SUPPLIES
200247	110112319810000000000000051	1,650.00	7/1/2019	USSA	DUES & FEES - annual
200250	110112511810000000000000050	27,000.00	7/1/2019	VISION SERVICE PLAN INC OKLAHOMA	DUES & FEES - vision plan administrator
200254	110512313525000000000000051	750.00	7/1/2019	WESCO INSURANCE	SURETY BONDS
200254	110512321525000000000000051	375.00	7/1/2019	WESCO INSURANCE	SURETY BONDS
200254	110512511525000000000000051	375.00	7/1/2019	WESCO INSURANCE	SURETY BONDS
200256	110542740612000000000000054	1,200.00	7/1/2019	WOODALL EQUIPMENT	AUTOMOTIVE & BUS SUPPLIES
200258	110542740439000000000000054	3,500.00	7/1/2019	X-CLUSIVE TOWING & RECOVERY	Other Equipment/Vehicle Repairs and Maintenance - Transp
200260	110112120320000000000000050	1,500.00	7/1/2019	YOUTH & FAMILY SERVICES INC	PROF EDUCATION SERVICES - annual
200261	110512321810000000000000051	2,625.00	7/1/2019	YUKON CHAMBER OF COMMERCE	DUES & FEES
200265	115112720511425000000000750	1,000.00	7/1/2019	YUKON PUBLIC SCHOOLS TRANSPORTATION	STUDENT TRANSP BY ANOTHER DIST IN STATE - Title I
200266	110512571540000000000000051	5,500.00	7/1/2019	YUKON REVIEW	ADVERTISING
200266	110512620619000000000000051	150.00	7/1/2019	YUKON REVIEW	SUPPLIES AND MATERIALS
200267	110542740612000000000000054	200.00	7/1/2019	YUKON TAG AGENCY	AUTOMOTIVE & BUS SUPPLIES
200268	110542740612000000000000054	2,500.00	7/1/2019	YUKON TRANSMISSION	AUTOMOTIVE & BUS SUPPLIES
200269	110512620530000000000000051	168.00	7/1/2019	YUKON TROPHY & AWARDS INC	COMMUNICATION & SOFTWARE SERVICES
200269	110512620619000000000000051	1,332.00	7/1/2019	YUKON TROPHY & AWARDS INC	SUPPLIES AND MATERIALS
200271	110542720619000000000000054	1,200.00	7/1/2019	YUKON TROPHY & AWARDS INC	SUPPLIES AND MATERIALS - Transp
200273	110512321653000000000000050	4,957.13	7/1/2019	NETCHEMIA LLC	TECHNOLOGY - RELATED SUPPLIES - Talented software
200274	110112620440000000000000050	5,000.00	7/1/2019	American Document Shredding LLC	RENTALS & LEASES

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200275	1105427204400000000000054	2,000.00	7/1/2019	ENTERPRISE RENT-A-CAR	RENTALS & LEASES - Transp
200277	1101123215800000000000051	5,000.00	7/1/2019	Jason Simeroth	STAFF TRAVEL - annual
200281	1105125116190000000000051	2,500.00	7/1/2019	Tyler Business Forms	SUPPLIES AND MATERIALS
200285	1105426206190000000000054	1,300.00	7/1/2019	WALMART COMMUNITY/SYNCB	SUPPLIES AND MATERIALS - Transp
200290	1105427406120000000000054	12,800.00	7/1/2019	Quality Petroleum, Inc	AUTOMOTIVE & BUS SUPPLIES
200291	1105427404390000000000054	3,000.00	7/1/2019	Ranchwood Autoworks	Other Equipment/Vehicle Repairs and Maintenance - Transp
200296	1101123195220000000000050	5,000.00	7/1/2019	Broker's Risk Placement Service, Inc	LIABILITY INSURANCE
200299	1106727204320000000000054	4,500.00	7/1/2019	Transfinder Corporation	Technology Repairs and Maintenance
200302	1105725304400000000000054	13,260.00	7/1/2019	U S Bank National Association	RENTALS & LEASES
200304	1101123195800000000000051	250.00	7/1/2019	Jeffrey Norman Behymer	STAFF TRAVEL
200305	1101126406250000000000054	1,500.00	7/1/2019	Finish Line Fuels LLC	GASOLINE
200305	1105427406250000000000054	45,000.00	7/1/2019	Finish Line Fuels LLC	GASOLINE
200305	1131710006194422710000705	4,000.00	7/1/2019	Finish Line Fuels LLC	SUPPLIES AND MATERIALS
200306	1141226206253118000000705	5,440.00	7/1/2019	Finish Line Fuels LLC	GASOLINE
200307	1141226206253118000000705	5,900.00	7/1/2019	Finish Line Fuels LLC	GASOLINE
200309	1105427406250000000000054	25,000.00	7/1/2019	Finish Line Fuels LLC	GASOLINE
200310	1103210006141001050000752	18,300.00	7/1/2019	Olympia Prep LLC	TESTING SUPPLIES & MATERIALS - SAT testing services
200312	1105125716530000000000050	8,858.30	7/1/2019	PeopleAdmin Inc	TECHNOLOGY - RELATED SUPPLIES
200314	1105123198100000000000051	300.00	7/1/2019	Amazon/Capital One	DUES & FEES
200317	1105427406230000000000054	90,000.00	7/1/2019	Penley Oil Company	DIESEL
200317	1105427406250000000000054	35,000.00	7/1/2019	Penley Oil Company	GASOLINE
200318	1101123193310000000000050	55,409.44	7/1/2019	Stephen H McDonald & Associates Inc	ACCOUNTING SERVICES - annual
200321	1105421323360000000000054	850.00	7/1/2019	Concentra Medical Centers	MEDICAL & PHYS/OCCUP THERAPIST SERVICES - Transp
200322	1101122135800000000000750	10,000.00	7/1/2019	Capital One/Pikepass	STAFF TRAVEL - annual
200324	1105125715400000000000051	2,500.00	7/1/2019	Yukon Progress	ADVERTISING
200328	1101123193310000000000050	5,000.00	7/1/2019	IPREO LLC	ACCOUNTING SERVICES - annual
200329	1105123173540000000000051	4,000.00	7/1/2019	Floyd Law Firm P. C.	GEN COUNSEL SVCS - bond sales
200331	1101125753370000000000050	800.00	7/1/2019	Accurfax	OTHER PROFESSIONAL SVCS
200332	1105427404390000000000054	1,000.00	7/1/2019	A-Z TOWING	Other Equipment/Vehicle Repairs and Maintenance - Transp
200335	1131710004404422710000705	5,580.00	7/1/2019	Enterprise FM Trust	RENTALS & LEASES
200336	1105125305500000000000051	1,000.00	7/1/2019	The UPS Store #6953	PRINTING AND BINDING
200341	1105626603440000000000056	196,600.00	7/1/2019	OMEGA Security Specialists, Inc	SECURITY SVCS - SROS
200343	1101125743360000000000050	3,600.00	7/1/2019	Select Physical Therapy	MEDICAL & PHYS/OCCUP THERAPIST SERVICES
200344	1105427404390000000000054	3,000.00	7/1/2019	Sign It Up	Other Equipment/Vehicle Repairs and Maintenance - Transp
200346	1105427206190000000000054	4,800.00	7/1/2019	Chalks Truck Parts Inc	SUPPLIES AND MATERIALS - Transp
200347	1105427203360000000000054	4,000.00	7/1/2019	INTEGRIS Family Care Yukon	MEDICAL & PHYS/OCCUP THERAPIST SERVICES - Transp
200349	1105427206190000000000054	100.00	7/1/2019	Elite Promotions Inc	SUPPLIES AND MATERIALS - Transp
200355	1104626208100000000000050	1,500.00	7/1/2019	Utility Rebate Consultants, Inc	DUES & FEES
200357	1105427204390000000000054	200.00	7/1/2019	Blue Beacon International, Inc	Other Equipment/Vehicle Repairs and Maintenance - Transp
200365	1105123198100000000000051	19.00	7/1/2019	CAPITAL ONE, N.A (BUS OFFICE USE ONLY)	DUES & FEES
200366	1104626206270000000000066	190,000.00	7/1/2019	Mustang Fuel Marketing Company	NATURAL GAS
200389	11049100081010000000000705	500.00	7/1/2019	Rank One Sport	DUES & FEES
200391	1101125113370000000000050	8,000.00	7/1/2019	BANCFIRST	OTHER PROFESSIONAL SVCS - fiscal agency fees
200392	1101125113370000000000050	2,000.00	7/1/2019	BANCFIRST	OTHER PROFESSIONAL SVCS - fiscal agency fees
200393	1105123198600000000000051	500.00	7/1/2019	USAA	STAFF REGISTRATIONS

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200393	110512321810000000000051	400.00	7/1/2019	USA	DUES & FEES
200394	1106521326190000000000050	500.00	7/1/2019	Sharps Compliance, Inc	SUPPLIES AND MATERIALS
200395	1105310006192390000000753	5,000.00	7/1/2019	A/C/E Media Supply, Inc	SUPPLIES AND MATERIALS
200396	1105310006192390000000753	59.85	7/1/2019	AMAZON	SUPPLIES AND MATERIALS
200397	1105321523202390000000753	18,000.00	7/1/2019	APRIL NIKKI KECK	PROF EDUCATION SERVICES - Sped
200398	1105310005612390000000115	36,000.00	7/1/2019	CANADIAN COUNTY HEALTH DEPARTMENT	TUITIONS TO OTHER LEAS - Sped
200399	1105123198600000000000051	500.00	7/1/2019	CHANGE TO CHANGE FOUNDATION	STAFF REGISTRATIONS
200400	1105321406192390000000753	1,312.86	7/1/2019	HOUGHTON MIFFLIN COMPANY	SUPPLIES AND MATERIALS - Sped
200402	1105321406192390000000753	2,208.26	7/1/2019	MHS INC	SUPPLIES AND MATERIALS - Sped
200403	1105321406142390000000753	6,353.45	7/1/2019	NCS PEARSON, INC	TESTING SUPPLIES & MATERIALS- Sped
200404	1105310006192390000000753	4,000.00	7/1/2019	OFFICE DEPOT	SUPPLIES AND MATERIALS
200405	1105321406192390000000753	426.60	7/1/2019	PAR INC	SUPPLIES AND MATERIALS - Sped
200406	1142122138603400000000050	750.00	7/1/2019	PROJECT LEAD THE WAY (PLTW)	STAFF REGISTRATIONS - Carl Perkins
200407	1142122138603400000000050	750.00	7/1/2019	PROJECT LEAD THE WAY (PLTW)	STAFF REGISTRATIONS - Carl Perkins
200408	1105321523202390000000753	19,000.00	7/1/2019	SHANNAN BRANSON FROHOCK	PROF EDUCATION SERVICES - Sped
200409	1105321533202390000000753	550.00	7/1/2019	SIRS INC	PROF EDUCATION SERVICES - Sped
200410	1105222138600000000000752	575.00	7/1/2019	TEXAS CHRISTIAN UNIVERSITY	STAFF REGISTRATIONS
200411	1105310006192390000000520	160.68	7/1/2019	THINK SOCIAL PUBLISHING	SUPPLIES AND MATERIALS
200412	1105321406142390000000753	198.00	7/1/2019	WPS	TESTING SUPPLIES & MATERIALS - Sped
200413	1162110003202390000000753	30,000.00	7/1/2019	ASPIRE OKLAHOMA LLC	PROF EDUCATION SERVICES - Sped FT grant
200414	1154125735800000000000752	444.50	7/1/2019	Ronald R Brummert	STAFF TRAVEL - Title IIA
200415	1154125735800000000000752	444.50	7/1/2019	Lance A Haggard	STAFF TRAVEL - Title IIA
200416	1154125735800000000000752	444.50	7/1/2019	Carla J Smith	STAFF TRAVEL - Title IIA
200417	1154125735800000000000752	444.50	7/1/2019	Billy L Pierce	STAFF TRAVEL - Title IIA
200418	1154125735800000000000752	444.50	7/1/2019	Scott J Hein	STAFF TRAVEL - Title IIA
200419	1154125735800000000000752	418.50	7/1/2019	Melissa G Barlow	STAFF TRAVEL - Title IIA
200420	1154125735800000000000752	444.50	7/1/2019	KRISTINI LIPE	STAFF TRAVEL - Title IIA
200421	1105310006192390000000753	1,300.00	7/1/2019	WALMART COMMUNITY/SVNCB	SUPPLIES AND MATERIALS
200422	1105322138602390000000753	150.00	7/1/2019	Crisis Prevention Institute Inc	STAFF REGISTRATIONS
200423	1106862620619000000000768	1,926.38	7/1/2019	National Business Furniture LLC	SUPPLIES AND MATERIALS
200424	1162110006192390000000753	17,100.00	7/1/2019	OATECA	SUPPLIES AND MATERIALS - Sped FT grant
200425	1105310003202390000000753	36,000.00	7/1/2019	OKLAHOMA FAMILY COUNSELING CENTERS LLC	PROF EDUCATION SERVICES
200426	1154125735800000000000752	418.50	7/1/2019	Steven Hunt	STAFF TRAVEL - Title IIA
200427	1154125735800000000000752	444.50	7/1/2019	Laura Gallagher	STAFF TRAVEL - Title IIA
200428	1105222138600000000000520	192.50	7/1/2019	Anthony Wingard	STAFF TRAVEL
200429	1142122135803400000000520	432.00	7/1/2019	Capital One/Embassy Suites Hotels	STAFF TRAVEL - Carl Perkins
200430	1142122135803400000000520	432.00	7/1/2019	Capital One/Embassy Suites Hotels	STAFF TRAVEL - Carl Perkins
200431	1154125735800000000000752	444.50	7/1/2019	Diedre Bradley	STAFF TRAVEL - Title IIA
200432	1154125735800000000000752	3,000.00	7/1/2019	Dr Spokane City Center	STAFF TRAVEL - Title IIA
200433	1154125735800000000000752	2,000.00	7/1/2019	Capital One Bank/Sheraton Boston Hotel	STAFF TRAVEL - Title IIA
200434	1154125735800000000000752	444.50	7/1/2019	Amy Young	STAFF TRAVEL - Title IIA
200435	1154155005800000000000196	1,051.90	7/1/2019	Capital One/Hyatt Regency Chicago	STAFF TRAVEL - Title IIA
200436	1101123215800000000000051	799.14	7/1/2019	Capital One/Courtyard San Diego Ocean	STAFF TRAVEL - Title IIA
200437	1105310005302390000000753	96.32	7/1/2019	CDW GOVERNMENT INC	STAFF TRAVEL
200437	1105310005323900000000753	942.44	7/1/2019	CDW GOVERNMENT INC	COMMUNICATION & SOFTWARE SERVICES - Sped

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200438	11051222138602710000000051	1,200.00	7/1/2019	LEARNING SCIENCES INTERNATIONAL LLC	STAFF REGISTRATIONS - Prof Dev
200439	1105310005302390000000753	100.00	7/1/2019	STAPLES INC	COMMUNICATION & SOFTWARE SERVICES
200440	1105321526192390000000753	192.75	7/1/2019	SUPER DUPER PUBLICATIONS	SUPPLIES AND MATERIALS
200441	1105310006532390000000705	2,217.00	7/1/2019	VIDEO REALITY	TECHNOLOGY - RELATED SUPPLIES
200442	1105310006532390000000711	3,624.25	7/1/2019	VIDEO REALITY	TECHNOLOGY - RELATED SUPPLIES
200443	1105210006531002500000752	67.50	7/1/2019	Sensory Kids, LLC	SUPPLIES AND MATERIALS
200444	1105210005501000000000752	3,705.00	7/1/2019	University of Oklahoma	TECHNOLOGY - RELATED SUPPLIES
200445	11031221333602710000000750	2,500.00	7/1/2019	The UPS Store #6953	PRINTING AND BINDING
200446	110112120320000000000050	11,200.00	7/1/2019	Imagination Station Inc	PROF. EE TRAINING AND DEV. SERVICES - onsite
200447	110112574336000000000050	9,600.00	7/1/2019	Choices Counseling Center LLC	PROF EDUCATION SERVICES - annual
200449	1100010002731001050210705	12,312.00	7/1/2019	CommunityCare HMO, Inc	MEDICAL & PHYS/OCCUP THERAPIST SERVICES
200449	1100210002831000000413705	189,218.40	7/1/2019	CompSource Mutual Insurance Company	WORKERS COMP - Certified
200450	110112670337000000000050	47,304.60	7/1/2019	CompSource Mutual Insurance Company	WORKERS COMP - Support
200451	1105226206190000000000752	17,305.76	7/1/2019	BancFirst Insurance Services, Inc	OTHER PROFESSIONAL SVCS - Work Comp safety services
200452	1106310006192510000000763	5,000.00	7/1/2019	A/C/E Media Supply, Inc	SUPPLIES AND MATERIALS
200453	1106710006531002500000767	2,000.00	7/1/2019	A/C/E Media Supply, Inc	SUPPLIES AND MATERIALS
200454	1106726206190000000000767	3,000.00	7/1/2019	A/C/E Media Supply, Inc	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200455	1106710006531001050000767	1,000.00	7/1/2019	APPLE INC	SUPPLIES AND MATERIALS
200456	1103310006631001110000105	15,000.00	7/1/2019	ARCHWAY	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200457	1103310006631001110000110	5,626.52	7/1/2019	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - Lang Arts
200458	1103310006631001110000130	6,209.90	7/1/2019	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - Lang Arts
200459	1103310006631001110000120	5,626.52	7/1/2019	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - Lang Arts
200460	1103310006631001110000115	5,626.52	7/1/2019	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - Lang Arts
200461	1103310006631001110000135	7,430.39	7/1/2019	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - Lang Arts
200462	1103310006631001110000125	9,978.83	7/1/2019	ARCHWAY	STATE ADOPT TEXTBOOKS/WORKBOOKS - Lang Arts
200464	1106710006531002500000767	9,000.00	7/1/2019	CDI	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200465	1106710006531001050000767	9,500.00	7/1/2019	CDW GOVERNMENT INC	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200466	11052100081010000000705	400.00	7/1/2019	COLLEGE BOARD	DUES & FEES
200467	1106710004321002500000767	3,000.00	7/1/2019	DELL MARKETING L P	Technology Repairs and Maintenance - classroom equip
200468	1106710006531002500000767	1,425.00	7/1/2019	DIGICERT INC	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200470	1106710004321002500000767	4,000.00	7/1/2019	ENDEE OF OKLAHOMA INC	Technology Repairs and Maintenance - classroom equip
200473	1106710006191002500000767	450.00	7/1/2019	HOBBY LOBBY	SUPPLIES AND MATERIALS
200474	110682620619000000000068	450.00	7/1/2019	HOBBY LOBBY	SUPPLIES AND MATERIALS
200475	1106710006531001050000767	3,000.00	7/1/2019	INTEGRATED CIRCUITS	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200476	1106710003201002500000767	1,600.00	7/1/2019	ISTE	PROF EDUCATION SERVICES
200477	1106710004321002500000767	1,500.00	7/1/2019	JUMPTRONICS	Technology Repairs and Maintenance - classroom equip
200478	1106710006531001050000767	6,450.00	7/1/2019	KELLOGG & SOVEREIGN CONSULTING LLC	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200479	1106710006531002500000767	6,945.30	7/1/2019	KIMONO	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200480	1106710006191002500000767	1,000.00	7/1/2019	LOWE'S COMPANIES INC	SUPPLIES AND MATERIALS
200481	1106710006531002500000767	3,500.00	7/1/2019	MIZUNI	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200482	1106710006531001050000767	5,000.00	7/1/2019	MONOPRICE	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200483	1106710006531002500000767	250.00	7/1/2019	NEWEGG INC	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200484	1105210006191000000000752	1,500.00	7/1/2019	OFFICE DEPOT	SUPPLIES AND MATERIALS

PO Number	Account	Amount	PO Date	Order Name	Acct Description
200485	1106310006192510000000763	300.00	7/1/2019	OFFICE DEPOT	SUPPLIES AND MATERIALS
200486	1106826206190000000000068	1,114.00	7/1/2019	OFFICE DEPOT	SUPPLIES AND MATERIALS
200487	1106726205300000000000050	670.00	7/1/2019	ONENET	COMMUNICATION & SOFTWARE SERVICES
200488	1106710008101002500000767	300.00	7/1/2019	OTA	DUES & FEES
200489	1106722138600000000000767	760.00	7/1/2019	OTA	STAFF REGISTRATIONS
200490	1106710006191002500000767	2,000.00	7/1/2019	POSITIVE PROMOTIONS INC	SUPPLIES AND MATERIALS
200491	1106710006531002500000767	4,000.00	7/1/2019	PROVANTAGE	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200492	1106710006531001050000767	480.00	7/1/2019	SOLARWINDS INC.	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200493	1106710006191002500000767	4,000.00	7/1/2019	STAPLES INC	SUPPLIES AND MATERIALS
200494	1106726205300000000000050	1,755.00	7/1/2019	SURVEY MONKEY.COM LLC	COMMUNICATION & SOFTWARE SERVICES
200495	1106710003201002500000767	3,000.00	7/1/2019	SYNERGY DATA.COM SUPPLY INC	PROF EDUCATION SERVICES
200496	1103310006431001050000130	3,183.93	7/1/2019	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - Elementary
200497	1103310006431001050000125	10,195.71	7/1/2019	THOMPSON BOOK DEPOSITORY	STATE ADOPT TEXTBOOKS/WORKBOOKS - Elementary
200498	1106710006531002500000767	35,994.66	7/1/2019	UNITED SYSTEMS, INC.	Technology Repairs and Maintenance - classroom equip
200499	1106710006531002500000767	4,000.00	7/1/2019	UNITED SYSTEMS, INC.	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200500	1106710006531002500000767	1,998.00	7/1/2019	UNITED SYSTEMS, INC.	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200501	1106710006531002500000767	32,262.00	7/1/2019	UNITED SYSTEMS, INC.	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200502	1106710006531002500000767	2,738.00	7/1/2019	UNITED SYSTEMS, INC.	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200503	1106726204321002500000767	8,475.71	7/1/2019	UNITED SYSTEMS, INC.	Technology Repairs and Maintenance - network services
200504	1106726204321002500000767	16,737.00	7/1/2019	UNITED SYSTEMS, INC.	Technology Repairs and Maintenance - network services
200505	1106726204321002500000767	4,255.26	7/1/2019	UNITED SYSTEMS, INC.	Technology Repairs and Maintenance - network services
200506	1106710004321002500000105	40,500.00	7/1/2019	VIDEO REALTY	Technology Repairs and Maintenance - classroom equip
200508	1106826206190000000000068	200.00	7/1/2019	WALKER STAMP & SEAL CO	SUPPLIES AND MATERIALS
200509	1105210006191000000000752	12.00	7/1/2019	YUKON TROPHY & AWARDS INC	SUPPLIES AND MATERIALS
200510	1105321405802390000000753	600.00	7/1/2019	Angela Fletcher	STAFF TRAVEL
200511	1105321405802390000000753	300.00	7/1/2019	Stacey Paddock	STAFF TRAVEL
200512	1105321525802390000000753	300.00	7/1/2019	Lauri Bowles	STAFF TRAVEL
200513	1106726205300000000000050	700.00	7/1/2019	HelpSystems	COMMUNICATION & SOFTWARE SERVICES
200514	1105221205800000000000752	1,000.00	7/1/2019	EVELYN I HAWK	STAFF TRAVEL
200515	1106710006531001050000767	3,500.00	7/1/2019	DV Warehouse, Inc.	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200516	1105210008101000000000752	100.00	7/1/2019	AMERICA'S BATTLE OF THE BOOKS	DUES & FEES
200517	1106710006531002500000767	1,500.00	7/1/2019	SmartSheet.com	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200519	1105210006191000000000752	1,000.00	7/1/2019	WALMART COMMUNITY/SYNCB	SUPPLIES AND MATERIALS
200520	1105221205800000000000752	100.00	7/1/2019	Lehia Brake	STAFF TRAVEL
200521	1105321405802390000000753	500.00	7/1/2019	Kristine Edwards	STAFF TRAVEL
200522	1106322135802510000000763	1,000.00	7/1/2019	Amy Leahn Wingard	STAFF TRAVEL
200523	1106726205300000000000050	999.95	7/1/2019	Vroman Systems, Inc	COMMUNICATION & SOFTWARE SERVICES
200524	1106710006531002500000767	250.00	7/1/2019	FASTSPRING	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200525	1106710006531002500000767	4,380.00	7/1/2019	Secure by Design Inc.	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200526	1106726205300000000000050	27,579.60	7/1/2019	Powerschool Group LLC	COMMUNICATION & SOFTWARE SERVICES - registration & locator
200527	1106710006531002500000767	41,547.10	7/1/2019	Powerschool Group LLC	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200528	1106710004401002500000767	46,733.75	7/1/2019	Powerschool Group LLC	PROF EDUCATION SERVICES
200528	1106710006531002500000767	28,350.75	7/1/2019	Powerschool Group LLC	RENTALS & LEASES - student admin software
200529	1105321405802390000000753	600.00	7/1/2019	Kaitlin Sagar-Smith	TECHNOLOGY - RELATED SUPPLIES - classroom tech

PONumber	Account	Amount	PODate	OrderName	AcctDescription
200530	1106726205300000000000050	2,000.00	7/1/2019	Capital One/RingCentral Inc.	COMMUNICATION & SOFTWARE SERVICES
200531	1106726205300000000000050	18,000.00	7/1/2019	West Interactive Services Corporation	COMMUNICATION & SOFTWARE SERVICES - Presence mobile app
200532	1106726205300000000000050	10,925.00	7/1/2019	West Interactive Services Corporation	COMMUNICATION & SOFTWARE SERVICES - SafeArrival
200533	1106710006531002500000767	17,306.00	7/1/2019	West Interactive Services Corporation	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200534	1105321405802390000000753	600.00	7/1/2019	Makenzie Lobbaugh	STAFF TRAVEL
200535	1105321405802390000000753	600.00	7/1/2019	Margarita Mingura	STAFF TRAVEL
200536	1105321705802390000000753	300.00	7/1/2019	Beth Wann	STAFF TRAVEL
200537	1106710006531002500000767	500.00	7/1/2019	Calendly/Capital One	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200538	1105221205800000000000752	1,000.00	7/1/2019	Bryan Bucher	STAFF TRAVEL
200540	1106710006531002500000767	3,900.00	7/1/2019	BadgePass, Inc	SUPPLIES AND MATERIALS
200541	1106710004321002500000105	8,000.00	7/1/2019	Acer Service Corporation	Technology Repairs and Maintenance - classroom equip
200542	1106722138600000000000767	200.00	7/1/2019	Kansas Power School User Group	STAFF REGISTRATIONS
200543	1106710003201002500000767	7,927.94	7/1/2019	KnowBed, Inc	PROF EDUCATION SERVICES
200543	1106725803460000000000050	2,252.25	7/1/2019	KnowBed, Inc	TECHNOLOGY RELATED TECH SERVICES
200544	1106710006531002500000767	5,000.00	7/1/2019	Securadyme Systems Texas LLC	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200545	1106726205300000000000050	6,000.00	7/1/2019	Capital One/Intercom R&D Unlimited Co.	COMMUNICATION & SOFTWARE SERVICES
200546	1106710006531002500000767	15,444.00	7/1/2019	Trebron Company Inc	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200547	1106710006531002500000767	31,584.00	7/1/2019	FileWave (USA), Inc.	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200548	1103210006531000000000752	9,880.00	7/1/2019	QuaverMusic.com LLC	TECHNOLOGY - RELATED SUPPLIES - Grades K-5
200549	1105321525802390000000753	300.00	7/1/2019	Nina Baker	STAFF TRAVEL
200550	1105321355802390000000753	500.00	7/1/2019	Megan Rooney	STAFF TRAVEL
200551	1106710008101002500000767	199.00	7/1/2019	Capital One/Project Management Institute	DUES & FEES
200552	1105123198600000000000051	120.00	7/1/2019	SmartSign	STAFF REGISTRATIONS
200553	1106726206190000000000767	3,000.00	7/1/2019	SmartSign	SUPPLIES AND MATERIALS
200554	1105321533202390000000753	650.00	7/1/2019	My ASL Interpreter LLP	PROF EDUCATION SERVICES - Sped
200555	1105725305500000000000757	50,000.00	7/1/2019	The UPS Store #6953	PRINTING AND BINDING
200556	1105725305500000000000757	15,000.00	7/1/2019	The UPS Store #6953	PRINTING AND BINDING
200557	1106710006531002500000767	100.00	7/1/2019	Screencastify LLC	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200558	11052212058000000000000752	1,000.00	7/1/2019	Amanda Oneth	STAFF TRAVEL
200560	1106710006531002500000767	700.00	7/1/2019	Marcia Brenner Associates, LLC	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200561	1105321405802390000000753	500.00	7/1/2019	Natalie Miller	STAFF TRAVEL
200562	1106726205300000000000050	1,500.00	7/1/2019	Capital One/eCincher.com	COMMUNICATION & SOFTWARE SERVICES
200563	1106726205300000000000050	300.00	7/1/2019	Capital One/Feedly.com	COMMUNICATION & SOFTWARE SERVICES
200564	1106710004321002500000767	70,000.00	7/1/2019	Oklahoma Copier Solutions	Technology Repairs and Maintenance - copier/printer contract
200565	1105725306190000000000757	4,000.00	7/1/2019	Capital One/Logosportswear.com	SUPPLIES AND MATERIALS
200566	1106726205300000000000050	4,500.00	7/1/2019	Sprint	COMMUNICATION & SOFTWARE SERVICES
200569	1106726205300000000000050	1,188.00	7/1/2019	Capital One/Sorryapp.com	COMMUNICATION & SOFTWARE SERVICES
200570	11057253055000000000000757	500.00	7/1/2019	Capital One Bank/Canva.com	PRINTING AND BINDING
200571	1106726205300000000000050	1,188.00	7/1/2019	Capital One Bank/Powtoon	COMMUNICATION & SOFTWARE SERVICES
200573	1106710006191002500000767	2,000.00	7/1/2019	School Safe ID, LLC	SUPPLIES AND MATERIALS
200574	1105126205300000000000051	28,887.55	7/1/2019	AT&T Mobility LLC	COMMUNICATION & SOFTWARE SERVICES
200575	1154125735800000000000752	418.50	7/1/2019	Randy Stowe	STAFF TRAVEL - Title IIA
200576	1103210006441005000000705	60.00	7/1/2019	Textbook Warehouse	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED) - Science
200577	1101126204400000000000125	40,000.00	7/1/2019	Links To Learning Two LLC	RENTALS & LEASES - Surrey Pre-K
200578	11053218043223900000000753	263.00	7/1/2019	Vispero	Technology Repairs and Maintenance

PONumber	Account	Amount	PODate	OrderName	AcctDescription
200579	1105222135800000000000520	192.50	7/1/2019	Lisa Loeffelholz	STAFF TRAVEL
200580	1154155005800000000000196	512.00	7/1/2019	Breana Bassett	STAFF TRAVEL - Title IIA
200581	1154155005800000000000196	512.00	7/1/2019	Lisa Deans	STAFF TRAVEL - Title IIA
200582	1105123218100000000000051	1,700.00	7/1/2019	JASON BRUNK	DUES & FEES
200583	1105123215800000000000051	800.00	7/1/2019	Lance A Haggard	STAFF TRAVEL
200588	1105123216530000000000050	77,904.90	7/1/2019	TYLER TECHNOLOGIES	TECHNOLOGY - RELATED SUPPLIES - district admin software
200589	11621100056323900000000753	32,000.00	7/1/2019	WESTERN HEIGHTS PUBLIC SCHOOLS	TUITIONS TO PRIVATE SCHOOLS - Sped FT grant
200591	11067100065310025000000767	15,444.00	7/1/2019	Trebron Company Inc	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200595	11067100065310010500000767	0.00	7/1/2019	De Lage Landen Financial Services Inc	TECHNOLOGY - RELATED SUPPLIES - classroom tech
200601	1105126206190000000000051	1,000.00	7/1/2019	A/C/E Media Supply, Inc	SUPPLIES AND MATERIALS
200603	1104922138600000000000050	899.00	7/1/2019	ATIYA	STAFF REGISTRATIONS - Admin Prof Dev
200604	1154155005800000000000196	512.00	7/1/2019	Tracy Tadlock	STAFF TRAVEL - Title IIA

General Fund

5,990,789.09

200005	21066262061900000000000066	6,000.00	7/1/2019	A & D SUPPLY CO	SUPPLIES AND MATERIALS
200006	21066262061900000000000066	3,000.00	7/1/2019	A WELDORS SUPPLY CO.	SUPPLIES AND MATERIALS
200011	21066262061900000000000066	825.00	7/1/2019	AADVANTAGE LAUNDRY SYSTEMS	SUPPLIES AND MATERIALS
200014	21066262061900000000000066	2,500.00	7/1/2019	ADVANTAGE BATTERY	SUPPLIES AND MATERIALS
200015	21066262061900000000000066	250.00	7/1/2019	ADVENTURE OUT INC	SUPPLIES AND MATERIALS
200016	21066262061900000000000066	1,500.00	7/1/2019	AGRIUM ADVANCED TECHNOLOGIES	SUPPLIES AND MATERIALS
200017	21066262061900000000000066	75,000.00	7/1/2019	AIR FLOW TECHNOLOGIES	SUPPLIES AND MATERIALS
200018	21066262043800000000000066	2,750.00	7/1/2019	ALL AMERICAN GARAGE DOOR LLC	Other Building Repairs and Maintenance
200019	21066262061900000000000066	250.00	7/1/2019	ALL AMERICAN INDUSTRIES LLC	SUPPLIES AND MATERIALS
200020	21066264043800000000000066	5,000.00	7/1/2019	ALL HOURS LOCKSMITH	Other Building Repairs and Maintenance
200021	21066262043800000000000066	10.00	7/1/2019	AMERICAN PLANT PRODUCTS & SERV	Other Building Repairs and Maintenance
200022	21066262061900000000000066	8,000.00	7/1/2019	AMERICAN SANITATION INC	SUPPLIES AND MATERIALS
200023	21066262061900000000000066	500.00	7/1/2019	ANCHOR PAINT CO OF OKC	SUPPLIES AND MATERIALS
200024	21066262043800000000000705	15,000.00	7/1/2019	ARBOR MASTERS TREE SERV	Other Building Repairs and Maintenance
200025	21066262061900000000000066	500.00	7/1/2019	ARROW MACHINERY CO. INC.	SUPPLIES AND MATERIALS
200027	21066262043900000000000066	500.00	7/1/2019	ASSOCIATED APPLIANCE SERVICE	Other Equipment/Vehicle Repairs and Maintenance
200029	21066262061900000000000066	1,000.00	7/1/2019	AUTO FX	SUPPLIES AND MATERIALS
200032	21066262061900000000000066	200.00	7/1/2019	BANNER CO-OP	SUPPLIES AND MATERIALS
200033	21066262061900000000000066	45,000.00	7/1/2019	BINSWANGER ENTERPRISES, LLC	SUPPLIES AND MATERIALS
200035	21066262043900000000000066	3,000.00	7/1/2019	BOB SCHEER PLANO SERVICE	Other Equipment/Vehicle Repairs and Maintenance
200036	21066262061900000000000066	1,500.00	7/1/2019	BRADFORD INDUSTRIAL SUPPLY	SUPPLIES AND MATERIALS
200037	21066262043700000000000066	500.00	7/1/2019	BRAKEFIELD PLUMBING	Plumbing Repairs and Maintenance
200038	21066262061900000000000066	12.00	7/1/2019	BREWER CARPET CENTER	SUPPLIES AND MATERIALS
200039	21066262061900000000000066	10,000.00	7/1/2019	BROOKS INDUSTRIES	SUPPLIES AND MATERIALS
200040	21066262061900000000000066	10.00	7/1/2019	BSN SPORTS	SUPPLIES AND MATERIALS
200041	21066262043700000000000066	250.00	7/1/2019	BUILDING SPECIALTIES	Plumbing Repairs and Maintenance
200047	21066262061900000000000066	30,000.00	7/1/2019	CARPENTER/ACE HARDWARE	SUPPLIES AND MATERIALS
200049	21066262061900000000000066	5,000.00	7/1/2019	CARRIER ENTERPRISES LLC	SUPPLIES AND MATERIALS
200052	21066262061900000000000066	5,000.00	7/1/2019	CENTRAL NEW HOLLAND INC	SUPPLIES AND MATERIALS
200053	21066262061900000000000066	36,000.00	7/1/2019	CENTRAL OKLA WINNELSON COMPANY	SUPPLIES AND MATERIALS

PONumber	Account	Amount	PODate	OrderName	AcctDescription
200056	2106626208100000000000066	250.00	7/1/2019	CITY OF OKLAHOMA CITY POLICE DEPT	DUES & FEES
200058	2106626208100000000000066	500.00	7/1/2019	CITY OF YUKON	DUES & FEES
200060	2106626206190000000000066	10.00	7/1/2019	CL BOYD	SUPPLIES AND MATERIALS
200061	2106626206190000000000066	500.00	7/1/2019	COLOR RITE INC	SUPPLIES AND MATERIALS
200062	2106626206190000000000066	1,750.00	7/1/2019	COMMERCIAL TRAILERS & PARTS	SUPPLIES AND MATERIALS
200063	2106626204380000000000066	25,000.00	7/1/2019	COMMERCIAL CARPET CONTRACTORS INC	Other Building Repairs and Maintenance
200064	2106626206190000000000066	750.00	7/1/2019	CONSTRUCTION INDUSTRIES BOARD	SUPPLIES AND MATERIALS
200066	2106626206190000000000066	15,000.00	7/1/2019	COUNTRY EQUIPMENT	SUPPLIES AND MATERIALS
200069	2106626204400000000000066	3,500.00	7/1/2019	CROSSLANDS RENTAL	RENTALS & LEASES
200070	2106626206190000000000066	5,000.00	7/1/2019	CUSTOM TRAILERS SALES INC	SUPPLIES AND MATERIALS
200071	2106626404370000000000066	100.00	7/1/2019	CYRUS WRIGHT PLUMBING	Plumbing Repairs and Maintenance
200072	2106626404340000000000066	25,000.00	7/1/2019	DILL ELECTRIC LLC	Electrical Repairs and Maintenance
200073	2106626206190000000000066	5,000.00	7/1/2019	DOC SAVAGE SUPPLY	SUPPLIES AND MATERIALS
200074	2106626206190000000000066	7,500.00	7/1/2019	DOLESE BROS CO	SUPPLIES AND MATERIALS
200076	2106626204380000000000066	100.00	7/1/2019	DOUBLE T CARPET CLEANING INC	Other Building Repairs and Maintenance
200077	2106626206190000000000066	250.00	7/1/2019	DUO-FAST MIDWEST CORP	SUPPLIES AND MATERIALS
200078	2106626206190000000000066	12,000.00	7/1/2019	ECKROAT SEED CO	SUPPLIES AND MATERIALS
200079	2106626204380000000000066	1,500.00	7/1/2019	ECOLAB	Other Building Repairs and Maintenance
200080	2106626204340000000000066	2,500.00	7/1/2019	ELECTRICAL SURPLUS	Electrical Repairs and Maintenance
200081	2106626206190000000000066	5,000.00	7/1/2019	EMSCO ELECTRIC SUPPLY CO., INC	SUPPLIES AND MATERIALS
200083	2106626206190000000000066	10,000.00	7/1/2019	ENGINEERED EQUIPMENT INC	SUPPLIES AND MATERIALS
200084	2106626404390000000000066	32,000.00	7/1/2019	ENGINEERED EQUIPMENT INC	Other Equipment/Vehicle Repairs and Maintenance
200085	2106626204390000000000066	7,500.00	7/1/2019	ENGINEERED SYSTEMS & ENERGY SOLUTIONS, I	Other Equipment/Vehicle Repairs and Maintenance
200086	2106626206190000000000066	500.00	7/1/2019	EUREKA WATER CO	SUPPLIES AND MATERIALS
200087	2106626206190000000000066	500.00	7/1/2019	EVANS ENTERPRISES INC	SUPPLIES AND MATERIALS
200088	2106626204390000000000066	500.00	7/1/2019	EWING IRRIGATION-GOLF INDUSTRIAL	Other Equipment/Vehicle Repairs and Maintenance
200089	2106626206190000000000066	250.00	7/1/2019	EWRC INC	SUPPLIES AND MATERIALS
200090	2106626206190000000000066	5,000.00	7/1/2019	FEDERAL CORPORATION	SUPPLIES AND MATERIALS
200092	2106626404390000000000066	95,000.00	7/1/2019	FIRETROL PROTECTION SYSTEMS	Other Equipment/Vehicle Repairs and Maintenance
200093	2106626404380000000000066	15,000.00	7/1/2019	FLOOR GALLERY	Other Building Repairs and Maintenance
200094	2106626206190000000000066	500.00	7/1/2019	FRANZ TOOL CO	SUPPLIES AND MATERIALS
200097	2106626204380000000000066	7,500.00	7/1/2019	GARYS CONCRETE SAWING & DRILLING INC	Other Building Repairs and Maintenance
200098	2106626206190000000000066	12,000.00	7/1/2019	GILLES BROS INC	SUPPLIES AND MATERIALS
200099	2106626206190000000000066	25,000.00	7/1/2019	GRAINGER	SUPPLIES AND MATERIALS
200100	2106626404390000000000066	10.00	7/1/2019	GROOM'S IRRIGATION COMPANY	Other Equipment/Vehicle Repairs and Maintenance
200101	2106626204380000000000066	500.00	7/1/2019	H & H GARAGE DOORS INC	Other Building Repairs and Maintenance
200102	2106626206190000000000066	1,000.00	7/1/2019	HARBOR FREIGHT TOOLS	SUPPLIES AND MATERIALS
200103	2106626204380000000000066	2,500.00	7/1/2019	HILTI INC	Other Building Repairs and Maintenance
200104	2106626206190000000000066	7,500.00	7/1/2019	HIS PAINT MANUFACTURING CO	SUPPLIES AND MATERIALS
200106	2106626206190000000000066	7,500.00	7/1/2019	HUNZICKER BROS INC	SUPPLIES AND MATERIALS
200107	2106626206190000000000066	5,500.00	7/1/2019	IDN-ACME, INC	SUPPLIES AND MATERIALS
200110	2106626206190000000000066	1,750.00	7/1/2019	INTERSTATE ALL BATTERY CENTER	SUPPLIES AND MATERIALS
200113	2106626206190000000000066	2,500.00	7/1/2019	JAMES VAN HORN-2637	SUPPLIES AND MATERIALS
200115	2106626206190000000000066	7,500.00	7/1/2019	JAMIESON MANUFACTURING CO	SUPPLIES AND MATERIALS
200119	2106626204380000000000066	10,000.00	7/1/2019	JOE ROLLINS HARDWOOD FLOORS INC	Other Building Repairs and Maintenance

PONumber	Account	Amount	PODate	OrderName	AcctDescription
200120	21066262043300000000000066	7,500.00	7/1/2019	JOHN E HELPHREY	Cooling Repairs and Maintenance
200121	21066262061900000000000066	500.00	7/1/2019	JOHNSON CONTROLS INC	SUPPLIES AND MATERIALS
200122	21066262061900000000000066	11,000.00	7/1/2019	JOHNSTONE SUPPLY	SUPPLIES AND MATERIALS
200124	21066262043300000000000066	5,000.00	7/1/2019	KONE ELEVATORS & ESCALATORS INC	Other Equipment/Vehicle Repairs and Maintenance
200124	21066262044000000000000066	11,121.54	7/1/2019	KONE ELEVATORS & ESCALATORS INC	RENTALS & LEASES
200125	21066262061900000000000066	2,000.00	7/1/2019	L E ACKER CO INC	SUPPLIES AND MATERIALS
200126	21066262061900000000000066	2,250.00	7/1/2019	LANGSTONS	SUPPLIES AND MATERIALS
200127	21066262061900000000000066	30,000.00	7/1/2019	LDS BUILDING SPECIALTIES	SUPPLIES AND MATERIALS
200128	21066262061900000000000066	750.00	7/1/2019	LENNOX INDUSTRIES INC	SUPPLIES AND MATERIALS
200131	21066262061900000000000066	40,000.00	7/1/2019	LOCKE SUPPLY CO.	SUPPLIES AND MATERIALS
200132	21066262061900000000000066	45,000.00	7/1/2019	LOWE'S COMPANIES INC	SUPPLIES AND MATERIALS
200134	21066262061900000000000066	7,500.00	7/1/2019	LUBER BROS INC	Other Building Repairs and Maintenance
200135	21066262043800000000000066	1,000.00	7/1/2019	Magnum Materials Inc	Plumbing Repairs and Maintenance
200136	21066264043700000000000066	25,000.00	7/1/2019	MAYABB PLUMBING & WELDING INC	Other Building Repairs and Maintenance
200137	21066262043800000000000066	500.00	7/1/2019	MERRITT TENNIS & TRACK SYSTEMS	SUPPLIES AND MATERIALS
200138	21066263061900000000000066	750.00	7/1/2019	METRO SIGN CORP	SUPPLIES AND MATERIALS
200140	21066262061900000000000066	10,000.00	7/1/2019	MINICK MATERIALS	SUPPLIES AND MATERIALS
200141	21066262061900000000000066	1,500.00	7/1/2019	MOORLANE SUTTON SUPPLY INC	SUPPLIES AND MATERIALS
200142	21066262061900000000000066	2,000.00	7/1/2019	NAPA AUTO PARTS	SUPPLIES AND MATERIALS
200144	21066266043900000000000066	14,500.00	7/1/2019	NOVALCO, INC	Other Equipment/Vehicle Repairs and Maintenance
200145	21066262061900000000000066	10.00	7/1/2019	O'CONNORS LAWN & GARDEN	SUPPLIES AND MATERIALS
200146	21066262061900000000000066	15,000.00	7/1/2019	O'REILLY AUTO PARTS	SUPPLIES AND MATERIALS
200149	21066262061900000000000066	1,500.00	7/1/2019	OFFICE DEPOT	SUPPLIES AND MATERIALS
200155	21066263042000000000000066	1,000.00	7/1/2019	OKLAHOMA CITY LAND FILL/WCI	CLEANING SERVICES
200157	21066262043800000000000066	750.00	7/1/2019	OKLAHOMA CURB CUT INC.	Other Building Repairs and Maintenance
200158	21066262081000000000000066	750.00	7/1/2019	OKLAHOMA DEPARTMENT OF LABOR	DUES & FEES
200159	21066262043800000000000066	500.00	7/1/2019	OKLAHOMA ENVIRONMENTAL MGMT AUTHORITY	Other Building Repairs and Maintenance
200161	21066262061900000000000066	1,500.00	7/1/2019	OKLAHOMA STONE INC	SUPPLIES AND MATERIALS
200162	21066262043900000000000066	1,000.00	7/1/2019	OLEN WILLIAMS INC	Other Equipment/Vehicle Repairs and Maintenance
200163	21066262061900000000000066	30,000.00	7/1/2019	OMES FEDERAL SURPLUS	SUPPLIES AND MATERIALS
200172	21066262043900000000000066	1,250.00	7/1/2019	OVERHEAD DOOR CO.	Other Equipment/Vehicle Repairs and Maintenance
200173	21066262061900000000000066	5,000.00	7/1/2019	PARIZEK FARMS LLC	SUPPLIES AND MATERIALS
200174	21066266043900000000000066	6,000.00	7/1/2019	PERFECTION TRUCK PARTS AND EQUIP	Other Equipment/Vehicle Repairs and Maintenance
200180	21066262061900000000000066	750.00	7/1/2019	PSI FASTENERS	SUPPLIES AND MATERIALS
200185	21066262043700000000000066	11,000.00	7/1/2019	RAVS SEWER SERVICE	Plumbing Repairs and Maintenance
200186	21066262042000000000000066	1,500.00	7/1/2019	RED EARTH ENVIRONMENTAL INC	CLEANING SERVICES
200189	21066262061900000000000066	2,500.00	7/1/2019	REGAL PLASTIC SUPPLY CO.	SUPPLIES AND MATERIALS
200191	21066262061900000000000066	1,500.00	7/1/2019	REX PLAYGROUND INC	SUPPLIES AND MATERIALS
200192	21066262043900000000000066	11,500.00	7/1/2019	ROBERT BROOKE & ASSOC	Other Equipment/Vehicle Repairs and Maintenance
200199	21066262061900000000000066	650.00	7/1/2019	SAM'S CLUB DIRECT	SUPPLIES AND MATERIALS
200200	21066262043800000000000066	75,000.00	7/1/2019	SCHWARZ PAVING CO., INC.	Other Building Repairs and Maintenance
200201	21066262061900000000000066	750.00	7/1/2019	SCOTWOOD INDUSTRIES INC	SUPPLIES AND MATERIALS
200202	21066262061900000000000066	18,000.00	7/1/2019	SCOVIL & SIDES	SUPPLIES AND MATERIALS
200203	21066262043800000000000066	750.00	7/1/2019	SCUDDER SERVICE & SUPPLY INC	Other Building Repairs and Maintenance
200204	21066262061900000000000066	750.00	7/1/2019	SEAL TIGHT WINDOWS	SUPPLIES AND MATERIALS

PONumber	Account	Amount	PODate	OrderName	AcctDescription
200205	2106626204390000000000705	1,800.00	7/1/2019	SECURITY SOLUTIONS	Other Equipment/Vehicle Repairs and Maintenance
200206	2106626206190000000000066	15,000.00	7/1/2019	SHERWIN-WILLIAMS	SUPPLIES AND MATERIALS
200207	2106626206190000000000066	1,000.00	7/1/2019	SIMPLEX GRINNELL-5782	SUPPLIES AND MATERIALS
200208	2106626206190000000000066	1,000.00	7/1/2019	SMITH DISTRIBUTING CO	SUPPLIES AND MATERIALS
200209	2106626206190000000000066	1,000.00	7/1/2019	SMITH FARM & GARDEN	SUPPLIES AND MATERIALS
200210	2106626206190000000000066	4,500.00	7/1/2019	SOONER CONTAINER	SUPPLIES AND MATERIALS
200211	2106626204400000000000066	3,500.00	7/1/2019	SOS TECHNOLOGIES	SUPPLIES AND MATERIALS
200214	2106626206190000000000066	135,000.00	7/1/2019	SOUTHWEST PAPER	RENTALS & LEASES
200215	2106626204390000000000066	2,400.00	7/1/2019	SPORTSTECH SERVICES INC	SUPPLIES AND MATERIALS
200216	2106626206190000000000066	750.00	7/1/2019	SPRAY TECH SYSTEMS INC	Other Equipment/Vehicle Repairs and Maintenance
200217	2106626206190000000000066	5,000.00	7/1/2019	STANDARD STEEL CO	SUPPLIES AND MATERIALS
200219	2106626206190000000000066	1,200.00	7/1/2019	STAPLES INC	SUPPLIES AND MATERIALS
200221	2106626206190000000000066	7,500.00	7/1/2019	STAR LIGHTING & SUPPLY	SUPPLIES AND MATERIALS
200222	2106626206190000000000066	250.00	7/1/2019	STEVE'S WHOLESALE DISTRIBUTORS	SUPPLIES AND MATERIALS
200223	2106626206190000000000066	2,000.00	7/1/2019	STITCH DESIGN, INC	SUPPLIES AND MATERIALS
200227	2106626204400000000000066	3,500.00	7/1/2019	TEXTBOOK EXCHANGE INC/ PRECISION BINDERY	RENTALS & LEASES
200231	2106626206190000000000066	1,800.00	7/1/2019	THERMAL WINDOWS INC	SUPPLIES AND MATERIALS
200232	2106626206190000000000066	2,000.00	7/1/2019	TLC	SUPPLIES AND MATERIALS
200233	2106626204900000000000066	500.00	7/1/2019	TOMS SPEEDY LOCK & KEY SERVICE-6106	Other Purchased Services
200234	2106626306190000000000066	2,000.00	7/1/2019	TOTAL TRUCK & TRAILER	SUPPLIES AND MATERIALS
200235	2106626206190000000000066	7,500.00	7/1/2019	TRACTOR SUPPLY CO	SUPPLIES AND MATERIALS
200236	2106626206190000000000066	4,500.00	7/1/2019	TRANE PARTS CENTER	SUPPLIES AND MATERIALS
200237	2106626206190000000000066	10,000.00	7/1/2019	TREAT'S SOLUTIONS INC	SUPPLIES AND MATERIALS
200240	2106626206190000000000066	10,000.00	7/1/2019	ULINE	SUPPLIES AND MATERIALS
200245	2106626206190000000000066	2,000.00	7/1/2019	UNITED REFRIGERATION INC	SUPPLIES AND MATERIALS
200246	2106626204400000000000066	6,500.00	7/1/2019	UNITED RENTALS	SUPPLIES AND MATERIALS
200248	2106626206190000000000066	250.00	7/1/2019	VAN'S DISTRIBUTORS INC	RENTALS & LEASES
200251	2106626206190000000000066	25,000.00	7/1/2019	VOSS ELECTRIC SUPPLY CO	SUPPLIES AND MATERIALS
200252	2106626204380000000000066	10.00	7/1/2019	WALCO	Other Building Repairs and Maintenance
200253	2106626304200000000000066	25,000.00	7/1/2019	WASTE CONNECTIONS	CLEANING SERVICES
200255	2106626206190000000000066	15,000.00	7/1/2019	WHITTON SUPPLY CO.	SUPPLIES AND MATERIALS
200257	2106626206190000000000066	200.00	7/1/2019	WYLIE MANUFACTURING CO	SUPPLIES AND MATERIALS
200259	2106626206190000000000066	75,000.00	7/1/2019	YORK INTERNATIONAL CORP	SUPPLIES AND MATERIALS
200262	2106626206190000000000066	30,000.00	7/1/2019	YUKON DOOR & PLYWOOD INC	SUPPLIES AND MATERIALS
200264	2106626204380000000000066	9,500.00	7/1/2019	YUKON PEST CONTROL & EXTERMINATING INC	Other Building Repairs and Maintenance
200270	2106626206190000000000066	1,500.00	7/1/2019	YUKON TROPHY & AWARDS INC	SUPPLIES AND MATERIALS
200272	2106626206190000000000066	4,000.00	7/1/2019	YUKON VACUUM & SEWING CENTER-6401	SUPPLIES AND MATERIALS
200276	2106626204390000000000066	600.00	7/1/2019	SOONER UTILITY EQUIPMENT SERVICES	Other Equipment/Vehicle Repairs and Maintenance
200278	2106626206190000000000066	250.00	7/1/2019	Professional Laboratories	SUPPLIES AND MATERIALS
200279	2106626206190000000000066	5,000.00	7/1/2019	The PlayWell Group Inc.	SUPPLIES AND MATERIALS
200280	2106626204370000000000066	2,500.00	7/1/2019	QUALITY PLUMBING & HEATING	Plumbing Repairs and Maintenance
200282	2106626204390000000000066	5,000.00	7/1/2019	Robbins Restaurant Repair	Other Equipment/Vehicle Repairs and Maintenance
200283	2106626206190000000000066	15,000.00	7/1/2019	FENCE PRO OF OKLAHOMA INC	SUPPLIES AND MATERIALS
200284	2106626206190000000000066	550.00	7/1/2019	WALMART COMMUNITY/SYNCRB	SUPPLIES AND MATERIALS
200286	2106626206190000000000066	2,500.00	7/1/2019	Simplot Partners	SUPPLIES AND MATERIALS

PONumber	Account	Amount	PODate	OrderName	AcctDescription
200287	2106626204380000000000066	10.00	7/1/2019	Alva Roofing Co	Other Building Repairs and Maintenance
200289	2106626204380000000000066	20,000.00	7/1/2019	Peddycoart Inc	Other Building Repairs and Maintenance
200292	2106626206190000000000066	1,000.00	7/1/2019	Leslie's Swimming Pool Supplies	SUPPLIES AND MATERIALS
200293	2106626206190000000000066	10,000.00	7/1/2019	TOPCO DISTRIBUTING INC	SUPPLIES AND MATERIALS
200294	2106626404380000000000066	65,000.00	7/1/2019	Primos Construction Services LLC	Other Building Repairs and Maintenance
200295	2106626204200000000000066	105,000.00	7/1/2019	Red Earth Landscaping LLC	CLEANING SERVICES - grounds maint contract
200297	2106626204330000000000066	5,000.00	7/1/2019	R B Akins Company	Cooling Repairs and Maintenance
200300	2106626206190000000000066	2,000.00	7/1/2019	City Trailer Inc	SUPPLIES AND MATERIALS
200301	2106626206190000000000066	500.00	7/1/2019	LIGHTING INC	SUPPLIES AND MATERIALS
200303	2106626404380000000000066	900.00	7/1/2019	Keanon Simon	Other Building Repairs and Maintenance
200308	2106626406250000000000066	12,000.00	7/1/2019	Finish Line Fuels LLC	GASOLINE
200311	2106626204380000000000066	12,000.00	7/1/2019	FEDERAL SERVICES LLC	Other Building Repairs and Maintenance
200313	2106626206190000000000066	25.00	7/1/2019	Child's Play Inc	SUPPLIES AND MATERIALS
200315	2106626206190000000000066	3,000.00	7/1/2019	Kohn's Doors & Woodworking LLC	SUPPLIES AND MATERIALS
200316	2106626204390000000000066	30,000.00	7/1/2019	Securadyme Systems Texas LLC	Other Equipment/Vehicle Repairs and Maintenance
200319	2106626206190000000000066	1,750.00	7/1/2019	GELCO CLOTHING & SHOES	SUPPLIES AND MATERIALS
200323	2106626204380000000000066	95,000.00	7/1/2019	A & W Roofing & Contracting	Other Building Repairs and Maintenance
200325	2106626204380000000000066	500.00	7/1/2019	Environmental Measurements LLC	Other Building Repairs and Maintenance
200326	2106626204380000000000066	10.00	7/1/2019	American Fence Co Inc	Other Building Repairs and Maintenance
200327	2106626206190000000000066	2,500.00	7/1/2019	SCHWARZ ASPHALT LLC	SUPPLIES AND MATERIALS
200330	2106626206190000000000066	500.00	7/1/2019	Campbell's Sand & Topsoil, Inc	SUPPLIES AND MATERIALS
200333	2106626204380000000000066	10.00	7/1/2019	Restoration 1 of OKC	Other Building Repairs and Maintenance
200334	2106626206190000000000066	1,000.00	7/1/2019	Virginia Tile Company LLC	SUPPLIES AND MATERIALS
200338	2106626206190000000000066	2,500.00	7/1/2019	Big O Tires	SUPPLIES AND MATERIALS
200339	2106626206190000000000066	100,000.00	7/1/2019	Classic Paper Supply, Inc	SUPPLIES AND MATERIALS
200340	2106626206190000000000066	2,500.00	7/1/2019	ABC Supply Co Inc	SUPPLIES AND MATERIALS
200345	2106626204390000000000066	26,000.00	7/1/2019	Johnson Controls Security Solutions LLC	Other Equipment/Vehicle Repairs and Maintenance
200348	2106626206190000000000066	10.00	7/1/2019	AmerChem Industial	SUPPLIES AND MATERIALS
200350	2106626206190000000000066	10,000.00	7/1/2019	Eco Wood Solutions	SUPPLIES AND MATERIALS
200352	2106626204380000000000066	2,500.00	7/1/2019	Done Right LLC	Other Building Repairs and Maintenance
200353	2106626206190000000000066	750.00	7/1/2019	On Deck Sports	SUPPLIES AND MATERIALS
200354	2106626204390000000000066	50,000.00	7/1/2019	Synergistic Power Systems Corp	Other Equipment/Vehicle Repairs and Maintenance
200356	2106626204380000000000066	2,500.00	7/1/2019	Rainbo Guttering Service Inc	Other Building Repairs and Maintenance
200359	2106626206190000000000066	8,000.00	7/1/2019	Windsor Door	SUPPLIES AND MATERIALS
200360	2106626204380000000000066	2,700.00	7/1/2019	Kurt's Pest Control Inc	Other Building Repairs and Maintenance
200361	2106626206190000000000066	2,500.00	7/1/2019	New Pig Corporation	SUPPLIES AND MATERIALS
200362	2106626206190000000000066	10,000.00	7/1/2019	Image Flooring LLC	SUPPLIES AND MATERIALS
200364	2106626204380000000000066	10.00	7/1/2019	Exterior Solutions Group LLC	Other Building Repairs and Maintenance
200448	2106626204380000000000066	20,000.00	7/1/2019	United Turf and Track	Other Building Repairs and Maintenance
200448	2106626206190000000000066	5,000.00	7/1/2019	United Turf and Track	SUPPLIES AND MATERIALS

Building Fund 2,096,293.54

200263 2205552009507000000000055 2,035.00 7/1/2019 YUKON FOOD SERVICE CHANGE/CASH

200367 2205531406197000000000055 1,000.00 7/1/2019 BEN E KEITH FOODS INC -OKLAHOMA SUPPLIES AND MATERIALS

PO Number	Account	Amount	PO Date	Order Name	Acct Description
200367	2205531506307000000000055	1,000.00	7/1/2019	BEN E KEITH FOODS INC -OKLAHOMA	FOOD & MILK
200368	2205531406197000000000055	7,500.00	7/1/2019	HAGAR RESTAURANT SERVICE	SUPPLIES AND MATERIALS
200369	2205531406197000000000055	750.00	7/1/2019	HAGGARD SUPPLIES	SUPPLIES AND MATERIALS
200370	2205531406197000000000055	250.00	7/1/2019	LOCKE SUPPLY CO.	SUPPLIES AND MATERIALS
200371	2205531406197000000000055	500.00	7/1/2019	LOWE'S COMPANIES INC	SUPPLIES AND MATERIALS
200372	2205531406197000000000055	1,500.00	7/1/2019	OFFICE DEPOT	SUPPLIES AND MATERIALS
200373	2205531408107000000000055	7,052.27	7/1/2019	OKLA DEPARTMENT OF HUMAN SERVICES	DUES & FEES
200374	2205531408107000000000055	1,375.00	7/1/2019	OKLAHOMA STATE DEPARTMENT OF HEALTH	DUES & FEES
200375	2205531406197000000000055	200.00	7/1/2019	OSWALT RESTAURANT SUPPLY	SUPPLIES AND MATERIALS
200376	2205531406197000000000055	2,000.00	7/1/2019	UNITED REFRIGERATION INC	SUPPLIES AND MATERIALS
200377	2205531405407000000000055	250.00	7/1/2019	VUKON REVIEW	ADVERTISING
200378	2205531406197000000000055	2,500.00	7/1/2019	Robbins Restaurant Repair	SUPPLIES AND MATERIALS
200379	2205531406197000000000055	600.00	7/1/2019	Ecolab Food Safety Specialties Inc	SUPPLIES AND MATERIALS
200380	2205531408107000000000055	850.00	7/1/2019	Canadian County Health Department	DUES & FEES
200381	2205531406197000000000055	750.00	7/1/2019	The UPS Store #6953	SUPPLIES AND MATERIALS
200382	2205531406537000000000055	6,400.00	7/1/2019	A/C/E Media Supply, Inc	TECHNOLOGY - RELATED SUPPLIES
200383	2205531406197000000000055	31,500.00	7/1/2019	AMUNDSEN	SUPPLIES AND MATERIALS
200384	2205531406197000000000055	53,750.00	7/1/2019	BROOKS INDUSTRIES	SUPPLIES AND MATERIALS
200385	2205531404387000000000055	12,000.00	7/1/2019	ECOLAB	Other Building Repairs and Maintenance
200386	2205531405307000000000055	8,550.00	7/1/2019	HEARTLAND PAYMENT SYSTEMS, INC	COMMUNICATION & SOFTWARE SERVICES
200387	2205531406197000000000055	10,000.00	7/1/2019	HOBART CORP	SUPPLIES AND MATERIALS
200388	2205531404407000000000055	250.00	7/1/2019	NUTRIKIDS POS	RENTALS & LEASES
200390	2205531505707000000000055	2,200,000.00	7/1/2019	Sodexo Operations, LLC	FOOD SERVICE MGMT
200472	2205531406537000000000055	18,278.34	7/1/2019	HEARTLAND PAYMENT SYSTEMS, INC	TECHNOLOGY - RELATED SUPPLIES

Child Nutrition Fund

2,370,840.61

200031	3720746204500000000000150	902,177.78	7/1/2019	BANCFIRST	CONSTRUCTION (OUTSIDE CONTRACTORS)
200298	3725310006531000000000767	6,900.00	7/1/2019	Transfinder Corporation	TECHNOLOGY - RELATED SUPPLIES
200337	372174300450000000000520	24,721.09	7/1/2019	The Stacy Group Inc	CONSTRUCTION (OUTSIDE CONTRACTORS)
200363	37207462045000000000150	2,376,854.23	7/1/2019	Wynn Construction Co Inc	CONSTRUCTION (OUTSIDE CONTRACTORS)
200401	3725310006531000000000767	23,578.40	7/1/2019	LEARNING SCIENCES INTERNATIONAL LLC	TECHNOLOGY - RELATED SUPPLIES
200463	3725310006531000000000767	8,915.75	7/1/2019	CAPSTONE	TECHNOLOGY - RELATED SUPPLIES
200469	3725310006531000000000767	7,818.00	7/1/2019	EDMENTUM	TECHNOLOGY - RELATED SUPPLIES
200471	3725310006531000000000767	1,200.00	7/1/2019	GLOBAL COMPLIANCE NETWORK	TECHNOLOGY - RELATED SUPPLIES
200507	372512720653000000000054	16,470.00	7/1/2019	VIDEO REALITY	TECHNOLOGY - RELATED SUPPLIES
200518	3725310006531000000000767	22,437.50	7/1/2019	Edgenuity Inc	TECHNOLOGY - RELATED SUPPLIES
200539	3724610006441001110000520	2,475.00	7/1/2019	Voyager Sopris Learning Inc	SUPPLEMENTAL TEXTBOOKS (NON-STATE ADOPTED)
200539	3725310006531000000000767	7,189.00	7/1/2019	Voyager Sopris Learning Inc	TECHNOLOGY - RELATED SUPPLIES
200559	3725010006531000000000767	2,561.75	7/1/2019	KAJETT INC	TECHNOLOGY - RELATED SUPPLIES
200567	3725310006531000000000767	2,300.00	7/1/2019	Typing Agent	TECHNOLOGY - RELATED SUPPLIES
200568	3725310006531000000000767	11,156.25	7/1/2019	Social Sentinel Inc	TECHNOLOGY - RELATED SUPPLIES
200572	3725310006531000000000767	11,999.00	7/1/2019	Vitru Corporation	TECHNOLOGY - RELATED SUPPLIES
200573	3725010006531000000000767	7,485.00	7/1/2019	School Safe ID, LLC	TECHNOLOGY - RELATED SUPPLIES
200584	3721710006818240000000520	33,840.00	7/1/2019	Amplify Education Inc	TECHNOLOGY - RELATED SUPPLIES

PONumber	Account	Amount	PODate	OrderName	AcctDescription
200584	37246100068110050000000520	12,775.00	7/1/2019	Amplify Education Inc	COCURRICULAR SUPPLIES
200585	37253100065310000000000767	18,150.00	7/1/2019	DISCOVERY EDUCATION	TECHNOLOGY - RELATED SUPPLIES
200586	37253100065310000000000767	50,921.88	7/1/2019	RENAISSANCE LEARNING INC	TECHNOLOGY - RELATED SUPPLIES
200587	37253100065310000000000767	42,458.00	7/1/2019	SHI INTERNATIONAL	TECHNOLOGY - RELATED SUPPLIES
200590	37253100065310000000000767	82,650.00	7/1/2019	MASTERYCONNECT, INC	TECHNOLOGY - RELATED SUPPLIES
200592	37253100065310000000000767	19,500.00	7/1/2019	NoRedInk Corp	TECHNOLOGY - RELATED SUPPLIES
200593	37251100065310000000000767	112,937.25	7/1/2019	VAR Technology Finance	TECHNOLOGY - RELATED SUPPLIES
200594	37251100065310000000000767	58,028.00	7/1/2019	De Lage Landen Financial Services Inc	TECHNOLOGY - RELATED SUPPLIES
200595	37251100065310000000000767	63,547.16	7/1/2019	De Lage Landen Financial Services Inc	TECHNOLOGY - RELATED SUPPLIES
200596	37253100065310000000000767	99,080.60	7/1/2019	Imagination Station Inc	TECHNOLOGY - RELATED SUPPLIES
200597	37253100065310000000000767	14,850.00	7/1/2019	CrisisGo Inc	TECHNOLOGY - RELATED SUPPLIES
200598	37251100065310000000000767	186,786.02	7/1/2019	First American Equipment Finance	TECHNOLOGY - RELATED SUPPLIES
200599	37251100065310000000000767	224,854.49	7/1/2019	CSI LEASING INC	TECHNOLOGY - RELATED SUPPLIES
200600	37250100065310000000000767	13,152.00	7/1/2019	Hoonuit 1, LLC	TECHNOLOGY - RELATED SUPPLIES
200602	372222620736000000000520	49,451.34	7/1/2019	YORK INTERNATIONAL CORP	TECHNOLOGY - RELATED SUPPLIES
	Building Bond Fund	<u>4,519,220.49</u>			MACHINERY
200109	3929127206190000000000054	2,000.00	7/1/2019	INTEGRATED CIRCUITS	SUPPLIES AND MATERIALS
200195	3929127206520000000000054	67,000.00	7/1/2019	SAFETY VISION LP	AUDIOVISUAL
200335	3929127204400000000000054	70,000.00	7/1/2019	Enterprise FM Trust	RENTALS & LEASES
	Transportation Bond Fund	<u>139,000.00</u>			
200241	4101151008310000000000050	10,190,000.00	7/1/2019	UMB BANK	REDEMPTION OF PRINCIPAL
200241	4101151008320000000000050	828,770.00	7/1/2019	UMB BANK	INTEREST
	Sinking Fund	<u>11,018,770.00</u>			
200249	8200076003360000000000050	124,040.00	7/1/2019	VISION SERVICE PLAN INC OKLAHOMA	MEDICAL & PHYS/OCCUP THERAPIST SERVICES - vision ins claims
	Vision Insurance Fund	<u>124,040.00</u>			
200320	8301174003360000000000050	5,000.00	7/1/2019	Concentra Medical Centers	MEDICAL & PHYS/OCCUP THERAPIST SERVICES - W/C
200351	8301174003360000000000050	5,000.00	7/1/2019	Family First Urgent Care	MEDICAL & PHYS/OCCUP THERAPIST SERVICES - W/C
	Workers Comp Fund	<u>10,000.00</u>			
200003	8701274009300000000000050	44,000.00	7/1/2019	OKLAHOMA EMPLOYMENT SECURITY COMMISSION	REIMBURSEMENT - unemployment insurance claims
	Unemployment Comp Fund	<u>44,000.00</u>			

GENERAL FUND
BUDGET SUMMARY BY SOURCE

FUNDING SOURCE	FY17-18 Actual		FY18-19 Projected 6/30/2019		Assuming Spending at Same Level as Prior Year FY19-20 0.00% Change in Spending		"If" Increased Spending = \$4,970,000 FY19-20 7.88% Change in Spending	
	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT
REVENUES								
11XX Ad Valorem Taxes	13,339,063	24.88%	15,393,053	24.68%	16,003,000	25.66%	16,003,000	25.66%
1XXX Other Local Sources	675,307	1.26%	710,522	1.14%	719,000	1.15%	719,000	1.15%
2XXX Intermediate Sources	2,078,100	3.88%	2,313,112	3.71%	2,325,000	3.73%	2,325,000	3.73%
3XXX State Sources	35,114,055	65.50%	40,406,887	64.79%	41,724,574	66.91%	41,724,574	66.91%
4XXX Federal Sources	2,405,487	4.49%	3,539,489	5.68%	3,182,771	5.10%	3,182,771	5.10%
TOTAL REVENUES	53,612,013	100.00%	62,363,063	100.00%	63,954,344	100.00%	63,954,344	100.00%
NON-REVENUE RECEIPTS								
5150 Child Nutrition Transfers	709,627		600,000		500,000		500,000	
5160 Activity Fund Transfers	803,268		850,000		850,000		850,000	
5600 Correcting Entry / Rebates	2,262		748					
NON-REVENUE TOTAL	1,515,157		1,450,748		1,350,000		1,350,000	
Lapsed Reserves from Prior Years	373,953		891,100		400,000		400,000	
GENERAL FUND TOTALS	55,501,123		64,704,910		65,704,344		65,704,344	
Reserve Forward from Prior Years	8,232,256		9,868,540		11,517,886		11,517,886	
Total Available for Appropriation	63,733,379		74,573,450		77,222,230		77,222,230	
TOTAL ACTUAL & BUDGETED EXPENSES	53,864,839		63,055,564		63,055,564		68,025,564	
Reserve Forward to Next Year	9,868,540	17.78%	11,517,886	17.80%	14,166,666	21.56%	9,196,666	14.00%
							Impact per \$1M = 1.52%	

***** Draft - - - For Study Purposes Only *****

6/30/2019

Source Code Revenue Source	Chgble	06/30/19		Percent of Proj Rev	18-19 Est of Needs	19-20 Projected	18-19 Estimated	17-18 Collected	16-17 Collected	15-16 Collected	14-15 Collected	13-14 Collected
		18-19 Estimated	18-19 Proj Rev									
Local Sources												
1100 Taxes Levied	015ADVA	15,393,053	23.79%	14,056,512	16,003,000	15,393,053	13,339,063	12,745,593	11,786,947	11,277,914	10,761,364	
1200 Tuition & Fees		0	0.00%	0	0	0	0	0	300	0	0	
1300 Earnings on Investments		320,000	0.49%	79,545	400,000	320,000	88,383	30,593	6,831	1,954	1,932	
4XX-16XX Refund of Prior Year Expense		390,522	0.60%	528,232	319,000	390,522	586,924	359,072	308,395	320,527	284,669	
Total Local Sources		16,103,575	24.89%	14,664,288	16,722,000	16,103,575	14,014,370	13,135,259	12,102,473	11,600,393	11,047,965	
County Intermediate												
2100 County 4-Mill Tax	75%	1,922,593	2.97%	1,521,966	1,900,000	1,922,593	1,691,073	1,663,335	1,570,939	1,626,635	1,391,530	
2XXX County Mortgage, Resale Prop & Other		390,519	0.60%	348,324	425,000	390,519	387,027	424,317	357,982	417,825	329,150	
Total Intermediate Sources		2,313,112	3.57%	1,870,290	2,325,000	2,313,112	2,078,100	2,087,652	1,928,921	2,044,461	1,720,680	
State Sources												
3110 Gross Production	CURTY	3,194,664	4.94%	2,097,732	3,300,000	3,194,664	2,330,813	1,352,053	1,189,267	1,652,744	1,385,140	
3120 Motor Vehicles Collection	CURTY	3,293,585	5.09%	3,196,619	2,715,121	3,293,585	3,196,619	2,980,158	2,928,457	2,621,346	2,616,664	
3130 REA Tax	CURTY	6,876	0.01%	5,814	6,876	6,876	6,460	5,938	5,467	5,363	4,274	
3140 State School Land	CURTY	1,293,742	2.00%	1,180,897	1,350,000	1,293,742	1,312,108	1,271,831	1,240,571	1,186,026	1,101,603	
3150 Vehicle & Farm Implement Tax Stamps	CURTY	6,951	0.01%	6,897	6,951	6,951	7,663	8,033	7,871	8,684	8,629	
3210 Found & Salary Incentive		26,379,031	40.77%	27,165,790	28,049,553	26,379,031	22,984,449	21,852,639	20,862,933	20,150,334	20,366,291	
3250 Flexible Benefit Allowance - Cert & Sup		5,309,655	8.21%	4,959,229	5,390,000	5,309,655	4,879,921	4,418,003	4,044,806	3,882,151	3,750,681	
32XX-38XX Other State & Vocational Sources		922,384	1.43%	785,666	906,073	922,384	396,021	394,201	1,002,571	1,055,944	966,588	
Total State Sources		40,406,887	62.45%	39,398,644	41,724,574	40,406,887	36,114,065	32,282,865	31,281,943	30,662,591	30,199,870	
Federal Sources												
4100 Direct Grants from Fed Govt		257,460	0.40%	176,770	198,057	257,460	153,531	156,500	78,970	236,081	146,336	
4200 Disadvantaged Students		994,213	1.54%	884,388	1,003,122	994,213	598,630	794,195	601,996	812,076	424,364	
4300 Individuals with Disabilities		2,122,330	3.28%	1,722,315	1,830,272	2,122,330	1,568,040	1,467,959	1,666,817	1,377,360	254,520	
4400 ESSA of 2015 - Continued		13,335	0.02%	0	22,872	13,335	0	44,160	89,708	154,542	146,810	
4500-4600 Fed Grants from Other Sources		35,633	0.06%	42,706	54,218	35,633	43,795	85,519	137,831	113,357	149,758	
4800 Federal Vocational Education		116,517	0.18%	51,927	74,230	116,517	41,490	70,426	58,266	46,822	0	
Total Federal Sources		3,539,489	5.47%	2,878,115	3,182,771	3,539,489	2,405,487	2,618,759	2,653,589	2,740,238	1,121,787	
Total Revenue Collected												
Non-Revenue Sources		62,363,063	96.38%	58,811,337	63,964,344	62,363,063	53,612,013	50,124,525	47,966,925	46,947,683	44,080,302	
5150 Child Nutrition Reimb		600,000		600,000	500,000	600,000	709,627	711,598	840,460	910,155	1,010,821	
5160 Activity Fund receipts		850,000		800,000	850,000	850,000	803,268	825,971	760,089	752,152	762,159	
5600 Correcting Entry / Rebates		748		0	0	748	2,262	2,000	413	0	357	
Total Non-Revenue Collected		1,450,748	2.24%	1,400,000	1,350,000	1,450,748	1,515,157	1,539,570	1,600,961	1,662,307	1,773,337	
PY Lapsed Fund Balance		891,100	1.38%	0	400,000	891,100	373,953	479,374	484,098	734,126	642,710	
Total Revenue & Non-Revenue Collected		64,704,910	100.00%	60,211,337	65,704,344	64,704,910	55,501,123	52,143,469	50,061,984	49,344,115	46,506,349	
Fund Balance - Beginning		9,868,540		9,868,540	11,517,886	9,868,540	8,232,256	5,827,817	5,405,970	4,187,614	6,525,314	
Grand Total All Sources		74,573,450		70,079,877	77,222,230	74,573,450	63,733,379	57,971,286	55,467,955	53,631,729	53,031,662	
Percent of Fund Balance		17.80%		17.80%	17.78%	17.80%	17.78%	15.79%	11.64%	10.96%	9.00%	

YUKON PUBLIC SCHOOLS

2018-19 GENERAL FUND

Projected End-of-Year Expenditures

As of: 06/30/19

EOY

Current Year Expenditure Forecast

Encumbrances thru:

	30-Sep-2018	Salaries & Wages	Benefits	Utilities	Other Accrs Payable	Monthly Actual / Projected Expenditures	Cumulative Actual / Projected Expenditures	Percent of Forecast
October	43,113,096	186,152	9,993,241	1,108,740	5,977,359	60,192,436	60,192,436	95.46%
November	263,680	(189)	27,224	94,010	4,632	312,018	60,504,454	95.95%
December	416,743	8,225	0	0	68,125	67,936	60,572,390	96.06%
January	196,904	24,800	8,225	0	125,280	397,185	60,969,575	96.69%
February	(1,302)	19,582	24,800	0	196,243	637,785	61,607,360	97.70%
March	196,904	18,849	19,582	0	104,183	122,464	61,729,824	97.90%
April	38,654	27,943	18,849	200	102,934	327,981	62,057,804	98.42%
May	279,242	67,594	18,849	0	263,221	320,723	62,378,528	98.93%
June	54,872	29,959	67,594	200	127,472	474,509	62,853,036	99.68%
		54,872	29,959	0	117,698	202,528	63,055,564	100.00%
Estimated Fiscal Year Expenditures	44,547,852	10,217,417	1,203,150	7,087,145	63,055,564	\$63,055,564		

YUKON PUBLIC SCHOOLS
DISTRICT I-27, CANADIAN COUNTY
TREASURER'S GENERAL LEDGER
2018-2019

May-19

Assets	Balance	Total Deposits And Collections	Transfers In/<Out>	Drawn and Warrants Paid	Balance	
Cash						
0101 YNB	1,534,558.00	6,550,050.77	-100,000.00	5,938,374.10	2,046,234.67	
0102 Bank of Oklahoma - Checking	211.86	0.00	0.00	0.00	211.86	
0103 Bank of Oklahoma - Money Market	5,222,690.89	14,043.47	3,012,687.50	0.00	8,249,421.86	
0106 Oklahoma Liquid Asset Program	0.00	0.00	0.00	0.00	0.00	
Deposits/Checks in Transit	0.00	0.00	0.00	0.00	0.00	
Bank Adjustment	0.00	0.00	0.00	0.00	0.00	
Total Cash	6,757,460.75	6,564,094.24	2,912,687.50	5,938,374.10	10,295,868.39	
Investments						
0104 CD - Bank of Oklahoma	23,274,341.23	49,957.03	-2,912,687.50	0.00	20,411,610.76	
0104 CD - Bank of Ok. Investment in Transit	0.00	0.00	0.00	0.00	0.00	
0105 CDAR's	0.00	0.00	0.00	0.00	0.00	
0107 CD - YNB	15,000,000.00	0.00	0.00	0.00	15,000,000.00	
CD -YNB CDARs	0.00	0.00	0.00	0.00	0.00	
Total Investments	38,274,341.23	49,957.03	-2,912,687.50	0.00	35,411,610.76	
Total Assets	45,031,801.98	6,614,051.27	0.00	5,938,374.10	45,707,479.15	
Liabilities and Fund Balances						
2018-19 General Fund	9-11	19,576,858.73	5,477,976.38	0.00	4,959,538.40	20,095,296.71
2017-18 General Fund	8-11	891,146.89	0.00	0.00	90.00	891,056.89
2016-17 General Fund	7-11	0.00	0.00	0.00	0.00	0.00
2017-18 Building Fund	9-21	2,099,924.09	127,904.61	0.00	94,037.48	2,133,791.22
2017-18 Building Fund	8-21	39,910.39	0.00	0.00	0.00	39,910.39
2018-19 Child Nutrition Fund	9-22	673,163.10	261,123.12	0.00	3,194.90	931,091.32
2017-18 Child Nutrition Fund	8-22	0.00	0.00	0.00	0.00	0.00
2018 Building Bond	9-37	6,181,502.39	0.00	0.00	610,916.70	5,570,585.69
2018 Building Bond	8-37	5,300.00	0.00	0.00	0.00	5,300.00
2008 Building Bond	9-38	1,169,292.60	0.00	0.00	69,178.51	1,100,114.09
2008 Building Bond	8-38	0.00	0.00	0.00	0.00	0.00
2013 Transportation Bond	9-39	1,132,682.07	0.00	0.00	6,243.95	1,126,438.12
2013 Transportation Bond	8-39	0.00	0.00	0.00	0.00	0.00
2018-19 Sinking Fund	9-41	12,549,607.54	735,157.16	0.00	180,375.00	13,104,389.70
2017-18 Sinking Fund	8-41	0.00	0.00	0.00	0.00	0.00
2017-18 Vision Insurance Plan	9-82	339,310.16	11,890.00	0.00	9,613.51	341,586.65
2017-18 Vision Insurance Plan	8-82	0.00	0.00	0.00	0.00	0.00
2017-18 Workers Comp Fund	9-83	32,721.79	0.00	0.00	439.08	32,282.71
2017-18 Workers Comp Fund	8-83	0.00	0.00	0.00	0.00	0.00
2017-18 Unemployment Comp	9-87	340,382.23	0.00	0.00	4,746.57	335,635.66
2017-18 Unemployment Comp	8-87	0.00	0.00	0.00	0.00	0.00
Total Liabilities and Fund Balances		45,031,801.98	6,614,051.27	0.00	5,938,374.10	45,707,479.15

YUKON PUBLIC SCHOOLS
DISTRICT I-27, CANADIAN COUNTY
TREASURER'S GENERAL LEDGER
2018-2019

FY19 CUMULATIVE

Assets		Balance Beg. Of Year	Total Deposits And Collections	Transfers In/<Out>	Drawn and Warrants Paid	Balance	
Cash							
0101	YNB	5,095,620.66	82,301,828.70	-6,775,000.00	78,576,214.69	2,046,234.67	
0102	Bank of Oklahoma - Checking	197.59	14.57	-0.30	0.00	211.86	
0103	Bank of Oklahoma - Money Market	10,003,872.80	124,929.68	-1,879,380.62	0.00	8,249,421.86	
0106	Oklahoma Liquid Asset Program	0.00	0.00	0.00	0.00	0.00	
	Deposits/Checks in Transit	2,159.10	-2,159.10	0.00	0.00	0.00	
	Bank Adjustment	4,315.03	-19,217.31	0.00	-14,902.28	0.00	
	Total Cash	15,106,165.18	82,405,396.54	-8,654,380.92	78,561,312.41	10,295,868.39	
Investments							
0104	CD - Bank of Oklahoma	15,937,246.61	230,728.82	4,243,635.33	0.00	20,411,610.76	
0104	CD - Bank of Ok. Investment in Transit	0.00	0.00	0.00	0.00	0.00	
0105	CDAR's	10,500,000.00	89,254.41	-10,589,254.41	0.00	0.00	
0107	CD - YNB	0.00	0.00	15,000,000.00	0.00	15,000,000.00	
	CD -YNB CDARs	0.00	0.00	0.00	0.00	0.00	
	Total Investments	26,437,246.61	319,983.23	8,654,380.92	0.00	35,411,610.76	
	Total Assets	41,543,411.79	82,725,379.77	0.00	78,561,312.41	45,707,479.15	
Liabilities and Fund Balances							
2018-19	General Fund	9-11	0.00	58,325,367.23	9,868,539.63	48,098,610.15	20,095,296.71
2017-18	General Fund	8-11	17,879,692.51	0.00	-9,496,165.68	7,492,469.94	891,056.89
2016-17	General Fund	7-11	372,373.95	0.00	-372,373.95	0.00	0.00
2017-18	Building Fund	9-21	0.00	2,244,439.07	1,211,572.96	1,322,220.81	2,133,791.22
2017-18	Building Fund	8-21	1,468,695.77	0.00	-1,211,572.96	217,212.42	39,910.39
2018-19	Child Nutrition Fund	9-22	0.00	1,588,612.37	1,325,685.52	1,983,206.57	931,091.32
2017-18	Child Nutrition Fund	8-22	1,430,823.59	0.00	-1,325,685.52	105,138.07	0.00
2018	Building Bond	9-37	0.00	7,570,764.20	4,219,121.38	6,219,299.89	5,570,585.69
2018	Building Bond	8-37	4,797,877.77	0.00	-4,219,121.38	573,456.39	5,300.00
2008	Building Bond	9-38	0.00	0.00	1,808,595.12	708,481.03	1,100,114.09
2008	Building Bond	8-38	1,833,594.84	0.00	-1,808,595.12	24,999.72	0.00
2013	Transportation Bond	9-39	0.00	240,491.88	1,388,469.53	502,523.29	1,126,438.12
2013	Transportation Bond	8-39	1,541,977.01	0.00	-1,388,469.53	153,507.48	0.00
2018-19	Sinking Fund	9-41	0.00	12,597,162.64	11,525,997.06	11,018,770.00	13,104,389.70
2017-18	Sinking Fund	8-41	11,525,997.06	0.00	-11,525,997.06	0.00	0.00
2017-18	Vision Insurance Plan	9-82	0.00	129,803.00	315,013.95	103,230.30	341,586.65
2017-18	Vision Insurance Plan	8-82	325,059.10	0.00	-315,013.95	10,045.15	0.00
2017-18	Workers Comp Fund	9-83	0.00	28,739.38	7,500.00	3,956.67	32,282.71
2017-18	Workers Comp Fund	8-83	7,500.00	0.00	-7,500.00	0.00	0.00
2017-18	Unemployment Comp	9-87	0.00	0.00	359,820.19	24,184.53	335,635.66
2017-18	Unemployment Comp	8-87	359,820.19	0.00	-359,820.19	0.00	0.00
	Total Liabilities and Fund Balances		41,543,411.79	82,725,379.77	0.00	78,561,312.41	45,707,479.15

**Yukon High School
ACTIVITY FUND
Expenditures Revenue
FY 19-20**

ACCT #	ACCOUNT	SOURCE OF REVENUE	AUTHORIZED EXPENDITURES
912	General Refund/ Lost Books/ Summer School	Lost books, fines, deposit for FFA animal pens, student ID's, summer school	Lost book refunds, lock & ID expenses, summer school , refund of deposits of FFA animal pens upon inspection, balance cleared to district
921	Art Class	Fundraiser, student fees, donations	Supplies, workshops, fieldtrips, speakers, misc expenses
922	ACT	Act workshop fees	ACT practice workshop service
923	Band	Course fees, fundraisers, donations, contest entry fees, uniform accessories, instrument use fees, color guard fees, trips	Supplies, instruments, uniform accessories, contest entry fees, clinician fees, workshops, field trips, travel, awards, student incentives, membership fees, instrument repairs, color guard expenses, banquet expenses, scholarship, trip costs
924	Cheerleaders	Fundraiser, little girls clinic fees, car washes, sonic's, community service, tryouts, donations	Spirit supplies, little girls clinic expenses, uniforms, banquet, fees, supplies, camp/competition expenses, community service donation, misc expenses, travel
927	DECA	Product sale, donations, dues, store sales, fees, field trips	Conference registration & expenses, dues, product cost, donation, officer & new member installation, awards, store expenses, misc expenses, field trips, travel
928	Speech & Debate	Product sales, donations, camp fees. banquet, dues	State & National dues, awards, performance equipment, product cost, camp fees, misc expenses, travel
929	Drama	Product sale, donations, shirts, banquet, dues	State & national dues, awards, royalties, scripts, performance equipment, costumes, make-up, product cost, guest artist, donations, misc expenses, travel
933	Transition Center	Product sale, donations, bake sales, fundraiser, donations	Supplies, travel expenses, incentives, product cost, misc expenses
934	History	Product Sale, fundraiser, donations	Cost of product, luncheons, shirts, misc expenses
935	FFA	Product sale, donations, dues, camp, conference fees, state & national fees, clothing sales, deposits of animal pens, prize money, student hotel costs for trips, OYE nominations	Show supplies, product cost, dues, clothing cost, state & national convention expenses, community service, donations, refund rental deposits upon inspection, PI dinners, student hotel for trips, OYE nominations, scholarship to qualifying student, awards, banquet, medications for animals, misc expenses
936	FCCLA	Product sale, dues, donations, community service	Community service & donations, state & national dues, convention expenses, officers installation, product cost, misc expenses
937	French	Fundraiser, fees, donations, field trips	Fees, speakers, fieldtrips, supplies, t-shirts, staff-student incentives, membership fees, substitute reimbursement

**Yukon High School
ACTIVITY FUND
Expenditures Revenue
FY 19-20**

938	Gifted	Fundraiser, fees, donations, AP tests	Gifted supplies, product cost, AP tests, registration fees, competition, workshop speakers, fieldtrips, travel, misc supplies, donations
940	Horticulture	Sale of plants	Plants, bedding materials, classroom dues, expenses for banquet, misc expenses
941	YHS Library	Donations, sale of balloons & cokes, book replacements	Product cost, donations, purchase of books, misc expenses
942	Carpentry	Shop project fees	Product materials
943	Yukon Academic Team	Donations, fundraiser, shirts, dues, car washes, bake sales, quiz bowl tournaments	Meeting expenses, shirts, product cost, quiz bowl tournament, nationals expenses
944	Junior Class	Prom tickets, product sale	Prom expenses, meeting expenses, product cost, misc expenses
945	Laiceps (Special Ed)	Product sale, donations, bake sale	Supplies, travel, incentives, donations, product cost, Partner's Club expenses, misc expenses
947	National Honor Society	Dues, bake sale, donations, money for NHS collars	Scholarship for qualifying student, NHS installation, teacher appreciation, collars, dues, misc expenses
948	YHS School Spirit	fundraisers, vending commission, donations	Supplies, product costs, guest speakers, incentives, donations, awards, and misc. expenses.
949	POM PON	Little girls clinic, product sale, tryouts, car washes, community service, donations	Pom pons, uniforms, camp clothes, little girls clinic expenses, awards, banquet, national expenses, donations, misc expenses
950	Psychology Club	Dues, product sale, shirts	Product cost, shirt expenses, donation, luncheons, misc expenses
951	PE	Fundraiser, fees, donations	Supplies, fees, fieldtrips, misc expenses
954	Science	Fundraiser, fees, shirts cost, donations	Fieldtrips, speakers, shirts, science & robotics team supplies, student incentives, cost, equipment purchase & repair, competition events
955	Senior Class	Product sale, donations, shirts, senior breakfast tickets	Graduation expenses, senior breakfast, senior reception, product cost, donation, misc expenses
956	Spanish	Fundraiser, fees, donations	Scholarships, speakers, supplies, donations, fieldtrips, step shirts, staff & student incentives
957	Student Assistance	Fundraiser, donations, fees, field trips	Product cost, shirts, clothing closet, luncheons, mentoring incentives, teaching supplies, speakers, incentives for teachers and students, transportation, miscellaneous expenses
958	Student Council	Fundraiser, donations, fees, ID's student services	Speakers, donations, fees, supplies, student & teacher incentives, dues, travel, fieldtrips, misc expenses, state & national expenses ,rentals

**Yukon High School
ACTIVITY FUND
Expenditures Revenue
FY 19-20**

959	FCCLA	Fundraiser, fees, donations	Dues, fees, donations, speakers, travel, fieldtrips, misc expenses, nationals
961	Vocal	Product sale, community service, donations, contest fees, trip costs, musical ads	Product cost, performance outfits, travel lodging expenses, clinics, equipment, entry fees, awards, accompanient expenses, misc expenses
962	Leadership	Donations, fees, student services, fundraiser	Speakers, donations, fees, supplies, scholarship, student & teacher incentives, projects, fieldtrips, wish week expenses, donations, state & national expensesmisc expenses
963	M.I.L.L. Week	Donations, fees, student services, fundraiser	Donations, fees, supplies, projects, expenses, donations, misc expenses, product cost, rentals
964	Journalism	Fundraiser, fees, donations, yearbook sales, ads, senior pics	Dues, fees, subscriptions, repairs, student incentives, travel expenses, misc expenses
965	STEM	Fundraiser, donations, fees, student services, field trips	State & Nat'l Dues, publications, class projects, awards, supplies, field trips, product costs, donations and misc. expenses.
966	Equestrian Club	Product sale, dues, donations	Product cost, shirt expenses, donation, luncheons, misc expenses
967	Partners Club	Fundraiser, donations, fees, student services	Speakers, donations, fees, supplies, student & teacher incentives, dues, travel, fieldtrips, misc expenses, rentals, product costs
969	Yukon Reading Council	Dues, product sale, conferences, donations	Author/Illustrator visit expenses, product cost, misc expenses
970	BPA Professionals of America	Business Dues, fundraiser, donations	State & national dues, awards, supplies, product cost, misc expenses, donations
982	Principal's Office	Donations, parking stickers, commissions, PSAT, HOSA, Interest for CD's, T-shirts	Faculty workshops & expenses, student trips, staff & student incentives, professional development expenses, donations, supplies & materials, guest speakers, misc expenses, artist-in-residence, school membership dues, HOSA, turnitin, equipment purchase & repair, awards, retirement supplies, parking stickers & supplies, EOY activities, PSAT, Scholarship, product costs
984	Encouragement	Staff donations	Flowers, food baskets for illnesses, staff incentives, EOY foods, supplies, misc expenses, retirement supplies
991 001	Scholarship/ Acme Fence	Donations	Scholarship to qualifying student
991 002	Scholarship/ Angela Barnard	Donations	Scholarship to qualifying student
991 003	Scholarship/ Athletic Memorial	Donations	Scholarship to qualifying student/ CD/CDARS
991 004	Scholarship/ Gamsjager Meml	Donations	Scholarship to qualifying student/ CD/CDARS
991 005	Scholarship/ Gene Cranfill Meml	Donations	Scholarship to qualifying student/ CD/CDARS
991 006	Scholarship/ FFA Memorial (Glenn Symes)	Donations	Scholarship to qualifying student

**Yukon High School
ACTIVITY FUND
Expenditures Revenue
FY 19-20**

991 007	Scholarship/ Janiking	Donations	Scholarship to qualifying student
991 008	Scholarship/ Jay Arneson	Donations	Scholarship to qualifying student
991 009	Scholarship/ Landon Burger Meml	Donations	Scholarship to qualifying student
991 010	Scholarship/ Mathena Energy	Donations	Scholarship to qualifying student
991 011	Scholarship/ Stanley Horn Meml	Donations	Scholarship to qualifying student
991 012	Scholarship/ Stejskal	Donations	Scholarship to qualifying student/ CD/CDARS
991 013	Scholarship/ YHS AMSF	Donations	Scholarship to qualifying student/ CD/CDARS
991 014	Scholarship/ Mazzio's	Donations	Scholarship to qualifying student
991 015	Scholarship/ Hunter Gaines Meml	Donations	Scholarship to qualifying student
991 016	Scholarship/ Matthew J Silva Band Meml	Donations	Scholarship to qualifying student
991 017	Scholarship/FFA Memorial	Donations	Scholarship to qualifying student
991-018	Scholarship Cora M. Rattle Trust	Donations	Scholarship to qualifying student(s)

FY 19-20
Athletics
Expenditure Revenue

	A	B	C	D
1	ACCT #	ACCOUNT	SOURCE OF REVENUE	AUTHORIZED EXPENDITURES
2	819	Athletics	Pop machines, project sales, 70% student passes, gate receipts, season tickets, OSSAA, summer leagues, donations, fees, signage, band concessions & poster advertising	Officials, coaching & scouting expenses, awards, travel expenses, uniforms, summer camps, equipment, entry fees, hospitality room, conference dues & memberships, maintenance, capital improvement & misc expenses

Elementary Activity Fund FY 2019-2020

ACCOUNT	REVENUE	EXPENDITURES
385 Child Nutrition	Student Lunches, Adult Lunches, Ala Carte, Banquets, Contract Lunches, Beginning Cash	Lunch Ticket Refunds, Balance Cleared to General Fund
913 General Refund – Summer Tuition	Summer School Tuition	Summer School Tuition Refunds, Balance Cleared to District
915 General Refund - Rent	Rent	Rent Refunds, Balance Cleared to District
971 Central Elementary	School Pictures, PSO, Coke Machine Sales, Product Sales, Donations, Field Trip Fees, Music Fees, Charitable Fundraiser , Bingo/Auction, Book Fair	Student & Teacher Supplies, Incentives and Equipment, Awards, Field Trips, Professional Development, Flowers, Misc. Expenses, Building Supplies, Equipment and Services, Cokes, Charitable Donations, PSO Expenses, EOY Expenses, Bingo/Auction, Book Fair
972 Myers Elementary	School Pictures, PSO, Coke Machine Sales, Product Sales, Donations, Field Trips Fees, Book Fair, Family Fun Night, Home Room Event fees, Charitable Fundraiser	Student & Teacher Supplies, Incentives & Equipment, Awards, Field Trips, Professional Development, Flowers, Misc. Expenses, Building Supplies, Equipment and Services, Cokes, Charitable Donations, PSO Expenses, EOY Expenses, Family Fun Night., Book Fair, Home Room Event Expenses
973 Parkland Elementary	School Pictures, PSO, Coke Machine Sales, Product Sales, Donations, Field Trip Fees, Recycling, Book Fair, Auction, Charitable Fundraiser	Student & Teacher Supplies, Incentives & Equipment, Awards, Field Trips, Professional Development, Flowers, Misc. Expenses, Building Supplies, Equipment and Services, Cokes, Charitable Donations, PSO Expenses, EOY Expenses, Book Fair, Auction
974 Ranchwood Elementary	School Pictures, PTO, Coke Machine Sales, Product Sales, Donations, Field Trip Fees, Recycling, Book Fair, Charitable Fundraiser	Student, Parent & Teacher Supplies, Incentives & Equipment, Awards, Field Trips, Professional Development, Flowers, Misc. Expenses, Building Supplies, Equipment and Services, Cokes, Charitable Donations, PTO Expenses, EOY Expenses, Book Fair
975 Shedeck Elementary	School Pictures, PTO, Product Sales, Donations, Field Trip Fees, Book Fair, Charitable Fundraiser	Student & Teacher Supplies, Incentives & Equipment, Awards, Field Trips, Professional Development, Flowers, Misc. Expenses, Building Supplies, Equipment and Services, Cokes, Charitable Donations, PTO Expenses, EOY Expenses, Book Fair

ACCOUNT	REVENUE	EXPENDITURES
976 Skyview Elementary	School Pictures, PSO, Bingo, Silent Auction, Coke Machine Sales, Product Sales, Donations, Field Trip Fees, Book Fair, Charitable Fundraiser	Student & Teacher Supplies, Incentives & Equipment, Awards, Field Trips, Professional Development, Flowers, Misc. Expenses, Building Supplies, Equipment and Services, Cokes, Charitable Donations, PSO Expenses, Bingo, Silent Auction, EOY Expenses, Book Fair, Special Olympics
977 Surrey Hills Elementary	School Pictures, PTA, Coke Machine Sales, Product Sales, Donations, Field Trip Fees, Book Fair, Charitable Fundraiser, Special Olympics	Student & Teacher Supplies, Incentives & Equipment, Awards, Field Trips, Professional Development, Flowers, Misc. Expenses, Building Supplies, Equipment and Services, Cokes, Charitable Donations, EOY Expenses, Book Fair, Special Olympics
978 Independence Elementary	School Pictures, PTO, Coke Machine Sales, Product Sales, Donations, Field Trip Fees, Student Club Fees, Recycling, Book Fair, Charitable Fundraiser	Student & Teacher Supplies, Incentives & Equipment, Awards, Field Trips, Professional Development, Flowers, Misc. Expenses, Building Supplies, Equipment and Services, Cokes, Special Olympics, Charitable Donations, PSO Expenses, EOY Expenses, Book Fair
979 Lakeview Elementary	School Pictures, PTO Fundraiser/Events, Coke Machine Sales, Product Sales, Donations, Field Trip Fees, Student Club Fees, Student Activity Fees, Book Fair, T-Shirt Sales, Charitable Fundraiser	Student & Teacher Supplies, Incentives & Equipment, Awards, Field Trips, Professional Development, Flowers, Misc. Expenses, Building Supplies, Equipment and Services, Cokes, Special Olympics, Charitable Donations, PTO Expenses, EOY Expenses, Book Fair
985 Helping Hands	Product Sales, Donations	Computer Supplies & Software, Product Cost, Vision Screening Equipment, Meeting Supplies, H. H. Volunteer Supplies, Incentives & Equipment, and EOY Program, Misc. Expenses
986 Santa's Friends	Donations	Expenses for Needy Children During School Year & Christmas
989 Amdinistration	Coke Machine Sales, Product Sales, Student Fees, Auction/Raffle, Student Grant Activity Revenue, Rental Deposit, Donations, Interest	Coke Machine Supplies, Product Cost, Coffee, Lounge & Meeting Supplies, End of Year Celebrations and Expenses, District Wide Programs, Student, Teacher & Staff Incentives (to include recognition of staff newborns) & Supplies, Flowers, Student Grant Activity Expenses, Travel Expenses, Refund Rental Deposit, Misc. Expenses. Registration Fees, Charitable Donations
999 Okla 529 College Savings Plann Incentive	Corporate Donations	Employee incentive for payroll deduct college savings plan enrollment

2019-2020 Community Education Activity Fund Revenue/Expenditures

ACCT #	ACCOUNT	SOURCE OF REVENUE	AUTHORIZED EXPENDITURES
911	General Fund-Community Ed Classes	CE Classes adult & child, Drivers Ed, Donations	Class Fee Refunds, Balance cleared to District
911-002	Curriculum	Student Fees	Refunds, Balance cleared to District
914	General Fund-Day Care	Day Care fees, interest	Day Care Refunds, Balance cleared to District
994-001	Scholarship-Community Education	Tour of Homes, Donations, Product Sales, The Breakfast, fees	Tour of Homes expenses, Advertising/Marketing, Scholarship, Admissions, Product Cost, Meeting & Office Supplies, Staff/Student Travel, Misc. expenses, End of Semester/EOY Expenses, Guest Speaker
994-002	Community Enrichment	Fees	Admission
994-003	Millers Afterschool Activity	Enrollment Fees, Activity Fees, Donations	Advertising/Marketing, Scholarship, Admissions, Product Cost, Meeting & Office Supplies, Staff/Student Travel, Misc. expenses, End of Semester/EOY Expenses, Guest Speaker
994-004	Camp Next Activity	Enrollment Fees, Activity Fees	Advertising/Marketing, Scholarship, Admissions, Product Cost, Meeting & Office Supplies, Staff/Student Travel, Misc. expenses, End of Semester/EOY Expenses, Guest Speaker
994-005	Route 333 Activity	Enrollment Fees, Activity Fees, Donations	Advertising/Marketing, Scholarship, Admissions, Product Cost, Meeting & Office Supplies, Staff/Student Travel, Misc. expenses, End of Semester/EOY Expenses, Guest Speaker
994-006	M@C Summer Camp	Enrollment Fees, Activity Fees	Advertising/Marketing, Scholarship, Field Trips & Admissions, Product Cost, Meeting & Office Supplies, Snacks, Misc. expenses, End of Summer Expenses, Guest Speaker
994-007	Route 333 SquishEM's	Product sales, donations	Advertising/Marketing, Scholarship, Admissions, Product Cost, Meeting & Office Supplies, Staff/Student Travel, Misc. expenses, End of Semester/EOY Expenses, Guest Speaker
994-008	Mobile Book Bus	Donations, Product Sales	Books and Supplies, Advertising/Marketing
983-001	Foundation of Excellence Grants	Donation	Grant expenses for qualifying Teachers

YMS ACTIVITY FUND

2019-2020

ACCOUNT	REVENUE	EXPENDITURES
812 GENERAL REFUND	MONEY FOR LOST & DAMAGED BOOKS	REFUND FOR FOUND BOOKS
821 ART	FREE-LANCE ART WORK, DANCES, DUES, FIELD TRIP FEES	ENTRY FEES, ART SUPPLIES, CLUB AWARDS, CONTEST, FIELD TRIPS, SPEAKER FEES/HONORARIUM
824 CHEERLEADING	DANCE, SPIRIT LINKS, RIBBONS, PRODUCT FUNDRAISERS	CAMP FEES, UNIFORMS, CONTEST, AWARDS, SUPPLIES
832 EXCALIBUR	T-SHIRT SALES	SHIRTS, MATERIALS, AWARDS, SUPPLIES
838 GIFTED	CANDY SALES, CONCESSIONS, OM DUES, DONATIONS	OM FEES, MEMBERSHIPS, OM SUPPLIES, CLASSROOM SUPPLIES & MATERIALS, DONATIONS FOR NEEDY FAMILIES, SPEAKERS
845 LIBRARY	BOOK REPLACEMENT, LOST BOOKS, BOOK FAIR, PRODUCT SALES, CONCESSIONS	LIBRARY SUPPLIES, BOOKS, AWARDS,
848 PE/ATHLETICS	CONCESSION STAND, FEES FOR T-SHIRTS	T-SHIRTS, GYM SUPPLIES
853 ACADEMIC TEAM	SCHOLASTIC MEET, FEES	SCHOLASTIC MEETS, SCHOLASTIC MATERIALS, BOOKS, AWARDS, SHIRTS, SUPPLIES
854 SCIENCE	PRODUCT SALES, BASKETBALL GAME FUNDRAISER, FIELD TRIP FEES	SCIENCE EQUIPMENT, FIELD TRIPS, AWARDS, SPECIMENT, SCIENCE CONFERENCES, SUPPLIES
855 STUDENT COUNCIL	PRODUCT SALES, TALENT SHOW, DONATIONS, FUNDRAISERS	STAFF APPRECIATION RECOGNITION, SUPPLIES, AWARDS, CONTEST PRIZES, DONATIONS TO THE COMMUNITY, DONATIONS FOR NEEDY FAMILIES

856 SPANISH CLUB	DUES, FIELD TRIP FEES	FIELD TRIPS, AWARDS, SUPPLIES
857 OUTDOOR ED	DUES, FIELD TRIP FEES, T-SHIRTS, DONATIONS	FIELD TRIPS, AWARDS, SUPPLIES, T-SHIRTS
858 SCHOOL STORE	SCHOOL SUPPLIES, T-SHIRT SALES	SCHOOL STORE SUPPLIES, T-SHIRTS
859 TECH. ED	DUES, PRODUCT SALES AND ADDITIONAL FUND RAISERS AS DECIDED BY AFFILIATION TO TSA CLUB, CONCESSIONS	CONTEST, TRIPS, AWARDS, SUPPLIES, EQUIPMENT, NATIONAL & STATE TSA CLUB, DONATIONS TO LOCAL, STATE & NATIONAL SERVICE PROJECTS
861 VOCAL	CONCESSIONS, FUNDRAISER, T-SHIRTS	SUPPLIES, UNIFORM ACCESSORIES, ENTRY FEES, TRANSPORTATION FEES, ACCOMPANIST FEES, AWARDS, T-SHIRTS, ETC.
865 VENDING	VENDING MACHINES	ATHLETIC & BUILDING SUPPLIES, AWARDS ETC
881 PRINCIPAL	PRODUCT FUNDRAISER, YEARBOOK SALES, SCHOOL PICTURES, NOW ACCT. INTEREST, MONEY MARKET INTEREST, DONATIONS, BASKETBALL GAMETIME FUNDRAISER	YEARBOOKS, PICTURES, BANQUET, AWARDS, LOUNGE SUPPLIES, STUDENT & TEACHER INCENTIVES, TEACHER WORKSHOPS, RECOGNITION FOR SPECIAL OCCASION, ASSEMBLIES, BASKETBALL GAMETIME
884 FLOWERS & GIFTS	DONATIONS FROM FACULTY	FLOWERS, FOOD, CARDS & DONATIONS TO STAFF FOR BEREAVEMENT, BIRTHS, RETIREMENT GIFTS, ILLNESS, T.O.Y., AWARDS
885 FCCLA	FUNDRAISER, FEES, DONATIONS	DUES, FEES, DONATIONS, TRAVEL, FIELD TRIPS, MISC. EXPENSES, NATIONALS



Yukon Public Schools
Board of Education Regular Meeting Monday, June 3, 2019 6:00 PM
Yukon Public School District ISD #27 Administration Bldg. | Board Room
600 Maple Dr
Yukon, OK 73099

1. Invocation and Flag Salute

1.A. Invocation- Pastor Tom Arnould, Good News Church.

1.B. Flag Salute

2. Call to Order and Roll Call

2.A. Call to Order and Roll Call
Attendance Taken at 6:00 PM.

Mr. Jeff Behymer: Present
Mrs. Suzanne Cannon: Absent
Mr. Don Rowe: Present
Mr. Rex Van Meter: Present
Mr. Leonard Wells: Present

Attendance Update Taken at 6:04 PM.

Mrs. Suzanne Cannon: Present

Suzanne Cannon arrived at 6:04 pm.

Roll was called at .m. Others in attendance included: Dr. Jason Simeroth, Superintendent; Dr. Jason Brunk, Assistant Superintendent; Dr. Sheli McAdoo, Assistant Superintendent; Jim Fenrick, Chief Financial Officer; Deanne Rowe, Executive Assistant/Board Minutes Clerk; administrative staff, students, parents, members of the press, and members of the community.

3. Reports/ Comments from Superintendent and/or Staff

Scott Hein has a group of students who placed first in the state Stock Market Game.

3.A. Beginning of a 30-day public comment and review of the proposed policy DEE with the intent of board action during the July 8, 2019, Regular Board Meeting.

The policy DEE can be reviewed here:

<https://sites.google.com/a/yukonps.com/policy/?srllybrkr=59d0f899>

3.B. Mr. Scott Hein, Principal of Lakeview Elementary, would like to introduce Mrs. Kropf and her GE students from Ms. Peek and Mrs. R. Ellis' class. After representing the Peek/Ellis first place regional winner at the stock market awards ceremony, these students were awarded 2nd place Judges' Choice Award for their amazing presentation of their analysis of their class's stock portfolio. They presented to board members of the Federal Reserve and the president of a bank! What an incredible accomplishment for this amazing group of 5th graders! Wow!

4. Board Member Communications and Announcements

4.A. Individual Board Member Comments

Mr. Van Meter: no comment

Mr. Rowe: I attended the first ever senior send-off at Lakeview and it was very special.

Mrs. Cannon: Dr. McAdoo will be leaving us and I want her to know how much we appreciate her. She served some tough and some great times all with grace and keeping in mind our main objective is educating the children. We will miss you terribly.

Mr. Behymer: no comment

Mr. Wells: It is unreal that the school year has ended. Principals would you please take a minute to share with your teachers our thanks and appreciation?

4.B. Upcoming Meetings/ Events:

JUNE:

- 6/4 Legislative breakfast (7am Yukon Police Department 100 S. Ranchwood Blvd.)
- 6/4 through 6/6 OSSBA/CCOSA Conference - Embassy Suites, Norman

JULY:

- 7/2 Legislative breakfast (7am Yukon Police Department 100 S. Ranchwood Blvd.)
- 7/8 Yukon Public Schools Board of Education Meeting (6pm Admin. Bldg.)
- 7/23 Engage Oklahoma (SouthMoore High School)

5. Communications

5.A. Communications- Request from Patrons to Address the Board- Pursuant to Board Policy AF. Comments can be made only by district patrons, concerning items listed on this agenda.
None.

6. Business Item: Item of Information, no vote necessary.

Suzanne Cannon expressed her excitement at seeing we are adopting handwriting curriculum.

Leonard Wells inquired if there were any changes to the OSIG coverage. The cost will be reflected in the next encumbrance report.

6.A. Permanent Easement Granted at Redstone Intermediate.

6.B. The district handwriting committee has voted to adopt Zaner-Bloser Handwriting Curriculum for PK-3 students starting with SY19-20.

6.C. Correction of contract start date. The contract with BC Behavioral LLC had a start date of June 11, 2019, and that has changed to May 28, 2019, on the attachment.

6.D. Links 2 Learning Lease for school year 2019-2020.

To provide adequate operating space for our growing population in the Surrey Hills area.

Cost analysis: \$4,000 per month for duration of lease.

6.E. Continued contract with OSIG for Property and Casualty insurance school year 2019-2020.

7. Business Items: Finance Consent Docket- All of the finance consent items will be discussed, considered and approved or disapproved by one vote unless a board member desires to have a separate vote on any or all of the consent items.

I move to approve all business items on the Finance Consent Docket Passed with a motion by Mr. Jeff Behymer and a second by Mr. Rex Van Meter.

Mr. Rex Van Meter: Yes

Mr. Leonard Wells: Yes

Mr. Jeff Behymer: Yes

Mrs. Suzanne Cannon: Yes

Mr. Don Rowe: Yes

7.A. Encumbrances and Change Orders as recommended by Dr. Jason Simeroth, Superintendent, and Jim Fenrick, Chief Financial Officer

7.B. Treasurer's Report(s) and General Fund Report(s)

7.C. Child Nutrition Report

8. Business Items Consent Docket: All of the consent items will be discussed, considered and approved or disapproved by one vote unless a board member requests to have a separate vote on any or all of the consent items.

Item 8B does not reflect in the agenda the fact that Mr. Tony Travis will also be traveling. His name was not listed on the original out of state travel request. A corrected request has been added. The attachment to *I was not the Jani-King contract and that is being corrected for the minutes as well.

I move to approve Consent Docket as corrected Passed with a motion by Mr. Jeff Behymer and a second by Mr. Don Rowe.

Mr. Rex Van Meter: Yes
Mr. Leonard Wells: Yes
Mr. Jeff Behymer: Yes
Mrs. Suzanne Cannon: Yes
Mr. Don Rowe: Yes

8.A. Minutes of the May 6, 2019, regular board meeting.

8.B. Out of state travel request from W. McAtee, theater teacher/manager at the YFAC, to attend CUE professional Development with a student in Madison, WI, July 16, through July 22, 2019.

Cost analysis: This trip will be paid from an activity account \$5,500.00

8.C. Out of state travel request from J. Bean, YHS yearbook teacher, to attend Josten's Adviser University in Orlando, FL, July 15, through July 20, 2019.

Coast analysis: Josten's will pay the registration fee and the remaining \$1,500.00 will be paid from an activity account.

8.D. Out of state travel request from R. Rennels, AP Calculus teacher at YHS, to Austin, TX, to attend the AP Calculus Conference July 14, through July 18, 2019.

Cost analysis: The \$2,020.00 cost of this trip is being paid out of activity funds.

8.E. Out of state travel for J. Tate, YHS teacher to travel to West Virginia for the SREB STEM training, June 10, through 21, 2019.

Cost analysis: Vocational Program Grant will cover the majority of the \$3,500 expense. Professional Development funds will cover a small portion.

8.F. Application for approval of temporary appropriations for fiscal year 2019-2020.

8.G. Contract with Canadian County Health Department.

The purpose of the agreement is to perform the services listed in the agreement as part of the "Autism Model Replication Program" and to negotiate terms pertaining to the use of space and utilities within the Mustang Child Development Center and purchase of consumable supplies.

Cost analysis: Monthly fee of \$1,000 per child not to exceed 4 children. See attached contract for specifics.

8.H. Contract agreement with Aspire Oklahoma LLC.

Aspire will provide therapeutic and consultation services.

Cost analysis: Not to exceed \$30,000 for the 19-20 school year.

8.I. Contract with Jani-King to clean facilities.

Cost analysis: \$1,123,320.00 for school year 19-20.

8.J. Contract with City of Yukon Police Department for school resource officers.

Cost analysis: annual expense of \$150,000 for 3 full-time officers.

8.K. Surplus items on attached lists.

8.L. Renew OSSBA membership and board policy services for school year 2019-2020..

8.M. Continuation of Jim Fenrick as Treasurer, Dayna Jones as Encumbrance Clerk, Brenda Smith as Deputy Treasurer, Deanne Rowe as Minute Clerk, and Amy Haberzettle as Deputy Minute Clerk for the 2019-2020 school year.

8.N. Contract with Bank First for Risk Management Consulting

Cost analysis: \$17305.76

8.O. Contract with Comp Source for Workers' Compensation Coverage for fiscal year 2020.

Cost analysis: \$216,322.00

9. New Business:

9.A. New Business-This business, in accordance with Oklahoma Statutes, 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.
There is no new business.

10. Personnel Docket:

10.A. Personnel-Vote to convene or not to convene in executive session pursuant to 25 O.S.307 (B)(1) to discuss the resignations, employment of support and certified personnel, promotions, recommendation of change of assignment, and/or transfers as listed on the attached Exhibit A.

Time: 6:12

I move to convene in executive session to discuss personnel docket Passed with a motion by Mr. Jeff Behymer and a second by Mr. Rex Van Meter.

Mr. Rex Van Meter: Yes
Mr. Leonard Wells: Yes
Mr. Jeff Behymer: Yes
Mrs. Suzanne Cannon: Yes
Mr. Don Rowe: Yes

10.B. Acknowledge the board has returned from executive session. Executive session minutes' compliance announcement.

Mr. Leonard Wells announced the board entered into executive session to discuss the personnel docket at : p.m. No action was taken by the board of education. The board returned to open session at 6:30 p.m.

10.C. Approval of Personnel Items as listed.

After the board vote Mrs. Cannon made a comment that Mrs. Lebsack is also leaving us at the end of the month. She has done a great job at the middle school and we all know that is a difficult age. Mrs. McKee is not here tonight, but she is also leaving us and both of them will be sorely missed.

I move we approve all personnel items as presented. Passed with a motion by Mr. Jeff Behymer and a second by Mr. Don Rowe.

Mr. Rex Van Meter: Yes
Mr. Leonard Wells: Yes
Mr. Jeff Behymer: Yes
Mrs. Suzanne Cannon: Yes
Mr. Don Rowe: Yes

11. Adjournment

Time: 6:33

11.A. Consideration of and motion to adjourn the meeting

Meeting adjourned at 6:33 p.m.

I move we adjourn this meeting. Passed with a motion by Mr. Jeff Behymer and a second by Mr. Rex Van Meter.

Mr. Rex Van Meter: Yes
Mr. Leonard Wells: Yes
Mr. Jeff Behymer: Yes
Mrs. Suzanne Cannon: Yes
Mr. Don Rowe: Yes



THE CENTER *for*
EDUCATION LAW P.C.

F. Andrew Fugitt
Laura L. Holmes

Justin C. Cliburn
Belinda H. Tricinella

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Laura Holmgren-Ganz
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www.cfel.com

May 31, 2019

RECEIVED JUN 03 2019

Dr. Jason Simeroth, Superintendent
Yukon Public Schools
600 Maple Street
Yukon, OK 73099-2533

Dear Dr. Simeroth:

For the 2019-2020 school year, we are continuing to offer our Basic Legal Services Program ("BLSP") for the annual cost of Seven Hundred Dollars (\$700.00). This fee will entitle participants to a discount of \$75.00 per month plus a reduced hourly billing rate for attorneys. For example, our non-BLSP clients will pay \$250.00 per hour for shareholder time compared to \$195.00 per hour for BLSP clients - a savings of \$55.00 per hour. Given the experience of our attorneys, our hourly rates remain well below the market rate for attorneys with comparable experience.

Thank you for participating in our Basic Legal Services Program during the 2018-2019 school year. We appreciate the opportunity to serve Yukon Public Schools this year and sincerely hope that you have found the Program to be a benefit.

Enclosed are two contracts for 2019-2020 and an invoice for the program renewal fee. If the contract meets with your approval, please submit it to the Board for approval, and if approved, return a signed contract to us along with the BLSP fee of \$700.00. You should retain the other contract for your files. If you have any questions about the firm or the contract, please do not hesitate to contact me.

Respectfully,

Laura L. Holmes

Enclosures



F. Andrew Fugitt
Laura L. Holmes

Justin C. Cliburn
Belinda H. Tricinella

Of Counsel
Laura Holmgren-Ganz
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BASIC LEGAL SERVICES PROGRAM 2019-2020 AGREEMENT

Yukon Public Schools

Independent School District No. 27 of Canadian County, Oklahoma

Agreement between the school district named above (“District”) and The Center for Education Law, P.C., an Oklahoma professional corporation, (“Center”) for Fiscal Year 2019-2020 (“Fiscal Year”).

IT IS AGREED:

1. Center shall provide legal representation and services to District as directed by the Superintendent or the President of the Board of Education as provided below.
2. District shall pay Center the sum of Seven Hundred Dollars (\$700.00) as a participation fee for Center's 2019-2020 Basic Legal Services Program and be entitled to the following:
 - a. Center shall provide District with a Seventy-five Dollar (\$75.00) discount on attorney fees and expenses billed in each calendar month of the Fiscal Year which shall not be cumulative;
 - b. Center shall send District a copy of Center's publications, including The Center Line, when published during Fiscal Year;
 - c. Center shall provide District with a toll-free telephone number to call the Center;
 - d. Center shall provide the hourly rates set forth below which are discounted from the firm's regular hourly rates; and
 - e. Center shall provide the availability of an on-call staff attorney after hours for consultation during board meetings Monday through Friday until 10:30 p.m.
3. Center will not charge District for any of the following expenses incurred by the Center in the representation of District:
 - a. long-distance telephone charges; and
 - b. facsimile transmissions between Center and District.

4. District shall compensate Center for legal services provided by Center to District on an hourly basis, billed in one-tenth-hour (6 minutes) increments, as follows:

Shareholders	\$ 195.00
Senior Associates	\$ 165.00
Associate Attorneys	\$ 140.00
Legal Interns/Paralegals	\$ 55.00

5. Travel time will be billed at one-half the rates set forth above for travel outside of Oklahoma County.

6. The following expenses incurred in the representation of District by Center shall be reimbursed by District:

- a. Litigation costs including, but not limited to, filing fees, deposition costs, witnesses and investigation expenses, unless such expenses are covered by applicable insurance;
- b. Photocopies at 15¢ per copy;
- c. Actual charges incurred for out-of-office copy, courier, and express mailing services; and
- d. Mileage for travel per mile from Center's office at the rate approved by the Internal Revenue Service.

7. Center shall submit statements to District for fees and expenses for calendar months in which fees and expenses are incurred. Monthly summaries of fees and expenses will be provided to the Superintendent.

“DISTRICT”

By: _____
Board President or Superintendent

THE CENTER FOR EDUCATION LAW, P.C.

By: David Holmes



F. Andrew Fugitt
Laura L. Holmes

Justin C. Cliburn
Belinda H. Tricinella

Of Counsel
Laura Holmgren-Ganz
David L. Kinney

900 N. Broadway,
Suite 300
Oklahoma City,
OK 73102
t 405.528.2800
f 405.528.5800

www.cfel.com

BASIC LEGAL SERVICES PROGRAM 2019-2020 AGREEMENT

Yukon Public Schools

Independent School District No. 27 of Canadian County, Oklahoma

Agreement between the school district named above (“District”) and The Center for Education Law, P.C., an Oklahoma professional corporation, (“Center”) for Fiscal Year 2019-2020 (“Fiscal Year”).

IT IS AGREED:

1. Center shall provide legal representation and services to District as directed by the Superintendent or the President of the Board of Education as provided below.
2. District shall pay Center the sum of Seven Hundred Dollars (\$700.00) as a participation fee for Center's 2019-2020 Basic Legal Services Program and be entitled to the following:
 - a. Center shall provide District with a Seventy-five Dollar (\$75.00) discount on attorney fees and expenses billed in each calendar month of the Fiscal Year which shall not be cumulative;
 - b. Center shall send District a copy of Center's publications, including The Center Line, when published during Fiscal Year;
 - c. Center shall provide District with a toll-free telephone number to call the Center;
 - d. Center shall provide the hourly rates set forth below which are discounted from the firm's regular hourly rates; and
 - e. Center shall provide the availability of an on-call staff attorney after hours for consultation during board meetings Monday through Friday until 10:30 p.m.
3. Center will not charge District for any of the following expenses incurred by the Center in the representation of District:
 - a. long-distance telephone charges; and
 - b. facsimile transmissions between Center and District.

4. District shall compensate Center for legal services provided by Center to District on an hourly basis, billed in one-tenth-hour (6 minutes) increments, as follows:

Shareholders	\$ 195.00
Senior Associates	\$ 165.00
Associate Attorneys	\$ 140.00
Legal Interns/Paralegals	\$ 55.00

5. Travel time will be billed at one-half the rates set forth above for travel outside of Oklahoma County.

6. The following expenses incurred in the representation of District by Center shall be reimbursed by District:

- a. Litigation costs including, but not limited to, filing fees, deposition costs, witnesses and investigation expenses, unless such expenses are covered by applicable insurance;
- b. Photocopies at 15¢ per copy;
- c. Actual charges incurred for out-of-office copy, courier, and express mailing services; and
- d. Mileage for travel per mile from Center's office at the rate approved by the Internal Revenue Service.

7. Center shall submit statements to District for fees and expenses for calendar months in which fees and expenses are incurred. Monthly summaries of fees and expenses will be provided to the Superintendent.

“DISTRICT”

By: _____
Board President or Superintendent

THE CENTER FOR EDUCATION LAW, P.C.

By: Lawrence Holmes



THE CENTER *for*
EDUCATION LAW P.C.

F. Andrew Fugitt
Laura L. Holmes

Justin C. Cliburn
Belinda H. Tricinella

Of Counsel
Laura Holmgren-Ganz
David L. Kinney

900 N. Broadway,
Suite 300
Oklahoma City,
OK 73102
t 405.528.2800
f 405.528.5800

www.cfel.com

INVOICE

TO: Yukon Public Schools
600 Maple Street
Yukon, OK 73099-2533

Program fee for The Center for Education Law's 2019-20 Basic Legal Services Program:

Seven Hundred Dollars (\$700.00)

Please remit payment to:

The Center For Education Law
900 N. Broadway, Suite 300
Oklahoma City, OK 73102

CEL FIN: 20-0591745

Thank you for the opportunity to serve your district.

Out of State Travel Request

School employee requesting trip.

Full Name Tracy McKeown
Date of Request 05/29/2019
Name of Organization, Grade YuCan / all grades
Departure Date of Trip 07/14/2019
Return Date of Trip 07/18/2019
Departure Time 12 Noon
Departure Location Yukon High School
Number of Days 5 days

Means of Transportation

- Airline
 School Vehicle
 Private Vehicle

Number of Students Participating 10

Number of Parents/Guardians Attending 0

Age of Students 13-17

Place, Purpose, and Nature of the Trip

Community Anti-Drug Coalitions of America is a nonprofit organization that is committed to creating safe, healthy and drug-free communities globally. This CADCA event is held in Dallas this year. The Mid-Year Training Institute offers in-depth, interactive training sessions geared specifically for community coalition leaders and staff. The Mid-Year also includes two levels of training for the National Youth Leadership Initiative activities (Key Essentials and Advanced). From fundamentals of coalition building and strategic planning to evaluation and research, the students will come away motivated and inspired.

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Cost Analysis

Registration Costs /PO Number: Requisition submitted 5/29/2019 \$5640 paid out of STOP Act grant

Lodging Cost/PO Number: Cost is \$3200 for 4 nights - 4 rooms X 5 nights @ \$200 / Requ submitted 5/29/2019 - grant will cover

Airfare or Personal or District Vehicle

Transportation Costs/PO Number: Two suburbans @ .58 per mile estimated at \$600 / Req submitted 5/29/2019 - grant will cover

Per diem (meals, taxi/uber, parking): Two staff @ \$50 per day = \$500 -grant will cover

Cost of a Substitute: Does not apply

Will Participation Lead to Further Competition?

- Yes
 No

If Yes, Explain

Educational Benefits

The Mid-Year Training Institute offers in-depth, interactive training sessions geared specifically for community coalition leaders and staff. The Mid-Year also includes two levels of training for the National Youth Leadership Initiative activities (Key Essentials and Advanced). From fundamentals of coalition building and strategic planning to evaluation and research, the students will come away motivated and inspired. Two students will be going through the advanced track this year. The team will be able to bring back knowledge from coalitions around the world.

Attachments:

Upload Schedule of Events: cadcaprelimbrochure.pdf

Upload Itinerary: CADCA 2019 Schedule - Full Itinerary.pdf

Attached Workflow

Out of State Travel Request

Current Status

Submitted

Workflow Steps

- | | | |
|---|--|--|
| 1 | Signed by Tracy McKeown on 05/29/2019 at 1:17 PM
<i>Signature:</i> Tracy N. McKeown | Student Assistance Program Coordinator |
| 2 | Approved by Sheli McAdoo on 05/29/2019 at 3:37 PM | Assistant Superintendent |
| 3 | Review | Group: |
| 4 | TBD | |
| 5 | Approval | |
| 6 | Review | Group: |



**CADCA® 18TH ANNUAL
Mid-Year Training Institute**

PRELIMINARY PROGRAM

**TRANSFORMING
COMMUNITIES
THE POWER OF
PREVENTION**

July 14–18, 2019

Gaylord Texan Hotel | Dallas, Texas

#CADCAMidYear

2019 Mid-Year Training Institute



Join us to transform communities across the country by spending July 14–18, 2019 in Dallas with CADCA for the 18th Annual Mid-Year Training Institute. At CADCA Mid-Year, you’ll learn effective and creative tools and strategies with fellow prevention professionals to create healthy, safe and drug-free communities.

ABOUT CADCA

CADCA is the premier membership-based non-profit organization representing adult and youth coalition leaders throughout the United States and internationally—all working to make their communities safe, healthy and drug-free. For 25 years, CADCA has advanced substance misuse prevention and built a network of more than 5,000 community anti-drug coalitions across the United States and over 260 coalitions around the world. CADCA brings together sectors of the community to solve their local substance misuse problems—schools, businesses, parents and youth, law enforcement, healthcare providers, faith-based organizations and many more. Our model for community change represents a comprehensive, evidenced-based, multi-sector approach to reduce underage and binge drinking, underage tobacco use, illicit drug use and the misuse of medicines.

CADCA MEMBERSHIP

Stay connected, stay educated and stay informed with a CADCA membership. Members save up to \$200 on CADCA Mid-Year and gain benefits that include the new CADCA Community. The CADCA Community is a forum designed specifically for members to provide unique networking opportunities, share resources, and learn from one another. In the CADCA Community, you will be able to network before and after Mid-Year and continue your conversations all year long.

If you or your coalition are not already a member of CADCA, JOIN TODAY.

Visit: cadca.org/membership | Call: 1-800-54-CADCA, ext. 261

Email: membership@cadca.org

IMPORTANT TELEPHONE NUMBERS

CADCA General Information.....	703-706-0560
Coalition Development.....	x240
Exhibitor Information	x269
International.....	x242
Membership Information	x261
Partnership Information	x265
Registration Information	x253
Youth Leadership	x249

Visit cadca.org/myti2019
for all the latest
event details!





Schedule of Events

All events will take place at the Gaylord Texan. The schedule is subject to change, so please check the website for updates.

SUNDAY, JULY 14

3 – 7 pm	Registration Open
5 – 6:30 pm	Welcome Reception & Table-top Displays Open

MONDAY, JULY 15

7 am – 4 pm	Registration & Table-top Displays Open
8 – 10 am	Opening Plenary & Breakfast
10:30 am – noon	Adult/Youth Training Sessions
Noon – 1 pm	ONDCP Town Hall Meeting (All Are Welcome)
1 – 2 pm	Lunch On Own
2 – 3:30 pm	Adult/Youth Training Sessions
3:30 – 4 pm	Networking Refreshment Break
4 – 5:30 pm	Adult/Youth Training Sessions
5:30 – 6:30 pm	Healthy Hour
8 – 9:30 pm	Youth Meet Up

TUESDAY, JULY 16

7:30 – 8:15 am	Networking Continental Breakfast
7:30 am – 4 pm	Registration and Table-top Displays Open
8:30 am – noon	Adult/Youth Training Sessions
10 – 10:30 am	Networking Refreshment Break
Noon – 1:30 pm	Lunch On Own
1:30 – 5 pm	Adult/Youth Training Sessions
3 – 3:30 pm	Networking Refreshment Break
5:30 – 8 pm	Community Service Project

WEDNESDAY, JULY 17

7:30 – 8:15 am	Networking Continental Breakfast
7:30 am – 4 pm	Registration and Table-top Displays Open
8:30 am – noon	Adult/Youth Training Sessions
10 – 10:30 am	Networking Refreshment Break
Noon – 1:30 pm	Lunch On Own
1:30 – 5 pm	Adult/Youth Training Sessions
3 – 3:30 pm	Networking Refreshment Break
8 – 9:30 pm	Youth Dance

THURSDAY, JULY 18

7:30 – 8:15 am	Networking Continental Breakfast
7:30 am – noon	Registration Open
8:30 am – noon	Adult/Youth Training Sessions
10 – 10:30 am	Networking Refreshment Break
Noon – 1:30 pm	Lunch On Own
1:30 – 5 pm	Adult/Youth Training Sessions
3 – 3:30 pm	Networking Refreshment Break
5 pm	MYTI Adjourns

IMPORTANT DATES

Scholarship Application Deadline	April 12, 2019
Early-Bird Registration Deadline	June 10, 2019
Hotel Reservation Deadline	June 21, 2019
Advance Registration Deadline	June 24, 2019

Program Highlights

Government leaders, youth, prevention specialists, addiction treatment professionals, addiction recovery advocates, researchers, educators, law enforcement professionals, and faith-based leaders from over 20 countries will present a wide range of training sessions that contribute to the creation and maintenance of safe, healthy and drug-free communities globally. As community change agents, we embrace the philosophy of improving the quality of life in our nation's communities through our prevention work.

CADCA has identified seven priority areas of emphasis for training session content. Training content has been designed to offer new concepts that are relevant to emerging, established, and veteran coalition leaders. Ninety-minute sessions are scheduled to take place on Monday, and half-day sessions (and one full-day session on Ethics) are scheduled to take place Tuesday through Thursday in the following topical areas (excluding Youth Leadership Initiative where the youth and their mentors are required to stay in that program for its entirety):

- Coalition Leadership
- Cross-Sector Collaboration
- Evaluation and Research
- Marketing and Communications
- Policy and Advocacy
- Sustainability
- What's Trending

CADCA training sessions address the latest research findings, cutting edge successes, lessons learned and problems solved. The sessions are designed to be interactive, engaging and skills-based trainings that allow participants to think through practical applications of the content. Some of the most alarming trends in substance misuse are proving to be more than just a passing phase. Training sessions will feature the latest data and highlight the changing landscape of drug and alcohol prevalence across the nation. Best practices in tackling drugs on the rise and their associated consequences will be shared, as well as information and success stories in engaging different community sectors and representing CADCA's Seven Strategies for Community Change.

KEYNOTE SPEAKER

Principal Deputy Assistant Secretary James A. Walsh, International Narcotics and Law Enforcement Affairs Bureau of the U.S. State Department, will keynote the opening plenary breakfast on Monday, July 15.



INTERNATIONAL PROGRAMS

International Programs will feature a Spanish-language track of adult training sessions covering a wide range of coalition development topics including: Coalition Outcomes and Evaluation, Marketing and Communications, Coalition Leadership, Sustainability, and Cross Sector Collaboration. Spanish-language courses will be taught by experts in coalition development from various Latin American countries. These sessions are made available to international visitors from Latin America, Spanish-speaking coalition members from the United States and Puerto Rico, and others who are interested in receiving Spanish-language training. The Spanish-language training track will also provide networking opportunities to both international and domestic coalition leaders to exchange ideas and gain perspective on coalition development throughout the western hemisphere.



My experience at CADCA Mid-Year was amazing. I met so many new people and learned new ways to address issues in my community. Sometimes in the substance misuse field you feel like you're the only one dealing with it, and it's like you're stuck with your problem. Mid-Year exposed me to solutions and programs that I can implement in my community. The best part of Mid-Year to me was the inclusiveness of youth. In most conferences I have attended, the content is made for the adults and is hard for me to understand and be able to take back. I also loved the various opportunities to network with the other youth. I now have life-long contacts and resources in other states, because of Mid-Year. I plan on attending Mid-Year EVERY YEAR!

—Trinity Murray, Youth, Robeson Health Care Corp



WHO SHOULD ATTEND MID-YEAR?

Mid-Year is for all prevention leaders and anyone interested in making a positive impact in their community. Communities are transformed when partners from every sector work together for prevention.

- State & Local Coalition Leaders
- Coalition Members & Volunteers
- Prevention Specialists
- Substance Use & Mental Health Professionals
- Parents
- Youth
- Law Enforcement & Justice Professionals
- Public Health Professionals
- Military & Military Families
- Educators
- Faith Leaders
- Researchers
- Treatment Providers
- Individuals in Recovery

CONTACT HOURS & CONTINUING EDUCATION UNITS (CEUS)

Documentation of either training contact hours or continuing education units is available. Training Contact Hours (for CPS Certification) = 25.75 hours available through CADCA*. CEUs = 2.5 units will be available through George Mason University*.

*Average estimates per past Mid-Year Training Institutes. Final units and hours will not be certified until the entire program is completed and approved by George Mason University.

TABLE-TOP DISPLAYS & PARTNERSHIP OPPORTUNITIES

Be a part of the only intensive, coalition-specific training opportunity of its kind! Don't miss your chance to showcase your organization, products and services in this intimate learning environment. This year's Table-top Resource Partner program will be located in the heart of it all – the Opening Reception, continental breakfasts, refreshment breaks and more! Come and showcase what you do best and what you can offer our communities. Visit cadca.org/myti2019/partnership-opportunities for details, rates, and deadlines for resource partner table-top displays, as well as other partnership opportunities. If you have questions or would like more information regarding table-top displays, please email kyeldell@cadca.org or call 703-706-0560 ext. 269. If you have inquiries regarding partnership opportunities, please email mwallace@cadca.org or call 703-706-0560 ext. 265.

Youth Leadership Initiative



Building partnerships with diverse stakeholders at the community level is the foundation of the coalition model. To accomplish true sustainability and long-term impact, it is imperative that we empower youth to be catalysts and sustainers of community change. CADCA's Youth Leadership Initiative training courses develop the skills of youth in your community and provide them with the necessary tools to help your coalition achieve community-level change. Our training empowers young people ages 13-18 to take youth-led civic action in their communities. Coalitions across the country are sending their youth through these exciting courses to help them work together more effectively.

Youth Leadership Initiative contains two separate courses: the Key Essentials course and the Advanced course. Both courses must be attended by youth and their adult coalition advisor to support the learning process.

The Key Essentials Course equips participants with the foundational tools needed to take the first steps in solving their communities' problems surrounding drugs, Juuling, underage

drinking, prescription drugs, and other substance misuse related issues using the Strategic Prevention Framework.

Key Essentials esta ofrecida en español con espacio limitado, por favor contactar youth@cadca.org para más información sobre como registrar.

Key Essentials is also offered in Spanish and has limited seating, please contact youth@cadca.org for more information.

The Advanced Course is only open to youth who have completed the Key Essentials Course and are committed to taking their work a step further. This course offers a more in-depth look at the Strategic Prevention Framework including: data collection and analysis, advocacy and policy change, and transformational leadership through experience learning.

Advanced registrants must submit products prior to attending (DUE JULY 5, 2019): Coalition Community Assessment (with data), Logic Model (with data), and Youth in Action Project. If these products are not received, you will be re-registered for the Key Essentials Course.

WHAT YOU NEED TO KNOW BEFORE YOU REGISTER:

1. There are two separate Youth Leadership Initiative Courses at Mid-Year. Only the Advanced Course has eligibility requirements.
2. Coalition adult advisors are required to participate with youth for all Youth Leadership Initiative trainings. Adults may not attend a Youth Leadership Initiative course without youth.
3. The deadline for Youth Leadership Initiative Advanced Course products is **JULY 5, 2019**. Email them to youth@cadca.org or fax to 703-706-0565.

We must have a Parent Consent Form for every youth attending by **JULY 8, 2019**. Forms can be found on the registration page of the Mid-Year website.

Registration Information

Please visit cadca.org/myti2019/registration to register now.

2019 CADCA MID-YEAR REGISTRATION PRICE LIST

Registration Type	Early-Bird (Until June 10)	Advance Registration (June 11 – June 24)	On-Site (June 25 – July 18)
Adult Member	\$595	\$645	\$695
Adult Non-Member/ Friend of CADCA*	\$795	\$845	\$895
Youth/Young Adult*	\$410	\$460	\$510
Group***	\$550 – adult \$385 – youth	\$600 – adult \$435 – youth	Not Available On-Site
Guest		\$250	

The Mid-Year Training Institute registration fees per person include:

• Admission to all training sessions • Reception on Sunday evening • Breakfast and refreshment breaks Monday – Thursday • Online access to the event app, presentation powerpoints, and any applicable handouts

***Not a CADCA member?** Why pay higher registration fees? Purchase a one-year membership and get the reduced member rate! Become a CADCA member and be eligible for discounted member rates to Mid-Year and next year's Forum. Join online at cadca.org/membership or contact the Membership Department at membership@cadca.org or 1-800-542-2322 ext. 261 to learn more.

****Youth:** To qualify as a youth and receive the discounted fee, the participant must be 20 years of age or younger as of July 14, 2019. If you plan to attend the Youth Leadership track and are 21 years old or older, you must pay the adult member/non-member rate. No children may attend courses unless they are a paid, registered attendee. All youth registrants must also submit a Parent Consent Form.

*****GROUP:** Groups of 5 or more receive a discount on the early-bird and advance registration rates only. All groups must register and pay by June 24th. In order to be eligible for these discounts, your group must meet ALL of these requirements:

1. All individuals must be associated with the SAME coalition or organization
2. The coalition or organization must be a member of CADCA (if a non-member, you must purchase a membership to get the reduced group rate)
3. Your group must contain a minimum of 5 FULL-PAYING individuals (scholarship recipients, speakers, one-day rates and spouses do not count towards members of the group)
4. All members must be registered at the same time and pay in one transaction using one form of payment. Cancellations that cause the group to drop below 5 will receive partial refund and cause the remaining registrants to pay the individual rates

REGISTRATION PAYMENT POLICY

A completed registration with no form of payment or purchase order does not guarantee the registration rate. CADCA will not process registration forms that do not include payment information. You are not considered registered for the conference until either payment or a purchase order has been received. Payment must be postmarked by the deadline dates above to receive that rate. If your payment will not be postmarked by the current deadline, you must pay the higher rate.

Purchase Orders: Official purchase orders (PO) are accepted (not Purchase Requisitions), provided the following guidelines are met: purchase orders are a legal document guaranteeing payment but are not considered actual payment. If you submit a PO to CADCA, you are guaranteeing future payment for the full amount of the PO. Upon receipt of the PO, CADCA will email an invoice from which you should submit payment. POs must be received by CADCA via fax or email by the registration deadline to lock in the current rate. POs received after the registration deadlines will be returned for adjustment to reflect the current rates. All payments sent via mail must be postmarked by the deadline dates.

Credit Card Payment: If you register online, you will receive an immediate email confirmation of your registration. The information supplied on the internet is passed through a secured server. Please note that credit card payment is required for those registering online. CADCA reserves the right to review each registration for the appropriateness of the selected registration category and make any necessary corrections. For example, a member that chooses the guest rate will be corrected upon review. CADCA reserves the right to charge his/her credit card the difference in registration fees.

Payment Change: Once payment is received, any change to the payment method (such as change in credit card numbers) will be treated as a cancellation and subject to a \$95 administrative fee (per person). Re-registration will be charged at the current rates and a completed registration

form is required for each attendee. CADCA will not process registration forms that do not include payment information.

REGISTRATION CANCELLATION & SUBSTITUTION POLICY

All requests for registration cancellations must be submitted in writing by June 24, 2019 via e-mail to events@cadca.org. Cancellation requests received by June 24th will be processed less a \$95 administrative fee. Refunds will be processed within 45 days after the meeting. There will be **no refunds after June 24th** and no refunds or credits will be given for failure to attend, late arrival, unattended events or early departure. **By submitting this registration form, you agree to this policy.**

All requests for registration substitutions must be submitted in writing via e-mail to events@cadca.org along with a new and completed registration form. CADCA does allow meeting registration substitutions free of charge, but the registration is still subject to the same cancellation policy. If the registration category is different (member vs. non-member), the new registrant is responsible for paying the difference (if any) at the time of substitution. If a refund is due, the payment will be processed within 45 days after the meeting.

Participants with Disabilities or Special Needs: If you have a disability or special need that may affect your participation at Mid-Year, please contact us at events@cadca.org to discuss your requirements.

IMPORTANT NOTE:

By registering for the CADCA event, you are providing us with permission to include your name, organization, and state information for the list of attendees and use of your image captured in photographs/videos on site.

Questions? Contact events@cadca.org or call 703-706-0560 ext. 253

Hotel Accommodations

RESERVE NOW!

DEADLINE: Friday, June 21, 2019

(Rates may increase after this deadline)

All rooms will be booked on a first-come, first-served basis.

Rooms are subject to availability at the CADCA rate until Friday, June 21, 2019 (or earlier if the block sells out). All reservations

must be guaranteed by a major credit/debit card before arriving. The card will NOT be charged in advance of arrival. Reservations may be cancelled without penalty up to 24 hours prior to the scheduled arrival date. Rooms canceled within 24 hours of the event will be charged one night's lodging.

A limited number of rooms each night are available at the per diem rate. If you are a federal government, military or state employee and require the per diem rate, please call the Gaylord Texan directly at 877-491-5138 and mention CADCA's Government Rate.

HOW TO BOOK: Visit the Hotel tab at cadca.org/myti2019 to book online or call 877-491-5138.

RATES: All rates include access to the fitness center, indoor and outdoor pools, and Paradise Springs waterpark. Rate is applicable for single to quad occupancy (same rate for 1-4 people) and is subject to applicable state and local taxes, currently 13%.



Meeting Venue & HQ Hotel

Gaylord Texan Hotel
1501 Gaylord Trail
Grapevine, TX 76051

Standard Room Rate: \$176 per night
+ tax & surcharge

Check out the official Mid-Year travel pages at cadca.org/myti2019 for more information on travel.

TRANSPORTATION

The Gaylord Texan Hotel is conveniently located near

- **Dallas Fort Worth International Airport (DFW)** 7.2 miles
- **Dallas Love Field Airport (DAL)** 20 miles

Please visit each airport's website to learn more about transportation options to/from the Gaylord Texan.

AIRLINE DISCOUNTS

American Airlines

CADCA has partnered with American Airlines to provide air travel discounts to Mid-Year. The valid travel dates for this discount are from July 11 – July 21, 2019. This discount can be used by booking online at www.aa.com for AA/AE flights only without a ticketing charge. To receive, use the code 2379DS while booking.

Please note: Not valid with other discount certificates, coupons, or promotional offers.



Grapevine & Dallas Area Attractions



Historic Grapevine is the premier destination in North Texas. Located between Dallas and Fort Worth, Grapevine is a hidden gem boasting historic Texas charm. With over 200 restaurants, 250 distinctive shops, and the town's Historic Main Street, there's sure to be something to enjoy between Mid-Year's training sessions and networking activities! Enrich yourself with a unique cultural experience found only here.

SEA LIFE GRAPEVINE AQUARIUM

The Sea Life aquarium in Grapevine, Texas is a family-orientated tourist attraction which includes seahorses, sharks, rays & much more. Book tickets online now!

LEGOLAND® DISCOVERY CENTER

The LEGOLAND® Discovery Center is a world of color, creativity and fun for children ages 3 to 10. They offer a wealth of attractions, two rides, 4D cinema and more. Visit the [Legoland website](#) to make the most out of your visit.

HISTORIC DOWNTOWN GRAPEVINE

Public art? Check. A historic train? Check. Boutique shopping? Check. Restaurants? Check, check. Historic Downtown Grapevine has it all. Anchored by Main Street, this walkable, preserved historic area is home to the [Grapevine Vintage Railroad](#), the [Palace Arts Center](#), the Grapevine Glockenspiel Clock Tower, one-of-a-kind shops, [live entertainment venues](#), [restaurants](#), and [art galleries](#). Not just a location, but more of a destination, it's easy to spend an entire day, or weekend, in this special area of Grapevine. Learn more about what Grapevine has to offer by signing up for our [Visitor Guide](#)! See below for a list of things to do and see in Grapevine's Historic Downtown.

LAKE GRAPEVINE

With a sprawling 8,000 acres, Lake Grapevine is a center for boating, water-skiing, wind surfing, fishing and [camping](#). With a beautiful rolling shoreline and more than nine miles of wilderness [trails](#), Lake Grapevine is one of the finest [hiking and biking](#) destinations in the Dallas/Fort Worth area.

Located in the heart of Grapevine at Oak Grove Park, [Scott's Landing Marina](#) is the largest on the lake with easy access to the main body of Lake Grapevine. [Silver Lake Marina](#) is home to many Lake Grapevine charter companies including [Always Dreaming Sailing](#), [Black Watch Sailing Charters](#) and [Sam's Dock](#).

GETTING AROUND GRAPEVINE

The Grapevine Visitors Shuttle takes passengers to restaurants, shopping, and attractions from local hotels (like the Gaylord) throughout the day, seven days a week via a fixed route. The Green Route originates from the Gaylord Texan. For more information on routes, schedules and rate information visit www.cadca.org/myti2019/travel.

Mid-Year Training Institute

July 14–18, 2019 Gaylord Texan Hotel | Dallas, TX



**TRANSFORMING
COMMUNITIES**
THE POWER OF
PREVENTION

 **CADCA**[®] Join the Conversation



CADCA



CADCA



CADCA



CADCAorg



CADCAcoalitions

community.cadca.org



ERROR: cannot process PDF document 'CADCA 2019 Schedule - Full Itinerary.pdf'

Out of State Travel Request

[School employee requesting trip.](#)

Full Name Shelby Snowden
Date of Request 06/06/2019
Name of Organization, Grade Yu-Can Coalition; 9-12
Departure Date of Trip 07/14/2019
Return Date of Trip 07/18/2019
Departure Time 12:00pm
Departure Location Yukon High School
Number of Days 5

Means of Transportation

- Airline
 School Vehicle
 Private Vehicle

Number of Students Participating 7

Number of Parents/Guardians Attending 2

Age of Students 13-17

Place, Purpose, and Nature of the Trip

Community Anti-Drug Coalitions of America is a nonprofit organization that is committed to creating safe, healthy and drug-free communities globally. This CADCA event is held in Dallas this year. The Mid-Year Training Institute offers in-depth, interactive training sessions geared specifically for community coalition leaders and staff. The Mid-Year also includes two levels of training for the National Youth Leadership Initiative activities (Key Essentials and Advanced). From fundamentals of coalition building and strategic planning to evaluation and research, the students will come away motivated and inspired.

[If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.](#)

Cost Analysis

Registration Costs /PO Number: \$5640 - PO 191970

Lodging Cost/PO Number: \$3200 - 191971

[Airfare or Personal or District Vehicle](#)

Transportation Costs/PO Number: \$600 - 191973

Per diem (meals, taxi/uber, parking): \$250- 191978

Cost of a Substitute: N/A

Will Participation Lead to Further Competition?

- Yes
 No

If Yes, Explain

Educational Benefits

The Mid-Year Training Institute offers in-depth, interactive training sessions geared specifically for community coalition leaders and staff. The Mid-Year also includes two levels of training for the National Youth Leadership Initiative activities (Key Essentials and Advanced). From fundamentals of coalition building and strategic planning to evaluation and research, the students will come away motivated and inspired. Two students will be going through the advanced track this year. The team will be able to bring back knowledge from coalitions around the world.

Attachments:

Upload Schedule of Events: CADCA 2019 Schedule.pdf

Upload Itinerary: cadcaprelimbroschure.pdf

Attached Workflow

Out of State Travel Request

Current Status

Submitted

Workflow Steps

- | | | |
|---|--|---|
| 1 | Signed by Shelby Snowden on
06/06/2019 at 10:37 AM

Signature: Shelby Snowden | Student Assistance Program (SAP) Specialist |
| 2 | Approved by Tracy McKeown on
06/06/2019 at 0:47 PM | Student Assistance Program Coordinator |
| 3 | Review Group: | |
| 4 | TBD | |
| 5 | Approval | |
| 6 | Review Group: | |

ERROR: cannot process PDF document 'CADCA 2019 Schedule.pdf'



**CADCA® 18TH ANNUAL
Mid-Year Training Institute**

PRELIMINARY PROGRAM



**TRANSFORMING
COMMUNITIES
THE POWER OF
PREVENTION**

July 14–18, 2019

Gaylord Texan Hotel | Dallas, Texas

#CADCAMidYear

2019 Mid-Year Training Institute



Join us to transform communities across the country by spending July 14–18, 2019 in Dallas with CADCA for the 18th Annual Mid-Year Training Institute. At CADCA Mid-Year, you’ll learn effective and creative tools and strategies with fellow prevention professionals to create healthy, safe and drug-free communities.

ABOUT CADCA

CADCA is the premier membership-based non-profit organization representing adult and youth coalition leaders throughout the United States and internationally—all working to make their communities safe, healthy and drug-free. For 25 years, CADCA has advanced substance misuse prevention and built a network of more than 5,000 community anti-drug coalitions across the United States and over 260 coalitions around the world. CADCA brings together sectors of the community to solve their local substance misuse problems—schools, businesses, parents and youth, law enforcement, healthcare providers, faith-based organizations and many more. Our model for community change represents a comprehensive, evidenced-based, multi-sector approach to reduce underage and binge drinking, underage tobacco use, illicit drug use and the misuse of medicines.

CADCA MEMBERSHIP

Stay connected, stay educated and stay informed with a CADCA membership. Members save up to \$200 on CADCA Mid-Year and gain benefits that include the new CADCA Community. The CADCA Community is a forum designed specifically for members to provide unique networking opportunities, share resources, and learn from one another. In the CADCA Community, you will be able to network before and after Mid-Year and continue your conversations all year long.

If you or your coalition are not already a member of CADCA, JOIN TODAY.

Visit: cadca.org/membership | Call: 1-800-54-CADCA, ext. 261

Email: membership@cadca.org

IMPORTANT TELEPHONE NUMBERS

CADCA General Information.....	703-706-0560
Coalition Development.....	x240
Exhibitor Information	x269
International.....	x242
Membership Information	x261
Partnership Information	x265
Registration Information	x253
Youth Leadership	x249

Visit cadca.org/myti2019
for all the latest
event details!





Schedule of Events

All events will take place at the Gaylord Texan. The schedule is subject to change, so please check the website for updates.

SUNDAY, JULY 14

3 – 7 pm	Registration Open
5 – 6:30 pm	Welcome Reception & Table-top Displays Open

MONDAY, JULY 15

7 am – 4 pm	Registration & Table-top Displays Open
8 – 10 am	Opening Plenary & Breakfast
10:30 am – noon	Adult/Youth Training Sessions
Noon – 1 pm	ONDCP Town Hall Meeting (All Are Welcome)
1 – 2 pm	Lunch On Own
2 – 3:30 pm	Adult/Youth Training Sessions
3:30 – 4 pm	Networking Refreshment Break
4 – 5:30 pm	Adult/Youth Training Sessions
5:30 – 6:30 pm	Healthy Hour
8 – 9:30 pm	Youth Meet Up

TUESDAY, JULY 16

7:30 – 8:15 am	Networking Continental Breakfast
7:30 am – 4 pm	Registration and Table-top Displays Open
8:30 am – noon	Adult/Youth Training Sessions
10 – 10:30 am	Networking Refreshment Break
Noon – 1:30 pm	Lunch On Own
1:30 – 5 pm	Adult/Youth Training Sessions
3 – 3:30 pm	Networking Refreshment Break
5:30 – 8 pm	Community Service Project

WEDNESDAY, JULY 17

7:30 – 8:15 am	Networking Continental Breakfast
7:30 am – 4 pm	Registration and Table-top Displays Open
8:30 am – noon	Adult/Youth Training Sessions
10 – 10:30 am	Networking Refreshment Break
Noon – 1:30 pm	Lunch On Own
1:30 – 5 pm	Adult/Youth Training Sessions
3 – 3:30 pm	Networking Refreshment Break
8 – 9:30 pm	Youth Dance

THURSDAY, JULY 18

7:30 – 8:15 am	Networking Continental Breakfast
7:30 am – noon	Registration Open
8:30 am – noon	Adult/Youth Training Sessions
10 – 10:30 am	Networking Refreshment Break
Noon – 1:30 pm	Lunch On Own
1:30 – 5 pm	Adult/Youth Training Sessions
3 – 3:30 pm	Networking Refreshment Break
5 pm	MYTI Adjourns

IMPORTANT DATES

Scholarship Application Deadline	April 12, 2019
Early-Bird Registration Deadline	June 10, 2019
Hotel Reservation Deadline	June 21, 2019
Advance Registration Deadline	June 24, 2019

Program Highlights

Government leaders, youth, prevention specialists, addiction treatment professionals, addiction recovery advocates, researchers, educators, law enforcement professionals, and faith-based leaders from over 20 countries will present a wide range of training sessions that contribute to the creation and maintenance of safe, healthy and drug-free communities globally. As community change agents, we embrace the philosophy of improving the quality of life in our nation's communities through our prevention work.

CADCA has identified seven priority areas of emphasis for training session content. Training content has been designed to offer new concepts that are relevant to emerging, established, and veteran coalition leaders. Ninety-minute sessions are scheduled to take place on Monday, and half-day sessions (and one full-day session on Ethics) are scheduled to take place Tuesday through Thursday in the following topical areas (excluding Youth Leadership Initiative where the youth and their mentors are required to stay in that program for its entirety):

- Coalition Leadership
- Cross-Sector Collaboration
- Evaluation and Research
- Marketing and Communications
- Policy and Advocacy
- Sustainability
- What's Trending

CADCA training sessions address the latest research findings, cutting edge successes, lessons learned and problems solved. The sessions are designed to be interactive, engaging and skills-based trainings that allow participants to think through practical applications of the content. Some of the most alarming trends in substance misuse are proving to be more than just a passing phase. Training sessions will feature the latest data and highlight the changing landscape of drug and alcohol prevalence across the nation. Best practices in tackling drugs on the rise and their associated consequences will be shared, as well as information and success stories in engaging different community sectors and representing CADCA's Seven Strategies for Community Change.

KEYNOTE SPEAKER

Principal Deputy Assistant Secretary James A. Walsh, International Narcotics and Law Enforcement Affairs Bureau of the U.S. State Department, will keynote the opening plenary breakfast on Monday, July 15.



INTERNATIONAL PROGRAMS

International Programs will feature a Spanish-language track of adult training sessions covering a wide range of coalition development topics including: Coalition Outcomes and Evaluation, Marketing and Communications, Coalition Leadership, Sustainability, and Cross Sector Collaboration. Spanish-language courses will be taught by experts in coalition development from various Latin American countries. These sessions are made available to international visitors from Latin America, Spanish-speaking coalition members from the United States and Puerto Rico, and others who are interested in receiving Spanish-language training. The Spanish-language training track will also provide networking opportunities to both international and domestic coalition leaders to exchange ideas and gain perspective on coalition development throughout the western hemisphere.



My experience at CADCA Mid-Year was amazing. I met so many new people and learned new ways to address issues in my community. Sometimes in the substance misuse field you feel like you're the only one dealing with it, and it's like you're stuck with your problem. Mid-Year exposed me to solutions and programs that I can implement in my community. The best part of Mid-Year to me was the inclusiveness of youth. In most conferences I have attended, the content is made for the adults and is hard for me to understand and be able to take back. I also loved the various opportunities to network with the other youth. I now have life-long contacts and resources in other states, because of Mid-Year. I plan on attending Mid-Year EVERY YEAR!

—Trinity Murray, Youth, Robeson Health Care Corp



WHO SHOULD ATTEND MID-YEAR?

Mid-Year is for all prevention leaders and anyone interested in making a positive impact in their community. Communities are transformed when partners from every sector work together for prevention.

- State & Local Coalition Leaders
- Coalition Members & Volunteers
- Prevention Specialists
- Substance Use & Mental Health Professionals
- Parents
- Youth
- Law Enforcement & Justice Professionals
- Public Health Professionals
- Military & Military Families
- Educators
- Faith Leaders
- Researchers
- Treatment Providers
- Individuals in Recovery

CONTACT HOURS & CONTINUING EDUCATION UNITS (CEUS)

Documentation of either training contact hours or continuing education units is available. Training Contact Hours (for CPS Certification) = 25.75 hours available through CADCA*. CEUs = 2.5 units will be available through George Mason University*.

*Average estimates per past Mid-Year Training Institutes. Final units and hours will not be certified until the entire program is completed and approved by George Mason University.

TABLE-TOP DISPLAYS & PARTNERSHIP OPPORTUNITIES

Be a part of the only intensive, coalition-specific training opportunity of its kind! Don't miss your chance to showcase your organization, products and services in this intimate learning environment. This year's Table-top Resource Partner program will be located in the heart of it all – the Opening Reception, continental breakfasts, refreshment breaks and more! Come and showcase what you do best and what you can offer our communities. Visit cadca.org/myti2019/partnership-opportunities for details, rates, and deadlines for resource partner table-top displays, as well as other partnership opportunities. If you have questions or would like more information regarding table-top displays, please email kyeldell@cadca.org or call 703-706-0560 ext. 269. If you have inquiries regarding partnership opportunities, please email mwallace@cadca.org or call 703-706-0560 ext. 265.

Youth Leadership Initiative



Building partnerships with diverse stakeholders at the community level is the foundation of the coalition model. To accomplish true sustainability and long-term impact, it is imperative that we empower youth to be catalysts and sustainers of community change. CADCA's Youth Leadership Initiative training courses develop the skills of youth in your community and provide them with the necessary tools to help your coalition achieve community-level change. Our training empowers young people ages 13-18 to take youth-led civic action in their communities. Coalitions across the country are sending their youth through these exciting courses to help them work together more effectively.

Youth Leadership Initiative contains two separate courses: the Key Essentials course and the Advanced course. Both courses must be attended by youth and their adult coalition advisor to support the learning process.

The Key Essentials Course equips participants with the foundational tools needed to take the first steps in solving their communities' problems surrounding drugs, Juuling, underage

drinking, prescription drugs, and other substance misuse related issues using the Strategic Prevention Framework.

Key Essentials esta ofrecida en español con espacio limitado, por favor contactar youth@cadca.org para más información sobre como registrar.

Key Essentials is also offered in Spanish and has limited seating, please contact youth@cadca.org for more information.

The Advanced Course is only open to youth who have completed the Key Essentials Course and are committed to taking their work a step further. This course offers a more in-depth look at the Strategic Prevention Framework including: data collection and analysis, advocacy and policy change, and transformational leadership through experience learning.

Advanced registrants must submit products prior to attending (DUE JULY 5, 2019): Coalition Community Assessment (with data), Logic Model (with data), and Youth in Action Project. If these products are not received, you will be re-registered for the Key Essentials Course.

WHAT YOU NEED TO KNOW BEFORE YOU REGISTER:

1. There are two separate Youth Leadership Initiative Courses at Mid-Year. Only the Advanced Course has eligibility requirements.
2. Coalition adult advisors are required to participate with youth for all Youth Leadership Initiative trainings. Adults may not attend a Youth Leadership Initiative course without youth.
3. The deadline for Youth Leadership Initiative Advanced Course products is **JULY 5, 2019**. Email them to youth@cadca.org or fax to 703-706-0565.

We must have a Parent Consent Form for every youth attending by **JULY 8, 2019**. Forms can be found on the registration page of the Mid-Year website.

Registration Information

Please visit cadca.org/myti2019/registration to register now.

2019 CADCA MID-YEAR REGISTRATION PRICE LIST

Registration Type	Early-Bird (Until June 10)	Advance Registration (June 11 – June 24)	On-Site (June 25 – July 18)
Adult Member	\$595	\$645	\$695
Adult Non-Member/ Friend of CADCA*	\$795	\$845	\$895
Youth/Young Adult*	\$410	\$460	\$510
Group***	\$550 – adult \$385 – youth	\$600 – adult \$435 – youth	Not Available On-Site
Guest		\$250	

The Mid-Year Training Institute registration fees per person include:

• Admission to all training sessions • Reception on Sunday evening • Breakfast and refreshment breaks Monday – Thursday • Online access to the event app, presentation powerpoints, and any applicable handouts

***Not a CADCA member?** Why pay higher registration fees? Purchase a one-year membership and get the reduced member rate! Become a CADCA member and be eligible for discounted member rates to Mid-Year and next year's Forum. Join online at cadca.org/membership or contact the Membership Department at membership@cadca.org or 1-800-542-2322 ext. 261 to learn more.

****Youth:** To qualify as a youth and receive the discounted fee, the participant must be 20 years of age or younger as of July 14, 2019. If you plan to attend the Youth Leadership track and are 21 years old or older, you must pay the adult member/non-member rate. No children may attend courses unless they are a paid, registered attendee. All youth registrants must also submit a Parent Consent Form.

*****GROUP:** Groups of 5 or more receive a discount on the early-bird and advance registration rates only. All groups must register and pay by June 24th. In order to be eligible for these discounts, your group must meet ALL of these requirements:

1. All individuals must be associated with the SAME coalition or organization
2. The coalition or organization must be a member of CADCA (if a non-member, you must purchase a membership to get the reduced group rate)
3. Your group must contain a minimum of 5 FULL-PAYING individuals (scholarship recipients, speakers, one-day rates and spouses do not count towards members of the group)
4. All members must be registered at the same time and pay in one transaction using one form of payment. Cancellations that cause the group to drop below 5 will receive partial refund and cause the remaining registrants to pay the individual rates

REGISTRATION PAYMENT POLICY

A completed registration with no form of payment or purchase order does not guarantee the registration rate. CADCA will not process registration forms that do not include payment information. You are not considered registered for the conference until either payment or a purchase order has been received. Payment must be postmarked by the deadline dates above to receive that rate. If your payment will not be postmarked by the current deadline, you must pay the higher rate.

Purchase Orders: Official purchase orders (PO) are accepted (not Purchase Requisitions), provided the following guidelines are met: purchase orders are a legal document guaranteeing payment but are not considered actual payment. If you submit a PO to CADCA, you are guaranteeing future payment for the full amount of the PO. Upon receipt of the PO, CADCA will email an invoice from which you should submit payment. POs must be received by CADCA via fax or email by the registration deadline to lock in the current rate. POs received after the registration deadlines will be returned for adjustment to reflect the current rates. All payments sent via mail must be postmarked by the deadline dates.

Credit Card Payment: If you register online, you will receive an immediate email confirmation of your registration. The information supplied on the internet is passed through a secured server. Please note that credit card payment is required for those registering online. CADCA reserves the right to review each registration for the appropriateness of the selected registration category and make any necessary corrections. For example, a member that chooses the guest rate will be corrected upon review. CADCA reserves the right to charge his/her credit card the difference in registration fees.

Payment Change: Once payment is received, any change to the payment method (such as change in credit card numbers) will be treated as a cancellation and subject to a \$95 administrative fee (per person). Re-registration will be charged at the current rates and a completed registration

form is required for each attendee. CADCA will not process registration forms that do not include payment information.

REGISTRATION CANCELLATION & SUBSTITUTION POLICY

All requests for registration cancellations must be submitted in writing by June 24, 2019 via e-mail to events@cadca.org. Cancellation requests received by June 24th will be processed less a \$95 administrative fee. Refunds will be processed within 45 days after the meeting. There will be **no refunds after June 24th** and no refunds or credits will be given for failure to attend, late arrival, unattended events or early departure. **By submitting this registration form, you agree to this policy.**

All requests for registration substitutions must be submitted in writing via e-mail to events@cadca.org along with a new and completed registration form. CADCA does allow meeting registration substitutions free of charge, but the registration is still subject to the same cancellation policy. If the registration category is different (member vs. non-member), the new registrant is responsible for paying the difference (if any) at the time of substitution. If a refund is due, the payment will be processed within 45 days after the meeting.

Participants with Disabilities or Special Needs: If you have a disability or special need that may affect your participation at Mid-Year, please contact us at events@cadca.org to discuss your requirements.

IMPORTANT NOTE:

By registering for the CADCA event, you are providing us with permission to include your name, organization, and state information for the list of attendees and use of your image captured in photographs/videos on site.

Questions? Contact events@cadca.org or call 703-706-0560 ext. 253

Hotel Accommodations

RESERVE NOW!

DEADLINE: Friday, June 21, 2019

(Rates may increase after this deadline)

All rooms will be booked on a first-come, first-served basis.

Rooms are subject to availability at the CADCA rate until Friday, June 21, 2019 (or earlier if the block sells out). All reservations

must be guaranteed by a major credit/debit card before arriving. The card will NOT be charged in advance of arrival. Reservations may be cancelled without penalty up to 24 hours prior to the scheduled arrival date. Rooms canceled within 24 hours of the event will be charged one night's lodging.

A limited number of rooms each night are available at the per diem rate. If you are a federal government, military or state employee and require the per diem rate, please call the Gaylord Texan directly at 877-491-5138 and mention CADCA's Government Rate.

HOW TO BOOK: Visit the Hotel tab at cadca.org/myti2019 to book online or call 877-491-5138.

RATES: All rates include access to the fitness center, indoor and outdoor pools, and Paradise Springs waterpark. Rate is applicable for single to quad occupancy (same rate for 1-4 people) and is subject to applicable state and local taxes, currently 13%.



Meeting Venue & HQ Hotel

Gaylord Texan Hotel
1501 Gaylord Trail
Grapevine, TX 76051

Standard Room Rate: \$176 per night
+ tax & surcharge

Check out the official Mid-Year travel pages at cadca.org/myti2019 for more information on travel.

TRANSPORTATION

The Gaylord Texan Hotel is conveniently located near

- **Dallas Fort Worth International Airport (DFW)** 7.2 miles
- **Dallas Love Field Airport (DAL)** 20 miles

Please visit each airport's website to learn more about transportation options to/from the Gaylord Texan.

AIRLINE DISCOUNTS

American Airlines

CADCA has partnered with American Airlines to provide air travel discounts to Mid-Year. The valid travel dates for this discount are from July 11 – July 21, 2019. This discount can be used by booking online at www.aa.com for AA/AE flights only without a ticketing charge. To receive, use the code 2379DS while booking.

Please note: Not valid with other discount certificates, coupons, or promotional offers.



Grapevine & Dallas Area Attractions



Historic Grapevine is the premier destination in North Texas. Located between Dallas and Fort Worth, Grapevine is a hidden gem boasting historic Texas charm. With over 200 restaurants, 250 distinctive shops, and the town's Historic Main Street, there's sure to be something to enjoy between Mid-Year's training sessions and networking activities! Enrich yourself with a unique cultural experience found only here.

SEA LIFE GRAPEVINE AQUARIUM

The Sea Life aquarium in Grapevine, Texas is a family-orientated tourist attraction which includes seahorses, sharks, rays & much more. Book tickets online now!

LEGOLAND® DISCOVERY CENTER

The LEGOLAND® Discovery Center is a world of color, creativity and fun for children ages 3 to 10. They offer a wealth of attractions, two rides, 4D cinema and more. Visit the [Legoland website](#) to make the most out of your visit.

HISTORIC DOWNTOWN GRAPEVINE

Public art? Check. A historic train? Check. Boutique shopping? Check. Restaurants? Check, check. Historic Downtown Grapevine has it all. Anchored by Main Street, this walkable, preserved historic area is home to the [Grapevine Vintage Railroad](#), the [Palace Arts Center](#), the Grapevine Glockenspiel Clock Tower, one-of-a-kind shops, [live entertainment venues](#), [restaurants](#), and [art galleries](#). Not just a location, but more of a destination, it's easy to spend an entire day, or weekend, in this special area of Grapevine. Learn more about what Grapevine has to offer by signing up for our [Visitor Guide](#)! See below for a list of things to do and see in Grapevine's Historic Downtown.

LAKE GRAPEVINE

With a sprawling 8,000 acres, Lake Grapevine is a center for boating, water-skiing, wind surfing, fishing and [camping](#). With a beautiful rolling shoreline and more than nine miles of wilderness [trails](#), Lake Grapevine is one of the finest [hiking and biking](#) destinations in the Dallas/Fort Worth area.

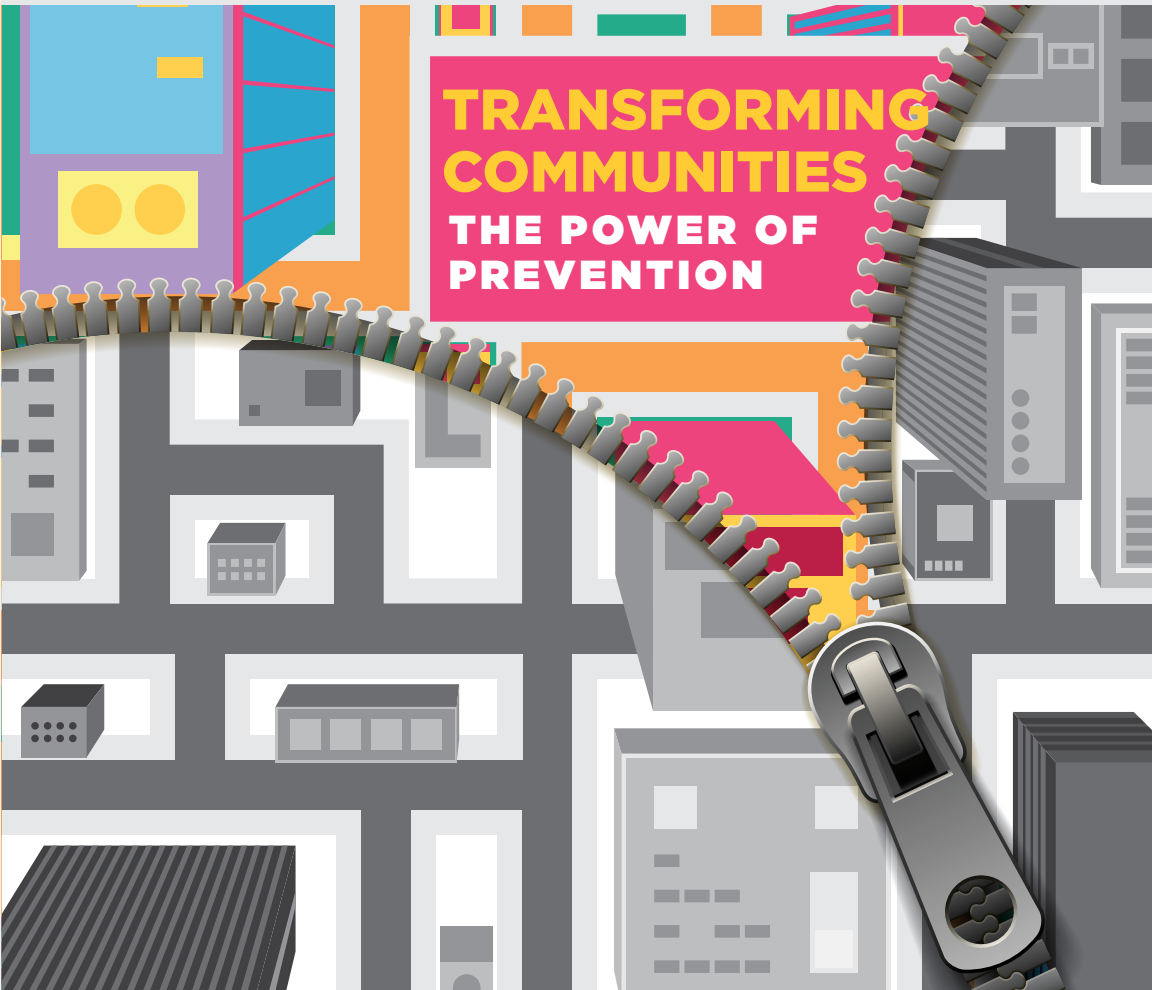
Located in the heart of Grapevine at Oak Grove Park, [Scott's Landing Marina](#) is the largest on the lake with easy access to the main body of Lake Grapevine. [Silver Lake Marina](#) is home to many Lake Grapevine charter companies including [Always Dreaming Sailing](#), [Black Watch Sailing Charters](#) and [Sam's Dock](#).

GETTING AROUND GRAPEVINE

The Grapevine Visitors Shuttle takes passengers to restaurants, shopping, and attractions from local hotels (like the Gaylord) throughout the day, seven days a week via a fixed route. The Green Route originates from the Gaylord Texan. For more information on routes, schedules and rate information visit www.cadca.org/myti2019/travel.

Mid-Year Training Institute

July 14–18, 2019 Gaylord Texan Hotel | Dallas, TX



 **CADCA**[®] Join the Conversation



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CADCA



CADCAorg



CADCAcoalitions

community.cadca.org



OUT OF STATE TRAVEL REQUEST



YUKON PUBLIC SCHOOLS
Office of Human Resources
600 Maple Street, Yukon, OK 73099 | 405 354 2587



This form must be submitted to the Board secretary by 12:00 p.m. on Wednesday, prior to the monthly Board of Education meeting regularly scheduled the first Monday of the month.

Full Name *

Donnieta Ray

School employee requesting trip.

Date of Request *

06/13/2019

Name of Organization, Grade *

AP Computer Science Principles (10-12)

Departure Date of Trip *

07/07/2019

Return Date of Trip *

07/11/2019

Departure Time *

3:00 pm

Departure Location *

Tishomingo

Number of Days *

5

Means of Transportation *

- Airline
- School Vehicle
- Private Vehicle

Number of Students
Participating *

0

Number of Parents/Guardians
Attending *

0

Age of Students *

0

Place, Purpose, and Nature of the Trip *

Place: AP Summer Institute Workshop TCU, Arlington Campus
Purpose: Make equitable access a guiding principle in your school's AP program
Prepare your students for success in college-level courses
Develop instructional approaches that align with the goals of AP
Identify the tasks and materials for which students might need more preparation
Draft a syllabus that meets the curricular requirements for the course
Successfully coordinate your schools' AP Exam administration

Nature of the Trip: AP Professional Development

COST ANALYSIS

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Registration Costs /PO
Number: *

575.00 Donna Morris

Lodging Cost/PO Number: *

110.00 per AP Activity

Transportation Costs/PO
Number: *

0

Airfare or Personal or District Vehicle

Per diem (meals, taxi/uber,
parking): *

2501.00 per AP activity

Cost of a Substitute: *

0

Will Participation Lead to Further Competition?

Yes

No

If Yes, Explain

Educational Benefits *

Make equitable access a guiding principle in your school's AP program
Prepare your students for success in college-level courses
Develop instructional approaches that align with the goals of AP
Identify the tasks and materials for which students might need more preparation
Draft a syllabus that meets the curricular requirements for the course
Successfully coordinate your schools' AP Exam administration

ATTACHMENTS

Upload Schedule of Events: 7_8 thru 7_11 AP CSP Workshop Itinerary.docx

Upload Itinerary: 7_8 thru 7_11 AP CSP Workshop Itinerary.docx

WORKFLOW

Attached Workflow

Out of State Travel Request






Current Status

Submitted

Submitted By

Donnieta Ray

Workflow Steps

- | | | |
|---|---|---|
|  | 1 | Signed by Donnieta Ray on 06/12/2019 at 09:06 AM
Signature: Donnieta R. Ray |
|  | 2 | Approval by Supervisor: Virginia Kesler + 5 |
|  | 3 | Review by Group: Superintendent's Office |
|  | 4 | TBD |
|  | 5 | Approval by William Simeroth |



Donnieta Ray

----DRAFT----

Out of State Travel Request

School employee requesting trip.

Full Name Akira McGuire
Date of Request 06/27/2019
Name of Organization, Grade IES
Departure Date of Trip 07/14/2019
Return Date of Trip 07/16/2019
Departure Time afternoon
Departure Location Dallas
Number of Days 3 days, 2 nights

Means of Transportation

- Airline
- School Vehicle
- Private Vehicle

Number of Students Participating 0
Number of Parents/Guardians Attending 0
Age of Students 0

Place, Purpose, and Nature of the Trip

PLTW training in Dallas, Texas. Teacher must attend training before gaining access to curriculum and resources from PLTW.

If booster club is paying an amount is required. If activity fund is being used, a PO number and amount is required.

Cost Analysis

Registration Costs /PO Number: PO is still being process. Money is coming from CIA budget 052

Lodging Cost/PO Number: PO is till being processed. Money is coming from CIA budget 052

Airfare or Personal or District Vehicle

Transportation Costs/PO Number: District Vehicle

Per diem (meals, taxi/uber, parking): PO is still being process. Money is coming from CIA budget 052

Cost of a Substitute: none-summer

Will Participation Lead to Further Competition?

- Yes
- No

If Yes, Explain

Educational Benefits

Teacher must attend training before being able to use PLTW curriculum.

Attachments:

Upload Schedule of Events: PLTW Launch Info 7:19 training.pdf

Upload Itinerary: PLTW Launch Info 7:19 training.pdf

Attached Workflow

Current Status

Workflow Steps

Out of State Travel Request

Submitted

- 1 Signed by Akira McGuire on 07/02/2019 at 11:42 AM STEM Teacher
Signature: Jason M. McDaniel - on behalf of employee w/o access to system yet
- 2 Approved by Amy Young on 07/02/2019 at 11:43 AM Principal
Comments: Approving on behalf of Amy Young & Desarae for Board Approval
- 3 Review Group:
- 4 TBD
- 5 Approval
- 6 Review Group:

[← Back to Search](#)

* Donna:
405-642-9846

Frisco Career and Technical Education Center and Lebanon Trail High School

5515 Ohio Drive Frisco, TX 75035



PLTW Solution Center

Phone: 877.335.PLTW (7589)

Email: SolutionCenter@pltw.org

PLTW is hosting Core Training at Frisco Career and Technical Education Center and Lebanon Trail High School for select PLTW Biomedical Science, Computer Science, Engineering, Gateway, and Launch courses.

PLTW Core Training takes place at the Frisco Career and Technical Education Center and Lebanon Trail High School in Frisco, Texas. Frisco is a fast-growing part of the Dallas-Fort Worth metro area, accessible to major airports with its own downtown, activities, and atmosphere. The Frisco ISD Career and Technical Education (CTE) Center is a state-of-the-art facility with real-world learning spaces for students in grades nine through twelve. The award-winning school draws visitors from throughout the state and nation, with international guests requesting tours as well. Located just down the street, Lebanon Trail High School opened in 2016 and also offers excellent spaces to facilitate collaborative, applied learning. In this district, students take introductory PLTW classes and all core classes at their home campus and attend the CTE Center for advanced courses.

If you are attending Core Training between June 3-7, or July 8-19, you'll be at the Frisco CTE Center.

July 15-16TH

If you are attending Core Training from June 17-28, you'll be at Lebanon Trail High School.

Training Schedule

Please refer to the 2019 Core Training Schedule to review the time frame for each course.

Starting in June 2019, we're pleased to offer standard pricing for all PLTW Core Training sessions. The tuition fee covers access to all training materials; course facilitation and support by expert Master Teachers; lunch, snacks, and drinks; PLTW-branded swag; an embedded business and industry experience designed to connect what you learn in the classroom to careers; and the PLTW Training Guarantee (new for 2019).

Travel, accommodations, and dinner are not included in the tuition fee, and prices for these items will vary by hub.

Training Tuition Fee

Price

Daily Start & End Times

(Local Time)

PLTW Launch – Classroom Teacher	\$500	8am to 5pm
PLTW Launch – Lead Teacher	\$700	8am to 5pm
PLTW Gateway – 3-day	\$750	8am to 5pm
PLTW Gateway – 5-day	\$1,200	8am to 5pm
PLTW high school courses	\$2,400	8am to 5pm (class ends at 12pm on the final day)

Planning Your Investment

When you register for Core Training in myPLTW, you will need to provide a credit card or purchase order to secure, and pay for, your Core Training seat and any add-ons like on-campus housing and parking. Use this **INVESTMENT TOOL** to plan for your 2019 Core Training experience at this venue and secure any advance approvals.

We're excited to offer all PLTW Core Training participants at hub locations an opportunity to engage in a business and industry experience, where they can see firsthand what challenges businesses are solving and how industry values PLTW students' knowledge, skills, and experiences. PLTW Teachers can take their insights, lessons, and inspiration back to the classroom to inform their teaching and engage with local businesses to create inspiring career learning experiences for their students.

These Core Training industry experiences will take a variety of virtual and live formats, including:

- Behind-the-scenes looks at real problems solved by industry
- Interactive Q&As with business and industry professionals
- Facility tours and site visits

One key to a successful start to your Core Training experience is to arrive prepared with the hardware and software you need for your courses. Detailed information about the requirements for each course can be found [here](#). A few general tips to keep in mind include:

- Review the Technology Requirements specific to your course well in advance of your training.
- Work with your school or district's IT department to acquire the device(s) you need, whitelist the suggested websites, and install the software needed for the course.
- Request administrator rights to your device. If you need help troubleshooting issues during Core Training, this is critical to have in place so that problems can be solved on the ground. With no administrator rights, our team onsite or in the PLTW Solution Center will be limited in the help they can provide.

- Complete software tutorials in the prerequisite materials.

Your learning journey starts before your first meeting. To prepare you for the exciting challenge of Core Training, prerequisite training introduces you to Project Lead The Way and builds a foundation for the course you will be taking—providing an introduction to the learning experience, course tools, and additional resources that set you up for success. You must complete prerequisite training after you register and before you arrive for check-in.

Our goal during Core Training is to provide you with unparalleled, dynamic learning experiences. One way we do this is through the onsite support team of PLTW trained experts. You will interact with two types of onsite experts during Core Training – Master Teachers and Training Success Managers. PLTW Master Teachers are adult facilitation professionals and PLTW content experts; they are your go-to resource for anything related to PLTW curriculum and instruction. PLTW Training Success Managers serve as the daily onsite point-of-contact and event lead for Master Teacher, participants, the PLTW team, and Training Partner or venue staff; they are the go-to resource for any other questions you have about the training experience.

Training Success Manager



JOAN ENGLADE
McKinney, Texas
[More Info](#)



ERIN ENDORF
Frisco, Texas
[More Info](#)

Master Teachers

View the Master Teachers for this location.

Master Teachers

Check-in and orientation will give you an opportunity to get your bearings at the training venue, meet the training support staff and Master Teachers, ensure your technology is working, and learn more about PLTW and what to expect during the training experience.

Check-In Details

What happens during check-in?

[← Back to Search](#)

* Donna:
405-642-9846

Frisco Career and Technical Education Center and Lebanon Trail High School

5515 Ohio Drive Frisco, TX 75035



PLTW Solution Center

Phone: 877.335.PLTW (7589)

Email: SolutionCenter@pltw.org

PLTW is hosting Core Training at Frisco Career and Technical Education Center and Lebanon Trail High School for select PLTW Biomedical Science, Computer Science, Engineering, Gateway, and Launch courses.

PLTW Core Training takes place at the Frisco Career and Technical Education Center and Lebanon Trail High School in Frisco, Texas. Frisco is a fast-growing part of the Dallas-Fort Worth metro area, accessible to major airports with its own downtown, activities, and atmosphere. The Frisco ISD Career and Technical Education (CTE) Center is a state-of-the-art facility with real-world learning spaces for students in grades nine through twelve. The award-winning school draws visitors from throughout the state and nation, with international guests requesting tours as well. Located just down the street, Lebanon Trail High School opened in 2016 and also offers excellent spaces to facilitate collaborative, applied learning. In this district, students take introductory PLTW classes and all core classes at their home campus and attend the CTE Center for advanced courses.

If you are attending Core Training between June 3-7, or July 8-19, you'll be at the Frisco CTE Center.

July 15-16TH

If you are attending Core Training from June 17-28, you'll be at Lebanon Trail High School.

Training Schedule

Please refer to the 2019 Core Training Schedule to review the time frame for each course.

Starting in June 2019, we're pleased to offer standard pricing for all PLTW Core Training sessions. The tuition fee covers access to all training materials; course facilitation and support by expert Master Teachers; lunch, snacks, and drinks; PLTW-branded swag; an embedded business and industry experience designed to connect what you learn in the classroom to careers; and the PLTW Training Guarantee (new for 2019).

Travel, accommodations, and dinner are not included in the tuition fee, and prices for these items will vary by hub.

Training Tuition Fee

Price

Daily Start & End Times

(Local Time)

PLTW Launch – Classroom Teacher	\$500	8am to 5pm
PLTW Launch – Lead Teacher	\$700	8am to 5pm
PLTW Gateway – 3-day	\$750	8am to 5pm
PLTW Gateway – 5-day	\$1,200	8am to 5pm
PLTW high school courses	\$2,400	8am to 5pm (class ends at 12pm on the final day)

Planning Your Investment

When you register for Core Training in myPLTW, you will need to provide a credit card or purchase order to secure, and pay for, your Core Training seat and any add-ons like on-campus housing and parking. Use this **INVESTMENT TOOL** to plan for your 2019 Core Training experience at this venue and secure any advance approvals.

We're excited to offer all PLTW Core Training participants at hub locations an opportunity to engage in a business and industry experience, where they can see firsthand what challenges businesses are solving and how industry values PLTW students' knowledge, skills, and experiences. PLTW Teachers can take their insights, lessons, and inspiration back to the classroom to inform their teaching and engage with local businesses to create inspiring career learning experiences for their students.

These Core Training industry experiences will take a variety of virtual and live formats, including:

- Behind-the-scenes looks at real problems solved by industry
- Interactive Q&As with business and industry professionals
- Facility tours and site visits

One key to a successful start to your Core Training experience is to arrive prepared with the hardware and software you need for your courses. Detailed information about the requirements for each course can be found [here](#). A few general tips to keep in mind include:

- Review the Technology Requirements specific to your course well in advance of your training.
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Master Teachers

View the Master Teachers for this location.

Master Teachers

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Check-In Details

What happens during check-in?

Gary Miller Canadian County Children's Juvenile Justice Center
7905 E. Highway 66
El Reno, Oklahoma 73036
(405) 264-5549

June 3, 2019

Yukon Public Schools,

Enclosed is your contract to continue Alternative Education services at CCEC for the 2019-2020 school year. **Please have your board president and board clerk sign then return to me at the address, above as soon as possible.** Once

received, I will forward your contract to the County Commissioners for their approval and signatures then mail you a finalized copy for your files.

Please let me know if you have any questions. Thanks again for partnering with us!

Sincerely,

Neil R. Womack
Director of Student Services
405.264.5549 office
405.640.1039 cell
E-mail: nwomack@ccjcok.org

Canadian County Education Center Contract **2019-2020 Fiscal Year**

Agreement entered into as of the 1st day of July, 2019, by and between Independent School District No. 09 I027 of Canadian County, Oklahoma, a/k/a **Yukon Public Schools** (herein referred to as YPS) and the **Board of County Commissioners of Canadian County, Oklahoma** (herein referred to as COUNTY) on behalf of the Canadian County Children's Justice Center (herein referred to as CCCJC).

WHEREAS, CCCJC is located within the boundaries of the El Reno Public Schools District (herein referred to as ERPS) who shall serve as the Lead Education Agency (herein referred to as LEA) for CCCJC's school programs.

WHEREAS, CCCJC includes an alternative education facility and school program called the Canadian County Education Center (herein referred to as CCEC) to be used for alternative education students who are in the 6th grade through the 12th grades from various school districts within Canadian County, Oklahoma.

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

1. CCEC Alternative Education Facility. The County through CCCJC will be responsible for the maintenance of CCEC. The CCCJC will be responsible for providing and maintaining all of CCEC's furnishings, equipment, materials, supplies, textbooks and teaching aides. CCEC will include five (5) classrooms, a commons area, appropriate office space, and access to CCCJC's gymnasium.
2. Education Facility Staff. The staff will consist of a principal and an appropriate number of teachers (estimated to be 6). The staff will be hired by the LEA subject to approval of CCCJC's Director(s) and Director of Student Services. The staff will be employees of the LEA and subject to all applicable policies of the LEA's Board of Education.
3. Staff Qualifications/Certification. The LEA will be responsible for hiring only those persons who have the qualifications and certification required by law to teach in or administrate an Alternative Education program.
4. Program Certification. The LEA and CCEC staff will, through joint efforts, take the steps necessary to obtain and maintain the necessary certification of the program.

5. CCCJC Alternative Education Programs. CCEC's Alternative Education program offered pursuant to this Agreement, will be separate from the Alternative Education services provided to juveniles enrolled in CCCJC's other school programs: Detention, Sanctions, and Fort Reno Adolescent Center. CCEC will meet the requirements developed by the Oklahoma State Department of Education for Alternative Schools.
6. CCEC Students. CCCJC Director(s) and Director of Student Services will establish and enforce CCEC student admission and enrollment criteria. CCEC will provide Alternative Education to qualifying students from school districts who have entered into a contract with the COUNTY for such Alternative Education services. Students in the sixth (6th) through twelfth (12th) grades will be eligible for referral.
7. Status of Students. YPS students who attend CCEC will remain students of YPS and will be subject to the applicable graduation requirements of the YPS district. YPS will be responsible for maintaining the records and submitting the reports required by state and/or federal law for YPS students enrolled in CCEC.
8. CCEC's Program Term. CCEC will provide Alternative Education services to YPS students on the days that the LEA is in session.
9. Number of Students. The number of students that CCEC is able to serve is limited. In order to insure availability, YPS agrees to send no more than 18 YPS students to CCEC at one time during the 2019-2020 school year. The CCEC will hold and reserve 18 slots or seats for YPS students during the 2019-2020 school year whether or not that many students attend CCEC. If additional students are in need of CCEC, additional slots may be purchased on a per diem basis, if available and approved by CCCJC's Director(s) and the Director of Student Services.
10. Payment. YPS payment to the COUNTY of \$3500.00 for each slot as designated in paragraph 9 hereinabove, will be waived for the 2019-2020 fiscal year.
11. Transportation of Students. During the academic year, YPS will be responsible for transportation of YPS students, if needed, to and from CCEC.
12. Terms of Agreement. This Agreement shall be effective from the date it is executed by the parties through the end of the 2019-2020 fiscal year on June 30, 2020. This Agreement may be renewed for subsequent fiscal years, upon mutual ratification of the parties of all terms, including any modifications of the provisions in paragraphs 9 and 10 hereinabove.

IN WITNESS THEREOF, YPS and the COUNTY have executed this Agreement on the day and year written above.

District Attorney

**BOARD OF EDUCATION OF INDEPENDENT DISTRICT
NO. 09-1027, CANADIAN COUNTY, OKLAHOMA
YUKON PUBLIC SCHOOLS
600 Maple
Yukon, Oklahoma 73099**

By: _____
Board President

Attest:

Board Clerk

**BOARD OF COUNTY COMMISSIONERS OF
CANADIAN COUNTY, OKLAHOMA**

By: _____
Dave Anderson , Chair & Commissioner

By: _____
Jack Stewart, Commissioner

By: _____
Marc Hader , Commissioner

Attest:

Sherry Murray, County Clerk

The following provides guidance on the calculations the SFAs can use in order to ensure they are in compliance with the requirements for School Year (SY) 2019-20. In addition, the SY 2019-20 Paid Lunch Equity (PLE) tools for the 48 contiguous States, Hawaii, Puerto Rico and Alaska are attached to the memorandum to assist SFAs make the required calculations.

SY 2019-20 Paid Lunch Equity Calculations

For SY 2019-20, SFAs which, on a weighted average, charged less than the target weighted average price of **\$3.00 (\$3.51 in Hawaii & Puerto Rico and \$4.87 in Alaska)** for paid lunches in SY 2018-19 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account. The amount per meal increase will be calculated using 2 percent rate increase plus the Consumer Price Index (2.68 percent), totaling **4.68**

SFAs are reminded that they must use their unrounded adjusted average paid lunch price requirement from SY 2018-19 when calculating the weighted average lunch price increase for SY 2019-20. For example, if the unrounded SY 2018-19 requirement was \$2.48 but the SFA opted to round down to \$2.45, the calculation of the SY 2019-20 requirement is

If an SFA raised its weighted average paid lunch price above the required amount in SY 2018-19, that excess paid lunch price increase may be subtracted from the total SY 2019-20 paid lunch price increase requirement. SFAs must keep sufficient records to document and carry forward the weighted average price calculations. Additionally, if an SFA did not raise its weighted average adjusted paid lunch price sufficiently to meet the required amount in SY 2018-19, the

Use of Non-Federal Sources Calculation

SFAs that choose to contribute non-Federal sources to the nonprofit school food service account in lieu of raising paid lunch prices must calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, the SFA determines the total number of paid reimbursable lunches claimed for the previous school year and multiplies that by the difference between the SY 2018-19 weighted average paid lunch price

Sources of Non-Federal Funds

Beginning in SY 2013-14, FNS expanded the definition of a non-Federal source to include all paid meals to help SFAs meet the PLE requirement and to acknowledge the continuing support by States and locals to improve access to and

Therefore, for SY 2019-20, SFAs may continue to count as a non-Federal source:

- 1. Per-meal non-Federal reimbursement for any paid meal (breakfast, lunch, etc.)**
- 2. Any funds provided by organizations for *any paid* meal**
- 3. Any proportion attributable to *paid meals* from direct payments made from school district funds to support lunch service**

Credit for Excess Non-federal Funds

If an SFA's SY 2018-19 estimate of the required contribution exceeded the actual level, that excess contribution may be subtracted from the total SY 2019-20 contribution requirement. Further, if the SY 2018-19 estimate was less than required, additional funds from non-Federal sources must be added. The non-Federal Calculator tab in the PLE Tool for determining the estimated amount of non-Federal source contributions will allow for making these calculations using the same rationale as used for paid lunch prices (i.e., credit any extra funds contributed and account for any shortfalls

SY 2019-20 PLE Tool

The first tab of the SY 2019-20 PLE Tool includes detailed instructions on how to use the tool and what information is needed to complete the appropriate calculations. It is recommended that each user print and read the instructions

To assist SFAs making these required PLE calculations, the attached SY 2019-20 PLE Tool makes the following

- Weighted average paid lunch price for SY 2018-19
- Required average weighted paid lunch price increase for SY 2019-20
- Required non-Federal source contribution required for SY 2019-20

The PLE Tool takes into account adjustments to paid lunch prices made by the SFA in SY 2018-19 to calculate any credit or shortfall

Additionally, the SY 2019-20 PLE Tool includes a feature that makes calculations for SFAs that wish to split the SY 2019-20

To use the attached SY 2019-20 PLE Tool. SFAs need the following information:

ALL SFAs need the following data to calculate the Weighted Average Price for SY 2019-20:

- SY 2018-19 Unrounded Price Requirement OR SY 2010-11 Weighted Average Price
- All paid lunch prices for October 2018
- Number of paid lunches served associated with each paid lunch price in October 2018

SFAs that have opted to contribute non-Federal sources also need:

- The total number of paid lunches served in SY 2017-2018
- The total dollar amount of **SY 2011-12**, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16, SY 2016-17, SY 2017-18 and SY 2018-19 non-Federal contribution

SFAs that wish to split the SY 2019-20 requirement by both raising paid lunch prices and contributing non-Federal sources will need all of the above information. Additionally, the PLE Tool includes a report that SFAs can use to track the information they will need to make their SY 2020-21 calculations. SFAs can print the report and keep it in their records.

March 2019

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SFA NAME:

Yukon Pu

School Year (SY) 2019-20 Paid Lunch Equi

Note: Users may want to print the instructions and use them as

The PLE Tool was created to help School Food Authorities (SFAs) calculate price increase requirement and/or non-Federal source contributions to non-Federal funds specified in 7 CFR 210.14(e). If the pricing requirements calculated by the PLE Tool are not met or are exceeded, the PLE Tool will also calculate any credits or deficits carried over into the next year. Note, the weighted average price is the weighted average of all student paid lunch prices charged in the school year.

TIPS:

- 1) Have last year's PLE Tool available for reference
- 2) Were credits carried over from last year?
- 3) Is the current weighted average paid lunch price above the requirement?
- 4) Only the tab(s) relevant to the SFA's selection of method to meet PLE requirement.
- 5) The \$0.10 cap does not mean that every SFA will raise the weighted average price of non-Federal funds. Depending on where the SFA is relative to meeting the requirement, the SFA may be required or the SFA may choose to contribute more than \$0.10.

For more information on amounts carried over please refer to FNS Policy Manual.

This version of the PLE Tool applies only to SY 2019-2020. A new version will be available for SY 2020-21.

The SY 2019-20 PLE Tool consists of 8 tabs:

Hyperlinks are also placed throughout the tool to navigate to the different methods. The method selected to meet the PLE requirement have to be completed.

- Tab 1: [Instructions](#)
- Tab 2: [Annual Unrounded Requirement Finder](#)
- Tab 3: [SY 2019-20 Price Calculator](#)
- Tab 4: [SY 2019-20 Non-Federal Calculator](#)
- Tab 5: [SY 2019-20 Split Calculator](#)
- Tab 6: [SY 2019-20 REPORT](#)
- Tab 7: [SY 18-19 Price Calculator](#)
- Tab 8: [SY 10-11 Price Calculator](#)
- Tab 9: [PLE Guidance](#)

* The tabs (SY 18-19 and SY 10-11 Price Calculators) are for use as needed.

Cells shaded this color designate data entry cells. The SFA must enter requirements

Only complete the tabs for the method used (raising prices, contributing non-Federal sou

SFAs need the following data to calculate the Weighted Average Price for

- 1.) SY 2018-19 Weighted Average Price
- 2.) SY 2010-11 Weighted Average Price, if the SY 2018-19 Weighted Average Price is not known
- 3.) All student paid lunch prices for October 2018
- 4.) Number of paid lunches served associated with each student paid lunch price

SFAs that opted to contribute non-Federal sources for SY 2019-20 need:

- 1.) SY 2010-11 Weighted Average Price, as needed
- 2.) SY 2018-19 Weighted Average Price (if different from SY 2010-11 Weighted Average Price)
- 3.) Total number of student paid lunches served in SY 2017-18
- 4.) The total dollar amount of non-Federal contributions through SY 2018-19

SY 2019-20 WEIGHTED AVERAGE PAID LUNCH PRICE CALCULATOR

These instructions are for SFAs increasing their weighted average price requirement

Step 1

Tab 2: [Annual Unrounded Requirement Finder](#)

- 1. Enter SY 2018-19 unrounded price requirement in the orange box.
If the SY 2018-19 unrounded price requirement is not known then use the unrounded price requirement from the SY 2018-19 PLE Tool. This figure sets the pricing requirements throughout the Tool and helps determine the weighted average price requirement that was calculated through the SY 2018-19 PLE Tool.

After calculating the SY 2019-20 weighted average price requirement for this tool, **here to go to SY 2019-20 Price Calculator "**

Step 2

Tab 3: [SY 2019-20 Price Adjustment Calculator](#)

The box at the top of this tab displays the SY 2019-20 Weighted Average Price Requirement.

To calculate the SY 2018-19 Weighted Average Price the SFA must:

- 1. Enter the student paid lunch count for October 2018 associated with each student paid lunch price in the **Student Paid Lunch Count** column.
- 2. Enter each student paid lunch price in the SFA (including all schools – including the SFA) in the **Paid Lunch Price** column.

Using the SY 2018-19 weighted average price, the tool calculates any additional weighted average price requirements and any amounts contributed by the SFA.

Tab 6: [SY 2019-20 REPORT](#)

This report is generated for use in the SY 2019-20 PLE tool and displayed forward (as determined on the SY 2019-20 Price Calculator)

Select the SY 2019-20 method used to ensure sufficient funding.

<OPTIONAL> Step 3

Pricing Estimation Calculator

After an SFA has calculated the SY 2019-20 average student paid lunch price, the Pricing Estimation Calculator can be used to determine how the SFA wants to distribute the price increase to reach the new average paid lunch price. To do this an SFA must:

1. Enter the student paid lunch count for October 2018 associated with the **Lunches** column.

2. Change individual student paid lunch prices until the average student paid lunch price requirement. This amount will appear in the **Weighted**

SFAs have the flexibility to raise individual student prices using many different methods. The average student price equals the new SY 2019-20 required level.

[Go to SY 2018-19 Price Calculator](#)

SY 2019-20 NON-FEDERAL SOURCE CONTRIBUTION CALCULATOR

Step 1

Tab 2: [Annual Unrounded Requirement Finder](#)

1. Enter SY 2018-19 unrounded price requirement in the orange box.

If the SY 2018-19 unrounded price requirement is not known then use the

This figure sets the pricing requirements throughout the PLE Tool and the figure was calculated through the SY 2018-19 PLE Tool.

After calculating the SY 2019-20 weighted average price requirement for Calculator tab

Step 2

Tab 4: [SY 2019-20 NonFederal Calculator](#)

The box at the top of this tab displays the SY2018-19 Weighted Average

SY 2019-20 Non-Federal Source Contribution Requirement

1.) Enter the current weighted average student paid lunch price.

This price may be the same as the SY 2018-19 weighted average price determined if the SFA did not raise the weighted average price in SY 2018-19. To determine the SY2018-2019 Price Calculator tab.

2.) Enter the student paid lunch count for the entire 2017-18 School Year in the orange **Annual # of Paid Lunches** box in the Non-Federal Source Contribution for SY 2019-20.

The Tool will calculate the annual non-Federal source contribution for the applicable

2.) Enter the amount of **Non-Federal Source Funds Contributed for SY 2018-19** in the orange box labeled as such.

Based on the actual amount contributed for SY 2018-19, the tool calculates:

- Remaining Annual Non-Federal Source Contribution for SY 20
- Remaining Annual Non-Federal Source Contribution carried forward
- Remaining Credit carried forward to SY 2020-21

Tab 6: [SY 2019-20 REPORT](#)

This report is generated for use in the SY 2020-21 PLE tool and displays

forward determined on the SY 2019-20 Price Calculator

Select the SY 2019-20 method used to ensure sufficient f

SY 2019-20 Split Calculator

This tab is for those SFAs wishing to split their requirement by both raising prices non-Federal sources

Step 1

Tab 2: [Annual Unrounded Requirement Finder](#)

1. Enter SY 2018-19 unrounded price requirement in the orange box.

If the SY 2018-19 unrounded price requirement is not known then use the

After calculating the SY 2019-20 weighted average price requirement for

go to SY 2019-20 Split Calculator "

Step 2

Tab 5: [SY 2019-20 Split Calculator](#)

The box at the top of this tab displays the SY 2019-20 Weighted Average Price Re

To calculate the SY 2018-19 Weighted Average Price the SFA must:

1. Enter the student paid lunch count for October 2018 associated with e
Lunches column.

2. Enter each student paid lunch price in the SFA (including all schools –
Paid Lunch Price column.

*Using the SY 2018-19 weighted average price, the tool calculates any a
average price requirements and any amounts cc*

Step 3

1. Enter the weighted average price the SFA plans to charge for student p

Step 4

To calculate the remaining amount of non-Federal sources contributions

1.) Enter the student paid lunch count for the entire 2017-2018 School Ye
orange **Annual # of Paid Lunches** box in the Non-Federal Source Contribu
for SY 2019-20.

2.) Enter the actual amount of the non-Federal source contribution in the
labeled **Amount of Non-Federal Source Funds Contributed from SY 2011**

Based on the actual amount contributed for SY 2018-19, the tool calculat

- Remaining Annual Non-Federal Source Contribution for SY 20
- Remaining Annual Non-Federal Source Contribution carried fo
- Remaining Credit carried forward to SY 2020-21

Tab 6: [SY 2019-20 REPORT](#)

This report is generated for use in the SY 2019-20 PLE tool and display
forward determined on the SY 2018-2019 Price Calculator

Select the SY 2019-20 method used to ensure sufficient f

SFAs may use optional tabs 7 and 8 to make calculations from p

Public Schools

ity (PLE) Tool Instructions

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oy Memo SP 39-2011 (revised)

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[culator](#)
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2 annual unrounded requirement finder

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SY 2019-20 with and will apply the \$0.10 cent cap if

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funds are provided for PAID lunches

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annual unrounded requirement finder.

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es the following:
19-20
orward to SY 2020-21

ys the SY 2018-2019 requirements and any amount carried

funds are provided for PAID lunches

previous years .

SFA NAME:	Yukon Public Schools
-----------	----------------------

Step 1	
Enter the SY 2018-19 Unrounded Price Requirement in the box below	SY 2019-20 Weighted Average Price Requirement
<i>This is found in Section 1: Box A of the SY 2018-19 REPORT from the SY 2018-19 tool or below (Price 2)</i>	Requirement price to the nearest cent
\$ 2.71	\$ 2.84
<i>Note: Above prices are based on adjusting SY 2018-19 price requirement by the 2% rate increase plus the Consumer Price Index (2.68%)</i>	

Complete if you do NOT know your SY 2018-19 Unrounded Price Requirement		
<u>Annual Unrounded Requirement Finder</u>		
Enter the SY 2010-11 Weighted Average Price below <i>** The weighted average price for SY 2010-11 is the weighted average of all paid lunch prices charged in the SFA</i>		
SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2017-18 Requirement price to the nearest cent	Price 2: SY 2018-19 Requirement price to the nearest cent
	\$ -	\$ -
If you do not know your SY2010-2011 Weighted Average Price CLICK HERE		
<i>Note: The SY 2018-19 requirement is based on price increase requirements from SY 2011-12 through SY 2018-19.</i>		

Use the links below to go to the next step:

Click here to go to SY 2019-20 Price Calculator
Click here to go to SY 2019-20 Non-Federal Source Calculator
Click here to go to SY 2019-20 Split Calculator
Go to Instructions

Note: This tool is created to allow the user to only enter the weighted average price. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

SY 2019-20 Price Adjustment Calculator

[Go to Instructions](#)

SY 2019-20 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.84	\$ 2.80
<i>Note: Above prices are based on adjusting SY 2018-19 price requirement by the 2% rate increase plus the Consumer Price Index (2.68%)</i>	

SY 2018-19 Weighted Average Price Calculator				
Enter the paid prices and number of paid lunches sold at each price for October 2018 .				
#	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2018-19 Weighted Average Price
1.	6,747	\$ 2.75	\$ 18,554.25	
2.	10,123	\$ 2.75	\$ 27,838.25	
3.	23,679	\$ 2.50	\$ 59,197.50	
4.		\$ -	\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	40,549		\$ 105,590.00	\$ 2.60
<i>Note: SY 2018-19 Weighted Average Price equal to or above the target price of \$3.00 are compliant for SY 2019-20. \$3.00 is the difference between the Free and Paid reimbursement rates for SY 2018-19.</i>				

Total Price Increase for SY 2019-20
\$ 0.20

Required price increase for SY 2019-20 (with 10 cent cap)
\$ 2.70

Remaining increase carried forward to SY 2020-21
\$ 0.10

Remaining credit carried forward to SY 2020-21
\$ -

[Go to SY2019-20 Report](#)

Step 3 (Optional)

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
#	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	-		\$ -	\$ -

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. March 2019

SY 2019-20 Non-Federal Contribution Calculator

[Go to Instructions](#)

SY 2019-20 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price ROUNDED DOWN to nearest 5 cent
\$ 2.84	\$ 2.80
<i>Note: Above prices are based on adjusting SY 2018-19 price requirement by the 2% rate increase plus the Consumer Price Index (2.68%)</i>	

Current Weighted Average Paid Price	
Enter in the current weighted average paid lunch price. <i>Note: If SFA did not change the weighted average paid lunch price in SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16, SY 2016-17 or SY 2017-18 enter the SY 2010-11 weighted average price. Otherwise, click the link below.</i>	
\$ -	Click here to determine SY 2018-19 weighted average price

Non-Federal Source Contribution Calculator for SY 2019-20		
Enter the total paid lunch count (for all prices). ** Annual Non-Federal Source funds for SY 2019-20 are estimated based on the ACTUAL lunch count entered below		
Enter annual # of Paid Lunches for SY 2017-18**	TOTAL Price Increase for SY 2019-20	TOTAL SY 2019-20 Annual Non-Federal Source Contribution
	\$ 2.80	\$ -
<i>Note: Total price increase for SY 2019-20 is based on the difference between the weighted average price entered above and SY 2019-20 rounded DOWN requirement.</i>		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2018-19	Annual Non-Federal Source Contribution Requirement for SY 2019-20
	\$ -

Price Increase Requirement for SY 2019-20 (with \$0.10 cent cap)	SY 2019-20 Annual Non-Federal Source Contribution (with \$0.10 cent cap)
\$ 0.10	\$ -

Remaining Annual Non-Federal Source Contribution carried forward to SY 2020-21
\$ -

Remaining Credit carried forward to SY 2020-21
\$ -

[Go to SY 2019-20 REPORT](#)

Note: This tool is created to allow the user to only enter the annual number of paid lunches and the amount of non-Federal Source funds contributed for SY 2019-20. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect annual non-Federal source contribution. Users should not modify the tool's current functionality.

SFA NAME:

Yukon Public Schools

SY 2019-20 Split Price and Non-Federal Calculator

[Go to Instructions](#)

SY 2019-20 Weighted Average Price Requirement

Requirement price to the nearest cent

Optional price requirement
ROUNDED
DOWN to nearest 5 cent

\$ 2.84 \$ 2.80

Note: Above prices are based on adjusting SY 2018-19 price requirement by the 2% rate increase plus the Consumer Price Index (2.68%)

SY 2018-19 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for

October 2018.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2018-19 Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	-		\$ -	\$ -

Note: SY 2018-19 Weighted Average Price equal to or above \$3.00 are compliant for SY 2019-20. \$3.00 is the difference between the Free and Paid reimbursement rates for SY 2018-19.

Total Price Increase
for SY 2019-20

\$ -

Required price increase for SY 2019-20
(with \$0.10 cent cap)

\$ -

New Price Increase
<i>Enter the new price increase for SY 2019-20 to assist in meeting the requirement. See optional Pricing Estimation Calculator below if needed.</i>

--

Non-Federal Source Contribution Calculator for SY 2019-20		
Enter the total paid lunch count (for all prices). ** Annual Non-Federal Source funds for SY 2019-20 are estimated based on the ACTUAL lunch count entered below		
Enter annual # of Paid Lunches for SY 2017-18**	Total remaining required Price Increase	TOTAL SY 2019-20 Annual Non-Federal Source Contribution
	\$ -	\$ -
<i>Note: Total price increase for SY 2019-20 is based on the difference between the weighted average price entered above and SY 2019-20 rounded DOWN requirement.</i>		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2018-19	Annual Non-Federal Source Contribution Requirement for SY 2019-20
	\$ -

Price Increase Requirement for SY 2019-20 (with \$0.10 cent cap)	SY 2019-20 Annual Non-Federal Source Contribution (with \$0.10 cent cap)
\$ -	\$ -

Remaining Annual Non-Federal Source Contribution Requirement carried forward to SY 2020-21
\$ -

Remaining Credit carried forward to SY 2020-21
\$ -

March 2019

(Optional)

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	-		\$ -	\$ -

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

SFA NAME:	Yukon Public Schools
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SY 2019-20 Weighted Average Pricing Report

This report assists in tracking the pricing requirements and amounts carried forward for SY 2019-2020. Information on this report is used to determine the SY 2019-20 weighted average price requirements.

Please print and keep in records.

NOTE: If information is changed in the tool, the report contents will change.

Section 1: SY 2019-20 Weighted Average Paid Price Requirements

A. SY 2019-20 Weighted Average Price Requirement*: <small>*This price will be entered into the SY 2020-21 tool to determine the SY 2020-21 weighted average price requirements</small>	\$2.84
B. Optional Price ROUNDED DOWN to nearest \$0.05 cents:	\$2.80

Section 2: Amounts Carried Forward to SY 2020-21

Select the SY 2019-20 method used to ensure sufficient funds are provided for PAID Lunches

Average Weighted Price Adjustments

A. Remaining increase carried forward to SY 2020-21:	
B. Remaining credit carried forward to SY 2020-21:	
Enter in the new average weighted price for SY 2019-20:	\$0.00

Non-Federal Source Contributions

C. Remaining Annual Non-Federal Source Contribution carried forward to SY 2020-21:	
D. Remaining Credit carried forward to SY 2020-21:	
Enter the amount of Non-Federal Source contributions for SY 2019-20:	

Enter Sources of Non-Federal Funds Contributed:
General Fund Transfer

Split Calculations

Both average weighted price adjustments and Non-Federal source contributions

E. Remaining Annual Non-Federal Source Contribution carried forward to SY 2020-21:	
F. Remaining Credit carried forward to SY 2020-21:	
Enter the amount of Non-Federal Source contributions for SY 2019-20:	
Enter the new average weighted price for SY 2019-20:	

SFA NAME:	Yukon Public Schools
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SY 2018-19 Weighted Average Price Calculator

Enter current prices and number of lunches sold at each price using **October 2018** data.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2018-19 Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	-		\$ -	\$ - is the SY 2018-19 Weighted Average Price

Enter this price in Step 1 in unrounded requirement finder tab

[Click to go back to SY 19-20 Non-Federal Calculator](#)

[Go to instructions](#)

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

March 2019

SFA NAME:	Yukon Public Schools
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SY 2010-2011 Weighted Average Price Calculator

Enter current prices and number of lunches sold at each price using **October 2010** data.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2010-11 Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	

TOTAL - \$ - \$ - **is the SY2010-2011 weighted average price**

Enter this price in the Unrounded Requirement Finder tab

[Click to go back to Unrounded Requirement Finder](#)

[Go to instructions](#)

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

**RESOLUTION OF Yukon Public School District #27
TO JOIN
THE OKLAHOMA SCHOOLS INSURANCE GROUP
(OSIG)**

WHEREAS, the Interlocal Cooperation Act, Title 74, Oklahoma Statutes, Section 1001 et seq., and Title 51, Oklahoma Statutes, Section 168(C), enable school districts to cooperate with each other to make the most efficient use of their powers and resources on the basis of mutual advantage; and,

WHEREAS, Yukon Public School District #27, desires to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and,

WHEREAS, the Oklahoma Schools Insurance Group ("OSIG") provides a basis for Yukon Public School District #27 to more economically obtain insurance coverage,

NOW, THEREFORE BE IT RESOLVED THAT, Yukon Public School District #27 joins with other school districts, which have formed the OKLAHOMA SCHOOLS INSURANCE GROUP("OSIG");

BE IT FURTHER RESOLVED THAT, in agreeing to become a member of OSIG, Yukon Public School District #27 agrees to adhere to and comply with the Bylaws, Plan Document, and claim-reporting procedures adopted by OSIG at all times Yukon Public School District #27 is a Member of OSIG; and

BE IT FURTHER RESOLVED THAT, by the adoption and signing of this resolution, Yukon Public School District #27 understands and agrees that school district members should be responsible for their own loss experience and will not be singly responsible for other members' losses.

Adopted by the Board of Education of Yukon Public School District #27, Canadian County, Oklahoma, on this day of June 3, 2019.

President, Board of Education

ATTEST:

Clerk, Board of Education

ITEM FOR INFORMATION
Board of Education Meeting
July 8, 2019

TOPIC: Renewal of Contract with BC Behavioral LLC and Yukon Public Schools

ADMINISTRATIVE RECOMMENDATION: The Administration recommends approval of a **Renewal** Contract between BC Behavioral LLC and Yukon Public Schools

RATIONALE FOR RECOMMENDATION: BC Behavioral LLC will provide therapeutic and consultation services in collaboration with the Yukon Special Services Department.

OPTIONS:

1. Approve the contract agreement with BC Behavioral LLC
2. Do not approve the contract agreement with BC Behavioral LLC

FISCAL NOTE: \$40,000 for the remainder of the ESY and the 2019-20 School Year

CONTACT PERSON: **Amy Beams, Executive Director of Educational Services**
Jalonda Bengs, Assistant Director of Special Services



CONTRACT AGREEMENT

WHEREAS, Yukon Public Schools has need for professional academic and behavioral consultation for [REDACTED]

WHEREAS, **Betsy Chen, BCBA** under **BC Behavioral LLC** will provide specialized services relating to the provision of educational and behavioral services for [REDACTED]

THEREFORE, in consideration of the mutual covenants set out below, the parties agree as follows:

BC Behavioral LLC agrees to:

1. Provide services that may include, but are not limited to the following:
review and study of educational/confidential/assessments records, participation in Individualized Education Program (IEP) meetings and other staffings, completion of forms/progress reports, classroom observations, coaching, consultation, direct intervention, progress monitoring of student programs (both at home and school environments to coordinated programs), evaluations, and professional development for school district staff, parents, and aides.
2. Submit statements of services performed

Yukon Public Schools agrees to:

3. Bills will be paid after approval at the school board meeting following the bill/invoice being received and processed.

ALLOWABLE COST AND PAYMENT

The fee for these services is agreed upon at:
Board Certified Behavior Analyst (BCBA) \$150.00 per hour
Behavioral Support Coach \$50.00 per hour
Lead Behavioral Coach \$75.00 per hour
Mileage \$0.58 per mile (BCBA only)

Sessions with [REDACTED] will consist of direct implementation with three behavioral coaches consisting of one lead behavioral coach and two behavioral support coaches, and will fade support if possible as behaviors decrease (anticipated fade to one lead behavior coach and one behavioral support coach mid to end of July 2019 if maladaptive behaviors are minimal).

The BCBA will be providing ample supervision throughout this period to ensure the safety of both [REDACTED] and the behavioral coaches as well as proper implementation of behavior plans, and will fade supervisions when appropriate.

SPECIAL PROVISIONS

The parties agree that **BC Behavioral LLC** staff are working under this contract as a private entity and are not employees of the school district and therefore not entitled to any employee benefits such as annual or sick leave, medical or life insurance, etc.

BC Behavioral LLC staff agree to comply with all State and Federal law and regulations that are applicable to this agreement.

TERMS OF CONTRACT AND RENEWAL

The term of this contract shall commence on July 1, 2019 and expire on June 30, 2020, unless earlier terminated or extended by either party on 30 days notice to the other party.

Approved by Yukon Public Schools on the 1st day
of July, 1919.

Amy Beams 6/27/19
Signature Date

Authorized LEA Representative

Amy Beams

Print

Authorized LEA Representative

Betsy Chen 6/27/19

Betsy Chen, BCBA
BC Behavioral LLC
3517 NW 164th Terrace
Edmond, OK 73013
Treatment Director

Date

ITEM FOR INFORMATION
Board of Education Meeting
July 8, 2019

TOPIC: Renewal Contract with My ASL Interpreting Services and Yukon Public Schools

ADMINISTRATIVE RECOMMENDATION: The Administration recommends approval of a **Renewal** contract between My ASL and Yukon Public Schools

RATIONALE FOR RECOMMENDATION: To provide interpreters for our Hearing Impaired student when our employed interpreters have to be absent.

OPTIONS:

1. Approve the contract with My ASL
2. Do not approve the contract with My ASL

FISCAL NOTE: Will not exceed \$45.00 per hour

CONTACT PERSON: **Amy Beams, Executive Director of Educational Services**
Jalonda Bengs, Assistant Director of Special Services



My ASL Interpreter, LLP. Interpreting Services Agreement

This Agreement is entered into this 15th day of July, 2019 by and between My ASL Interpreter, LLP., of PO Box 17545 Oklahoma City, OK 73136 and

Yukon Public Schools
(Your company name, hereafter referred to as "Company") of

600 Maple, Yukon, Ok. 73099
(address) in consideration of the mutual promises made herein.

Services to be Rendered by My ASL Interpreter, LLP.

In recognition of the special skills or training possessed by My ASL Interpreter, LLP., Company hereby engages My ASL Interpreter, LLP. to render the services as described below. My ASL Interpreter, LLP. is responsible for determining the method, details, and means of performing the Services.

My ASL Interpreter, LLP.'s agents shall fluently interpret American Sign Language to spoken English and spoken English to American Sign Language while using appropriate vocabulary related to disability issues in both English and in American Sign Language.

My ASL Interpreter, LLP. will provide sign language interpretation during group and individual activities to augment the service delivery of Company's staff. My ASL Interpreter, LLP. will be responsible to assist individuals with sign language interpretation during all facets of service delivery. The interpreter's primary role is to facilitate communication; any other duties requested by Company will be subject to the My ASL Interpreter, LLP.'s professional discretion.

Payment Terms/Compensation

Regular rate: 8:00 AM - 5:00 PM, Monday – Friday: \$45.00 per hour

After hour rate

5:00 PM - 8:00 AM, Monday – Friday, or weekends and non-federally observed holidays: \$65.00 per hour

After hour Emergency Services rate (for urgent needs outside of normal business hours)

5:00 PM - 8:00 AM, Monday – Friday and weekends: \$90.00 per hour

Federal Holiday rate

For assignments during all federal and federally observed holidays: \$125.00 per hour

Legal Settings regular rate

8:00 AM - 5:00 PM, Monday – Friday: \$70.00 per hour

Legal Settings after hour rate 5:00 PM-8:00 AM, Monday – Friday, or weekends and holidays:
\$80.00 per hour

Each assignment will automatically be billed an initial two (2) hour block of time at the appropriate hourly rate plus the appropriate administrative fee. The two hour minimum block of time will be charged on all assignments, per interpreter. The appropriate hourly rate will be billed for any booked time in excess of two hours, per interpreter.

Booked time is defined as the entire block of time that the Company is requesting an interpreter, at the appropriate rates. The booked time includes hours an interpreter has been requested, and travel time if necessary.

The two hour block of time fee does not automatically reserve two hours of the interpreter's time unless specifically requested by the Company. The interpreter will only be reserved for the amount of time the Company requests. The interpreter is not obligated to stay beyond the booked time. The interpreter will need to leave promptly at the requested ending time unless the interpreter is both available and agrees to stay beyond the original booked time.

“Short notice” is defined as non-emergency assignments when My ASL Interpreter, LLP is given notice of less than two (2) business days in advance (Monday – Friday, 8:00am to 5:00pm) will be billed an extra \$25.00 fee in addition to the regular \$20.00 administrative fee (e.g. an appointment at 2:00 pm for Monday would have to be scheduled by 2:00pm on the previous Thursday).

Administrative Fees:

Regular Rate and After Hour Rate assignments: \$20.00

Short Notice assignments including Emergency Rate: \$45.00

Holiday Rate assignments: \$60.00

Cancellation Policy:

Company agrees to pay the full amount of scheduled time if an assignment is cancelled with less than 48 business hours (Monday – Friday, 8:00am to 5:00pm) notice. The assignment must be cancelled within normal business hours or the full amount of the booked time plus administrative fees, per interpreter, will be charged.

The Company will be charged as a cancellation for any adjustment to the requested interpreting times made with less than 48 business hours' notice, and the new times will be treated as a new assignment with all the associated fees. If the interpreter arrives at the assignment and the client is a no-show or the interpreter finds the assignment has been cancelled upon arrival, the entire booked fee plus interpreter's mileage and travel expenses will be charged.

Mileage and Travel Time:

Company agrees to pay interpreters for travel time for assignments which require travel over 100 miles round trip. The time will be added to the total booked time of the assignment, therefore the entire block of time (requested assignment time plus travel time) will still be charged if services are cancelled with less than 48 hours notice. The Company will be billed for the appropriate hourly fee in addition to the actual mileage driven.

Actual mileage will be charged for each assignment, per interpreter. Mileage is based on the Internal Revenue Service Standard Mileage rate. Additionally, travel expenses such as tolls and parking will also be charged.

Quantity of Interpreters:

Assignments lasting over 1.5 hours in duration may require two interpreters working together as a team, due to the physical and logistical demands of the work. The Company will be billed for both interpreters for their entire booked time and expenses. My ASL Interpreter, LLP. will use professional judgment whether a team of interpreters are needed.

Billing:

My ASL Interpreter, LLP. agrees to submit an invoice no later than two (2) weeks after the services have been provided.

Company shall remit payment to My ASL Interpreter, LLP. within thirty (30) days of receipt of billing statement.

To facilitate payment, My ASL Interpreter, LLP. agrees to execute and update, as applicable, any necessary tax forms to Company before payment is to be made.

Workers Compensation:

My ASL Interpreter, LLP. recognizes that it is an independent contractor and therefore Company will not withhold any federal, state, or other taxes from any payments due under this contract. My ASL Interpreter, LLP. understands that payment of any and all taxes on monies earned through this Agreement are solely the responsibility of My ASL Interpreter, LLP., and Company's payment of funds under this Agreement will be reported to the Internal Revenue Service by Company if required by IRS Code and/or Regulation, via Form 1099.

Certification/Right to Work/Confidentiality:

The provision of Services by My ASL Interpreter, LLP. under this Agreement is premised on My ASL Interpreter, LLP.'s assurance of the necessary licenses, skills, education, experience, or training. My ASL Interpreter, LLP. and its interpreters agree to provide proof of certification required by the state in order to interpret in the appropriate settings.

Company reserves the right to request and receive adequate assurances of the above at any time during the duration of this Agreement, and My ASL Interpreter, LLP. agrees to provide said assurances promptly.

My ASL Interpreter, LLP. agrees that it has verified the legal right of each of its agents or employees to work in the United States.

All interpreters are required to keep all assignment related information confidential and abide by the RID/QAST Codes of Professional Conduct.

General Provisions:

Any notices to given under this Agreement may be effected either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date postmarked.

This Agreement supersedes any and all other agreements, whether oral or in writing, between the parties hereto with respect to the performance of services by My ASL Interpreter, LLP. for Company. The Agreement represents the full Agreement between the parties. Any modification of this Agreement will be effective only if it is in writing and signed by both parties. The Agreement shall be deemed to be drafted by both parties, should not be interpreted strictly for or against either party, and shall be construed in accordance with the laws of the State of Oklahoma. Any claim to enforce or interpret this Agreement shall be brought in any court with competent jurisdiction in Oklahoma County, Oklahoma.

Business Representative Signature

Date

Print name and title

My ASL Interpreter Signature

Date

Print name and title

Credit Card Authorization Form
Required to Schedule Interpreting Services

Company Info

Business Name:

Business Representative Name:

Name of Cardholder as it appears on the card:

Billing Address:

City, State, Zip Code:

Telephone #: 405-350-1341 Fax #: 405-265-1389

Billing Email:

Credit Card Info:

Visa _____ Master Card _____ Amex _____ Discover _____

Credit Card Number: _____

Exp. Date: _____

CSC Number: _____

(found on the front of Amex and on the back of Visa and Mastercard)

Preferred Method of Payment: P.O.

Send Invoice and charge card on file for balance _____

Send invoice for other form of payment

A credit card is required to be kept on file to book interpreting services. All invoicing is done electronically. Payment is due upon receipt of invoice, made payable to My ASL Interpreter, LLP. Per our Interpreting Agreement, invoices are due within 30 days of billing. The credit card on file will automatically be charged for all outstanding invoices over 15 days late. There will be a \$30.00 fee for returned checks. All credit card payments are subject to a 2.9% (of the invoice due) processing fee.

I hereby authorize My ASL Interpreter, LLP. to charge my purchase to the above credit card for the account listed above. I certify that I am the authorized cardholder of record and that I have full authority to make purchases on behalf of the account listed above. I agree to the policies outlined above and in the Interpreter Services agreement and realize that both are a binding contract.

Signature of Business Representative: _____

Date: _____

Printed Name: _____

My ASL Interpreter, LLP. Interpreting Services Agreement

This Agreement is entered into this 1st day of July, 2019 by and between My ASL Interpreter, LLP., of PO Box 17545 Oklahoma City, OK 73136 and

Yukon Public Schools

(Your company name, hereafter referred to as "Company") of

600 Maple, Yukon, Ok. 73099

(address) in consideration of the mutual promises made herein.

Services to be Rendered by My ASL Interpreter, LLP.

In recognition of the special skills or training possessed by My ASL Interpreter, LLP., Company hereby engages My ASL Interpreter, LLP. to render the services as described below. My ASL Interpreter, LLP. is responsible for determining the method, details, and means of performing the Services.

My ASL Interpreter, LLP.'s agents shall fluently interpret American Sign Language to spoken English and spoken English to American Sign Language while using appropriate vocabulary related to disability issues in both English and in American Sign Language.

My ASL Interpreter, LLP. will provide sign language interpretation during group and individual activities to augment the service delivery of Company's staff. My ASL Interpreter, LLP. will be responsible to assist individuals with sign language interpretation during all facets of service delivery. The interpreter's primary role is to facilitate communication; any other duties requested by Company will be subject to the My ASL Interpreter, LLP.'s professional discretion.

Payment Terms/Compensation

Regular rate: 8:00 AM - 5:00 PM, Monday – Friday: \$45.00 per hour

After hour rate

5:00 PM - 8:00 AM, Monday – Friday, or weekends and non-federally observed holidays: \$65.00 per hour

After hour Emergency Services rate (for urgent needs outside of normal business hours)

5:00 PM - 8:00 AM, Monday – Friday and weekends: \$90.00 per hour

Federal Holiday rate

For assignments during all federal and federally observed holidays: \$125.00 per hour

Legal Settings regular rate

8:00 AM - 5:00 PM, Monday – Friday: \$70.00 per hour

Legal Settings after hour rate 5:00 PM-8:00 AM, Monday – Friday, or weekends and holidays:
\$80.00 per hour

Each assignment will automatically be billed an initial two (2) hour block of time at the appropriate hourly rate plus the appropriate administrative fee. The two hour minimum block of time will be charged on all assignments, per interpreter. The appropriate hourly rate will be billed for any booked time in excess of two hours, per interpreter.

Booked time is defined as the entire block of time that the Company is requesting an interpreter, at the appropriate rates. The booked time includes hours an interpreter has been requested, and travel time if necessary.

The two hour block of time fee does not automatically reserve two hours of the interpreter's time unless specifically requested by the Company. The interpreter will only be reserved for the amount of time the Company requests. The interpreter is not obligated to stay beyond the booked time. The interpreter will need to leave promptly at the requested ending time unless the interpreter is both available and agrees to stay beyond the original booked time.

“Short notice” is defined as non-emergency assignments when My ASL Interpreter, LLP is given notice of less than two (2) business days in advance (Monday – Friday, 8:00am to 5:00pm) will be billed an extra \$25.00 fee in addition to the regular \$20.00 administrative fee (e.g. an appointment at 2:00 pm for Monday would have to be scheduled by 2:00pm on the previous Thursday).

Administrative Fees:

Regular Rate and After Hour Rate assignments: \$20.00

Short Notice assignments including Emergency Rate: \$45.00

Holiday Rate assignments: \$60.00

Cancellation Policy:

Company agrees to pay the full amount of scheduled time if an assignment is cancelled with less than 48 business hours (Monday – Friday, 8:00am to 5:00pm) notice. The assignment must be cancelled within normal business hours or the full amount of the booked time plus administrative fees, per interpreter, will be charged.

The Company will be charged as a cancellation for any adjustment to the requested interpreting times made with less than 48 business hours' notice, and the new times will be treated as a new assignment with all the associated fees. If the interpreter arrives at the assignment and the client is a no-show or the interpreter finds the assignment has been cancelled upon arrival, the entire booked fee plus interpreter's mileage and travel expenses will be charged.

Mileage and Travel Time:

Company agrees to pay interpreters for travel time for assignments which require travel over 100 miles round trip. The time will be added to the total booked time of the assignment, therefore the entire block of time (requested assignment time plus travel time) will still be charged if services are cancelled with less than 48 hours notice. The Company will be billed for the appropriate hourly fee in addition to the actual mileage driven.

Actual mileage will be charged for each assignment, per interpreter. Mileage is based on the Internal Revenue Service Standard Mileage rate. Additionally, travel expenses such as tolls and parking will also be charged.

Quantity of Interpreters:

Assignments lasting over 1.5 hours in duration may require two interpreters working together as a team, due to the physical and logistical demands of the work. The Company will be billed for both interpreters for their entire booked time and expenses. My ASL Interpreter, LLP. will use professional judgment whether a team of interpreters are needed.

Billing:

My ASL Interpreter, LLP. agrees to submit an invoice no later than two (2) weeks after the services have been provided.

Company shall remit payment to My ASL Interpreter, LLP. within thirty (30) days of receipt of billing statement.

To facilitate payment, My ASL Interpreter, LLP. agrees to execute and update, as applicable, any necessary tax forms to Company before payment is to be made.

Workers Compensation:

My ASL Interpreter, LLP. recognizes that it is an independent contractor and therefore Company will not withhold any federal, state, or other taxes from any payments due under this contract. My ASL Interpreter, LLP. understands that payment of any and all taxes on monies earned through this Agreement are solely the responsibility of My ASL Interpreter, LLP., and Company's payment of funds under this Agreement will be reported to the Internal Revenue Service by Company if required by IRS Code and/or Regulation, via Form 1099.

Certification/Right to Work/Confidentiality:

The provision of Services by My ASL Interpreter, LLP. under this Agreement is premised on My ASL Interpreter, LLP.'s assurance of the necessary licenses, skills, education, experience, or training. My ASL Interpreter, LLP. and its interpreters agree to provide proof of certification required by the state in order to interpret in the appropriate settings.

Company reserves the right to request and receive adequate assurances of the above at any time during the duration of this Agreement, and My ASL Interpreter, LLP. agrees to provide said assurances promptly.

My ASL Interpreter, LLP. agrees that it has verified the legal right of each of its agents or employees to work in the United States.

All interpreters are required to keep all assignment related information confidential and abide by the RID/QAST Codes of Professional Conduct.

General Provisions:

Any notices to be given under this Agreement may be effected either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date postmarked.

This Agreement supersedes any and all other agreements, whether oral or in writing, between the parties hereto with respect to the performance of services by My ASL Interpreter, LLP. for Company. The Agreement represents the full Agreement between the parties. Any modification of this Agreement will be effective only if it is in writing and signed by both parties. The Agreement shall be deemed to be drafted by both parties, should not be interpreted strictly for or against either party, and shall be construed in accordance with the laws of the State of Oklahoma. Any claim to enforce or interpret this Agreement shall be brought in any court with competent jurisdiction in Oklahoma County, Oklahoma.

Business Representative Signature

Date

Print name and title

My ASL Interpreter Signature

Date

Print name and title

Credit Card Authorization Form
Required to Schedule Interpreting Services

Company Info

Business Name:

Business Representative Name:

Name of Cardholder as it appears on the card:

Billing Address:

City, State, Zip Code:

Telephone #: _____ Fax #: _____

Billing Email:

Credit Card Info:

Visa _____ Master Card _____ Amex _____ Discover _____

Credit Card Number: _____

Exp. Date: _____

CSC Number: _____

(found on the front of Amex and on the back of Visa and Mastercard)

Preferred Method of Payment:

Send Invoice and charge card on file for balance _____

Send invoice for other form of payment P.O.

A credit card is required to be kept on file to book interpreting services. All invoicing is done electronically. Payment is due upon receipt of invoice, made payable to My ASL Interpreter, LLP. Per our Interpreting Agreement, invoices are due within 30 days of billing. The credit card on file will automatically be charged for all outstanding invoices over 15 days late. There will be a \$30.00 fee for returned checks. All credit card payments are subject to a 2.9% (of the invoice due) processing fee.

I hereby authorize My ASL Interpreter, LLP. to charge my purchase to the above credit card for the account listed above. I certify that I am the authorized cardholder of record and that I have full authority to make purchases on behalf of the account listed above. I agree to the policies outlined above and in the Interpreter Services agreement and realize that both are a binding contract.

Signature of Business Representative: _____

Date: _____

Printed Name: _____



Fwd: Surplus Bus

1 message

Tue, Jun 4, 2019 at 1:54 PM

Jim Fenrick <jim.fenrick@yukonps.com>
To: Deanne Rowe <deanne.rowe@yukonps.com>, Christy Clemons <christy.clemons@yukonps.com>
Cc: Kimberly Fowler <kim.fowler@yukonps.com>, Jason Brunk <Jason.Brunk@yukonps.com>

Deanne, I believe that you need this information for the board agenda.

Christy, remember to drop the insurance coverage on this bus if we are no longer putting it out on the road.

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

From: **Christy Clemons** <christy.clemons@yukonps.com>
Date: Fri, May 31, 2019 at 8:44 AM
Subject: Surplus Bus
To: Dayna Jones <dayna.jones@yukonps.com>, Jim Fenrick <jim.fenrick@yukonps.com>, Kim Fowler <kim.fowler@yukonps.com>

Hi Dayna and Jim,

We would like to add a bus to the surplus list. The information is as follows.

29 Sp. Ed. SURPLUS	Intl	2008	4DRBUAFM38B550883	4-40023	Intl	124172	3678611
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Happy Friday!

--
Christy Clemons
Director of Transportation
Yukon Public Schools

**** A Little Progress Each Day Adds Up To Big Results ****

--
Jim Fenrick
Chief Financial Officer
Business Office
Yukon Public Schools



Deanne Rowe <deanne.rowe@yukonps.com>

surplus items for July Board Meeting

2 messages

Donna McGee <Donna.McGee@yukonps.com>
To: Deanne Rowe <deanne.rowe@yukonps.com>

Wed, Jun 12, 2019 at 11:16 AM

Deanne,
13 Video Cameras no longer using them for testing purposes
5 testing kits Out of date
3 label programs out of date
1 cassette Recorder not working
1 Tele Capture Adapter out of date
Palm Pilot not sure if it works
2 Portable Printer not working

--

Donna McGee
Special Services
405 350-1341 ext 1005
fax 405 265-1389
donna.mcgee@yukonps.com

Deanne Rowe <deanne.rowe@yukonps.com>
To: Donna McGee <Donna.McGee@yukonps.com>

Wed, Jun 12, 2019 at 11:39 AM

Thanks!

D

[Quoted text hidden]

--



Deanne Rowe,
Executive Assistant to
Dr. W. J. Simeroth,
Superintendent

Yukon Public Schools
600 Maple Street
Yukon, OK 73099
Tel: 405-354-2587 x 1022
Fax: 405-354-4208

GENERAL SERVICE AGREEMENT

THIS GENERAL SERVICE AGREEMENT (the "Agreement") dated this 8th day of July, 2019

BETWEEN:

Yukon Public Schools, Yukon, Oklahoma
(the "Client")

- AND -

Omega Security Specialists, Inc of 5812 Shiloh Blvd, OKC, OK 73179
(the "Contractor").

BACKGROUND:

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

Services Provided

1. The Client hereby agrees to engage the Contractor to provide the Client with services (the "Services") consisting of:
 - Armed Security services at Yukon Public Schools, Yukon, Oklahoma.
2. The Services will also include any other tasks that the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

Term of Agreement

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement.
4. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide at least 30 days' notice to the other Party.
5. This Agreement may be terminated at any time by mutual agreement of the Parties.
6. Except as otherwise provided in this Agreement, the obligations of the Contractor will end upon the termination of this Agreement.

Performance

7. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Currency

8. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in US Dollars.

Compensation

9. For the services rendered by the Contractor as required by this Agreement, the Client will provide compensation (the "Compensation") to the Contractor at the rate of \$21.00 per hour. Security coverage shall be for 174 days at eight (8) hours per day regardless of school closing or early dismissal. Contractor will supply a minimum of seven (7) Security Officers.
10. In the event the Client requests additional coverage resulting in one or more Security Officers to exceed 40 hours of work in a week, the Client will provide compensation to the Contractor at the rate of \$31.50 per hour for each hour in addition to the 40 hours per said week.
11. Additional Staffing can be provided at the rate of \$21.00 per hour.

12. **Activities: Security Services will be available for after hours support at the rate of \$31.50 per hour.**
13. **The Compensation will be payable monthly on the 15th, while this Agreement is in force.**
14. **The Compensation as stated in this Agreement does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the Client in addition to the Compensation.**

Return of Property

15. **Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.**

Capacity/Independent Contractor

16. **In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.**

Notice

17. **All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:**
 - a. **Yukon Public Schools, Yukon, Oklahoma**
 - b. **Omega Security Specialists, Inc.
5812 Shiloh Blvd, Oklahoma City, Ok 73179**

or to such other address as any Party may from time to time notify the other.

Indemnification

18. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, stockholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, stockholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification shall survive the termination of this Agreement.

Insurance

19. The Contractor will be required to maintain general liability insurance including coverage for bodily injury and property damage at a level that would be considered reasonable in the industry of the Contractor based on the risk associated with the characteristics of this Agreement and only to the extent permitted by law. All insurance policies will remain materially unchanged for the duration of this Agreement.

Legal Expenses

20. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing Party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Modification of Agreement

21. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Time of the Essence

22. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Assignment

23. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

Entire Agreement

24. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Enurement

25. This Agreement will ensure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

Titles/Headings

26. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

Gender

27. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

28. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of Oklahoma, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

29. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

30. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this 8th day of July, 2019.

Yukon Public Schools (Client)

Per:  (SEAL)

Omega Security Specialists, Inc (Contractor)

Per:  (SEAL)

HEAD START CONTRACT

This agreement made and entered into on this 1st day of August, 2019 between BIG FIVE COMMUNITY SERVICES, INC., hereinafter called "Agency", and YUKON PUBLIC SCHOOL DISTRICT (Parkland Elementary), hereinafter called "Contractor":

WITNESSETH:

The effective date of this agreement shall be for a period commencing August 1, 2019 and ending at midnight May 31, 2020.

WHEREAS, the Agency is providing a Head Start Class and a State Department of Education one (1) 4-year old Pre-School Classroom in collaboration with the Yukon Public School District (Parkland) , a facility owned by the Yukon Public School District (Parkland); and **WHEREAS**, it is the desire of the Agency and the Contractor to agree to the sharing of certain expenses in connection therewith, **IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:**

1. The Contractor will pay the salary of one (1) Teacher for the 4-year old classroom in the amount of \$65,050.55 and one (1) Teacher Aide at \$20,483.63 including fringe. The Agency will reimburse the Contractor for one-half of the Teacher's salary in the 4-year old class in the amount of \$32,525.28 and one-half of the Teacher Aide's salary in the amount of \$10,241.82. Total personnel expenses paid by Contractor is \$85,534.18. Total personnel expense paid by the Agency will be \$42,767.09 to provide one (1) pre-school classroom of qualified students. The Agency will reimburse the Contractor a total of \$42,767.09 paid in equal payments of \$21,383.55 per semester. The Contractor is responsible for extended day services staff. Mileage for home visits will be reimbursed through the Agency paid directly to the staff filing the claim.

2. The Agency and the Contractor will ensure that the teaching staff fulfill all duties and responsibilities required by State and Federal Government, including the State Department of Education Guidelines, DHS State Licensing, and HHS Federal Performance Standards. The Agency Administrative Staff will monitor the operation of the classrooms periodically to ensure that the requirements are being met and maintained at all times.

3. The Contractor, through its School Lunch Program, shall provide meals consisting of breakfast, lunch and an afternoon supplement for all Head Start children. The Contractor will file and receive full reimbursement from CACFP for all Head Start children who are eligible for free or reduced price meals. For those children who are not eligible for free or reduced price meals, the Agency shall reimburse the Contractor for the cost of such meals. The Agency will likewise reimburse Contractor for the cost of all adult meals.

4. The Contractor agrees to furnish as Non-Federal In-Kind Contributions the following:

1,295 sq. ft. of classroom space at \$0.51 per sq. ft. or \$660.45 per month.

Water utility costs at the rate of \$ 100 per month.

2,000 sq. ft. of recreation space at \$0.25 per sq. ft or \$500 per month.

Copy machines and services at Parkland Elementary site at a rate of \$100 per month.

5. It is further agreed to by the Agency and the Contractor that the Yukon Public School District (Parkland) will furnish special services to the Big Five Head Start children, who are identified in need of special services, as set forth in the Cooperative Agreement which is attached hereto as Attachment "A" and made a part of this agreement. The Contractor and the Agency will abide by the Conditions for Collaboration Agreements which is Attachment "B" hereto.

6. According to Head Start Performance Standards, Part 1306, 1306.32(a)(3), for classes serving predominantly four and five year-old children, the average class size of that group of classes must be between 17-20 children, **with no more than 20 children enrolled in any one class.** This must be strictly adhered to by all parties and will be dependent upon State licensing requirement for space allocation for the number of children.

IN WITNESS WHEREOF, the Agency and the Contractor have executed this Agreement as of the date first written above.

CONTRACTOR

AGENCY

Superintendent

Early Childhood Division Director

YUKON PUBLIC SCHOOL

BIG FIVE COMMUNITY SERVICES, INC.

HEAD START PROGRAM

I. This Cooperative Agreement is entered into between the Yukon Public School District (Parkland), which is the Local Education Agency, and Big Five Community Services, Inc. Head Start Program.

II. Purpose of Agreement:

To cooperatively provide services for Head Start children in the Yukon Public School District (Parkland).

III. Agreement:

Yukon Public School District (Parkland) agrees to provide to Head Start the following:

1. Speech screening and report with follow-up therapy when indicated.
2. Report of Diagnosis, staffing, and I.E.P. on each Head Start child identified in need of special services.
3. Written notice of placement and I.E.P. meetings.
4. Dual enrollment with Head Start for children who qualify.
5. Periodic progress reports on Head Start children who receive special services.

Head Start agrees to:

1. Send to Yukon Public School District (Parkland) a list of the classroom sites, location, telephone numbers, and teaching staff.
2. Provide classroom average daily attendance to the Local Education Agency.
3. Head Start staff will refer children with disabilities throughout the year. All referrals will be made by the Disabilities Coordinator to the Local Education Agency.
4. Head Start staff will bring or notify parent to come to the placement decision and I.E.P. meetings at designated time.

Yukon Public School District (Parkland) and Big Five Community Services, Inc. agree:

1. This agreement will be in effect for the "2019-2020" school year.

2. Either party may terminate upon 30 days written notice.

Attachment "B"

CONDITIONS FOR COLLABORATION AGREEMENT

1. All Federal Performance Standard Requirements and State Licensing Regulations must be met and maintained for the Head Start Program to be in compliance at all times.
2. All Certified Teachers in Collaboration Classes must be made aware by the school administration that the Head Start Program is contracting with the School System for a portion of their time to perform the services to meet Head Start Guidelines. Classroom operation will be monitored by Head Start Specialists and the Head Start Director periodically to ensure that regulations and requirements are being met and Center Visit Reports from Head Start Specialists will be made. (These reports reflect the status of compliance of the center).
3. Locking file cabinets must be provided in each classroom and teaching staff must maintain confidentiality of records by keeping file cabinets locked at all times. Both teachers and aides must be involved in record keeping, including maintaining children's records. Only authorized staff is allowed access to files. Staff accessing children's files must sign cover sheet on file to ensure confidentiality. Any Public School records may be maintained as needed.
4. Teacher and Teacher Aide must be involved in supervising Learning Center Activities and Playground Activities.
5. All Head Start Forms address certain requirements; however, in some instances if the information is the same, only in different format, the school form may be used. The Head Start attendance form is not optional however, due to answering certain Social Service requirements by code on the form, such as checking on child with phone call, or visit.
6. Parent Involvement is a major component of the Head Start Program and is mandated by HHS. It is a program goal to have a volunteer every day in the classroom. It is in a compliance regulation to have a parent volunteer in every classroom at least one-half of the time. The volunteer is to be given meaningful tasks while volunteering. Parents are encouraged to volunteer one day a month or as much as possible. Volunteer Training is provided in September of each year. The Non-Federal Match for Federal Funds is generated through volunteer services, donated supplies, space, and transportation. If Federal Funds is not obtained, the program would have to pay the funds back at the rate of 4 to 1.
7. All Head Start Teachers and Aides (including certified Teachers on school payroll) must have awareness of the component plans and the plans must be adhered to in the classroom.

8. A Developmental Screening is administered twice a year and activities are planned to meet the developmental needs of the child.
9. There are two required Home Visits and two Parent Conferences made by the teaching staff to each child's home each year. The two Educational Visits must be made by the teaching staff. Family Advocates may make other visits to the home as needed. Parent Conferences in the classroom do not meet the requirement for Home Visits.
10. Head Start's positive discipline policies must be adopted by the school system for the Collaboration classes. Both Head Start and State Licensing regulations for positive guidance must be maintained even though schools may normally use other techniques. This must be thoroughly discussed when developing the collaboration.
11. Family Style Meals must be provided with staff eating with the children, and eating the same food. Head Start will pay for three adult meals per day: teacher, aide, and volunteer.
12. A telephone must be available in each classroom for Teachers to communicate with Head Start supervisors and parents. Head Start will provide the phone and monthly costs. Logs of all long distance calls will be maintained by staff. Staff will be encouraged to limit calls as much as possible so that supervision of children will not be compromised.
13. Parent meetings must be held monthly at the center to plan activities for the children to provide training for parents.
14. Teachers and other staff hired by the schools and on school payroll, who work in the collaboration classes must attend Head Start Pre-Service Training, regardless of when the public school starts. They also must attend other training throughout the year when scheduled.

Reference #	Transfer	Status	Student Last Name
11940521	OT	Approved Banner	Johnson
11937507	OT	Approved Banner	Baccus
11936135	OT	Approved Banner	Jernigan
11933843	OT	Approved Banner	Shafiq
11920543	OT	Denied Class Size	McCown
11863448	OT	Approved Banner	Plummer
11644535	OT	Approved Banner	Hunley
11644289	OT	Approved Banner	Smith
11642138	OT	Approved Banner	Breazeale
11944238	OT	Approved Riverside	Hardaway
11936335	OT	Approved Riverside	Hardaway
11919177	OT	Approved Riverside	Stalnaker
11871345	OT	Approved Banner	Hornberger

11673312	OT	Approved Senior	Shedeck
11841002	OT	Approved Sibling	Payan
11970061	OT	Approved Sibling	McGee
11970016	OT	Approved Sibling	McGee
11911480	OT	Approved Transition	Favela
11663006	OT	Approved Transition	Alexander
11858881	OT	Approved Transition	Driver
11668817	OT	Approved Transition	Suffield
11737331	OT	Approved Transition	Anderson
11951208	OT	Approved Transition	Cochran
11922004	OT	Approved Transition	Lester
11656073	OT	Approved Transition	Stone
11974973	OT	Approved Transition	Diaz
11847150	OT	Denied Class Size	McCool
11907786	OT	Denied Class Size	Russell Jr.
11966875	OT	Denied Class Size	Fry
11646693	OT	Denied Class Size	Weaver
11936202	OT	Denied Class Size	Allen
11936160	OT	Denied Class Size	Allen
11957555	OT-Apply for ET	Denied Class Size	Cochran
11957536	OT-Apply for ET	Denied Class Size	Cochran
11963233	OT	Denied Class Size	Harry
11904652	OT	Denied Class Size	Lane
11904634	OT	Denied Class Size	Lane
11888191	OT	Denied Class Size	Roberts
11973911	OT	Denied Class Size	Boyd
11971281	OT	Denied Class Size	COLBERT
11971273	OT	Denied Class Size	COLBERT
11970063	OT	Denied Class Size	Johnson

11882418 OT	Approved YPS Staff	Clanton
11882407 OT	Approved YPS Staff	Clanton
11731194 OT	Approved YPS Staff	Vestal
11706384 OT	Approved YPS Teacher	McCormick
11705225 OT	Approved YPS Teacher	Jones
11706843 OT	Approved YPS Teacher	Gentis
11655092 OT	Approved YPS Teacher	Cosgrove
11705330 OT	Approved YPS Teacher	Beaman
11917772 OT	Approved YPS Teacher	Redpath
11917766 OT	Approved YPS Teacher	Redpath
11843947 OT	Approved YPS Teacher	Holmes
11843922 OT	Approved YPS Teacher	Holmes
11828299 OT	Approved YPS Teacher	Tschetter
11795328 OT	Approved YPS Teacher	Osgood
11791417 OT	Approved YPS Teacher	Wood
11705460 OT	Approved YPS Teacher	Foster
11705187 OT	Approved YPS Teacher	Mann
11705146 OT	Approved YPS Teacher	Castleberry
11704970 OT	Approved YPS Teacher	Stennis
11907679 OT	Approved YPS Teacher	Seay
11791412 OT	Approved YPS Teacher	Wood
11791401 OT	Approved YPS Teacher	Wood
11965254 OT	Approved YPS Teacher	Wallin
11916605 OT	Approved YPS Teacher	Patric
11973831 OT	Approved YPS Staff	Morgan
11969518 OT	Approved YPS Teacher	Romero
11969505 OT	Approved YPS Teacher	Romero

Student First Name	Middle Name	DOB	Rec. School	Current
Nicholas	Darnell	07/08/2005	YHS	No
Keira		04/06/2012	Central	Yes
Mason	Earl	08/03/2007	YMS	Yes
Amala	Mashel	04/09/2005	YHS	No
Piper	Emelia Avalon	08/29/2012	Central	No
Kael	Brighton	06/04/2005	YHS	No
Kruizer	Boone	01/13/2004	YHS	Yes
Arin	Lillie	01/16/2004	YHS	Yes
Whitney	BreAnn	03/18/2002	YHS	Yes
Luke	A	04/03/2003	YHS	Yes
Julia	A	04/03/2003	YHS	Yes
Jadyn	Denae'	10/15/2004	YHS	No
Jack	Rydar	38393	YHS	No

Sophia	Fynnegan	02/13/2002	YHS	Yes
Brianna		02/05/2007	YMS	Yes
Xzavier		12/09/2009	IES	Yes
Lailah		08/22/2006	YMS	Yes
Tiffany		08/10/2003	YHS	Yes
Aiden	K	07/08/2004	YHS	Yes
Jacob	Tag	07/25/2002	YHS	Yes
Jackson	Spencer	10/05/2002	YHS	Yes
Cadance		01/03/2004	YHS	Yes
Caleb	Wade	07/30/2003	YHS	Yes
Austin		08/02/2002	YHS	Yes
Madison	Marie	12/27/2001	YHS	Yes
Reagan	Scott	08/29/2003	YHS	Yes
Raileigh	R	06/17/2003	YHS	No
Jarrold		12/14/2011	Surrey	No
Kelton		02/17/2009	LES	No
Emara	L	03/07/2006	YMS	No
Averyn	V	09/13/2002	YHS	Yes
Tracetin	V	09/09/2005	YMS	Yes
Emme	Grace	05/19/2009	IES	Yes
Brylee	Gayle	05/11/2009	IES	Yes
Seth	Allen	10/29/2002	YHS	No
Jalen	Lee	07/01/2008	YMS	No
Jordan	Lyric	07/01/2008	YMS	No
Isabell	Harper	04/26/2013	Central	Yes
JaMya	Pretto	11/08/2006	YMS	No
COURTLYNN	I	01/20/2011	IES	No
RICHARD	MASON	12/04/2004	YHS	No
Jeremiah		01/28/2013	Sheddeck	No

Kadynce	Rene	02/12/2008	YMS	Yes
Aubrey	Mckenna	10/08/2009	IES	Yes
Claire	Elizabeth	03/13/2015	Surrey	No
Tobyn	K	04/19/2014	Parkland	No
Taylor	Marie	10/06/2014	Central	Yes
Miller	Lea	05/20/2015	Sheddeck	No
Madison	Faith	03/13/2008	YMS	Yes
Kyper	Nicole	06/16/2015	Parkland	No
Adalyn	Noelle	02/22/2010	LES	Yes
Emily	Grace	11/17/2006	YMS	Yes
Addyson holmes	Marie	03/27/2014	Central	No
Keygan	Jack	04/09/2015	Central	No
Josiah	Don	07/08/2014	Parkland	No
Samuel	Titus Mckenzie	12/08/2014	Skyview	Yes
Jakelyn	E	01/20/2007	YMS	Yes
Oxley		03/11/2015	Parkland	No
Sawyer	James	04/26/2015	Skyview	No
Elliot	Burke	05/12/2019	Parkland	No
Jon	Charles	12/08/2014	Ranchwood	No
Kaleese	Mae'Ella	06/30/2012	Surrey	No
Skye	A	04/27/2009	LES	Yes
Winter	L	10/23/2013	Skyview	Yes
Jaxsen-Ray	Nakota	07/11/2011	Sheddeck	Yes
Maxwell		10/10/2014	Any/Other	No
Kamron		02/18/2006	YMS	No
Ryker	Lee	11/08/2014	Parkland	No
Contessa	Lee	09/30/2010	Parkland	Yes

Leaving Dist.	Grade	Parent/Guardian First	Home Phone	Street Address
Banner	9th	Veronique Johnson	4052043138	712 Villa Ave
Banner	2nd	Baccus	4052653510	1613 kingsgate ct
Banner	7th	Lugina Jernigan	4052499233	901 Cameron
Banner	9th	Pamala Shafiq	4053260178	16411 SW 25th Court
Banner	1st	Judson McCown	4052493434	505 Frisco Ridge Rd
Banner	9th	Valinda Plummer	405-664-3778	1801 Kingsgate Ter
Banner	9th	Staci Hunley	4056309058	15801 SW 26th St
Banner	9th	Carissa Smith	405-990-4123	17170 SW 15th St.
Banner	11th	Amye Breazeale	5809317838	516 Swingman Road
Riverside	11th	Julia Hardaway	4052498015	15988 W Hefner Rd
Riverside	11th	Julia Hardaway	4052498015	15988 W Hefner Rd
Riverside	9th	Heather Lehman	405-532-8153	16601 Buffalo way
Banner	9th	Maegen Wynn	4058500918	16820 Single Tree

Banner	12th	Scott Shedeck	4053061310	1901 Churchill Rd
OKC	7th	Dora Favela	405-920-9311	636 Se 32 street
Mustang	4th	Sarah McGee	4055689925	11501 SW 26th St
Mustang	8th	Sarah McGee	4055689925	11501 SW 26th St
OKC	11th	Dora Favela	405-920-9311	636 Se 32 street
El Reno	9th	ANGELA ALEXANDER	4056948548	16001 SW 29TH STREET
Mustang	11th	Kevin Driver	4052509956	11721 SW 21ST St
Mustang	11th	Alisha Suffield	405-229-7360	243 East Richmond Terrace
Piedmont	10th	Cheryl Martin-Mccoma	4052466673	13712 Stag Court
Piedmont	10th	Jamie Cochran	4055435620	8820 NW 120th
Piedmont	10th	Jennifer Lester	405-334-9013	2231 Silver Crossings Circle
Piedmont	12th	Damon Stone	4794593032	395 candice drive nw
PC	10th	Sarah Diaz	4054317086	7924 nw 12th street
OKC	9th	Tori McCool	9188398359	907 NE 16th Street
OKC	2nd	Elizabeth Edgemon	405-549-3716	6208 Braniff Drive
Mustang	5th	Adam Fry	9186711429	524 Glass Ave
Mustang	8th	Shamara Myers	4053125209	11501 SW 15TH
Piedmont	11th	Alexandra Wiedemann	4054127104	13635 Lacresta Dr
Piedmont	8th	Alexandra Wiedemann	4054127104	13635 Lacresta Dr
Piedmont	5th	Jamie Cochran	405-922-1232	8820 NW 120th
Piedmont	5th	Jamie Cochran	4059221232	8820 NW 120th
PC	11th	Goudie Rebekah	870-831-0715	8104 NW 30th Street
PC	6th	Maryanne Gentry	4057120570	11309 Davis Court
PC	6th	Maryanne Gentry	4057120570	11309 Davis Court
Mustang	1st	Christy Roberts	405 206 6718	313 Azalea Hill Drive
PC	8th	NaTasha Franklin-Boyd	405-568-5225	12100 Monarch Pass
Western Heights	3rd	JANUARY COLBERT	4055782997	8915 W. LAKEVIEW DRIVE
Western Heights	9th	JANUARY COLBERT	405-578-2997	8915 W. LAKEVIEW DRIVE
Banner	1st	Veronique Johnson	405-204-3138	712 villa ave

Mustang	6th	Robyn Clanton	405-365-5466	135 Hickory Hill Street
Mustang	4th	Robyn Clanton	405-365-5466	135 Hickory Hill Street
PC	Pre-K	Jonathan Vestal	4054768755	8813 Stoneleigh Ct
Banner	Pre-K	Andrya McCormick	405-612-2422	2420 FIELDS RD.
Bethany	Pre-K	Melissa McRae	4058374819	4804 N. Donald Ave
Mustang	Pre-K	Julie Gentis	405-410-6576	705 N. Chisholm Trail Way
Deer Creek	6th	Dana Cosgrove	4059900124	13331 N MacArthur Blvd 61
Mustang	Pre-K	RYAN A BEAMAN	4058535357	11309 CEDAR RIDGE RD
Mustang	4th	Kristin Redpath	(405) 501-3401	2624 Wayne Cutt Ave
Mustang	7th	Kristin Redpath	(405) 501-3401	2624 Wayne Cutt Ave
Mustang	KG	Brian holmes	14056256747	12011 SW 15TH TERRACE
Mustang	Pre-K	Brian holmes	14056256747	12011 SW 15TH TERRACE
Mustang	Pre-K	Ben Tschetter	4052455675	2022 Lankestar Way
Mustang	Pre-K	Talitha Osgood	4053544852	3505 Sadie Dr
Mustang	6th	Autumn Wood	405-385-4848	6815 S Cimarron Rd
Mustang	Pre-K	Dain Foster	4053139658	245 E. Atlanta Ter
Mustang	Pre-K	Shannon Mann	4054103875	12400 NW 4th St
Mustang	Pre-K	Garret and Binet Castle	5808192845	2704 Busheywood Drive
Mustang	Pre-K	Kellie M Stennis	4058203714	9912 Birkenhead Court
PC	2nd	Jameica Seay	918-685-1908	5816 NW 45th St
Riverside	4th	Autumn wood	405-385-4848	6815 S Cimarron Rd
Riverside	KG	Autumn wood	405-385-4848	6815 S Cimarron Rd
El Reno	2nd	Sara Wallin	405-625-6216	513 S. Miles Ave
Mustang	Pre-K	Alexis Patric	4057406373	1532 W. Agate Way
Mid Del	8th	Michael Morgan	4059734810	3121 Mockingbird Lane
Mustang	Pre-K	Melissa Romero	405-318-6742	424 Parsons Drive
Mustang	3rd	Melissa Romero	405-318-6742	424 Parsons Drive

APT #	City	State	Zip Code	Employee	Site
	Yukon	Oklahoma	73099	No	
	Yukon	Oklahoma	73099	No	
	Yukon	Oklahoma	73099	No	
	El Reno	Oklahoma	73036	No	
	Yukon	Oklahoma	73099	No	
	Yukon	Oklahoma	73099	No	
	El Reno	Oklahoma	73036	No	
	El Reno	Oklahoma	73036	No	
	Yukon	Oklahoma	73099	No	
	Yukon	Oklahoma	73099	No	
	Yukon	Oklahoma	73099	No	
	Yukon	Oklahoma	73099	No	
	El Reno	Oklahoma	73036	No	

	Yukon	Oklahoma	73099	No	
	Oklahoma City	Oklahoma	73109	No	
	Yukon	Oklahoma	73099	No	
	Yukon	Oklahoma	73099	No	
	Oklahoma City	Oklahoma	73109	No	
	EL RENO	Oklahoma	73036	No	
	Yukon	Oklahoma	73099	No	
	Mustang	Oklahoma	73064	No	
	Piedmont	Oklahoma	73078	No	
	OKC	Oklahoma	73162	No	
	Piedmont	Oklahoma	73078	No	
	piedmont	Oklahoma	73078	No	
Unit C	Oklahoma city	Oklahoma	73127	No	
	Oklahoma City	Oklahoma	73104	No	
	Oklahoma City	Oklahoma	73105	No	
	Yukon	Oklahoma	73099	No	
912	Yukon	Oklahoma	73099	No	
	Piedmont	Oklahoma	73078	No	
	Piedmont	Oklahoma	73078	No	
	OKC	Oklahoma	73162	No	
	OKC	Oklahoma	73162	No	
	Bethany	Oklahoma	73008	No	
	Oklahoma City	Oklahoma	73162	No	
	Oklahoma City	Oklahoma	73162	No	
	Yukon	Oklahoma	73099	No	
	Oklahoma City	Oklahoma	73162	No	
	OKLAHOMA CITY	Oklahoma	73127	No	
	OKLAHOMA CITY	Oklahoma	73127	No	
	yukon	Oklahoma	73099	No	

614	Yukon	Oklahoma	73099	Staff Member	Parkland
	Yukon	Oklahoma	73099	Staff Member	Parkland
	Oklahoma City	Oklahoma	73132	Staff Member	YHS
	EL RENO	Oklahoma	73036	Teacher	YMS
	Bethany	Oklahoma	73008	Teacher	Central
	MUSTANG	Oklahoma	73064	Teacher	Sheddeck
	Oklahoma City	Oklahoma	73142	Teacher	Skyview
	OKLAHOMA CITY	Oklahoma	73162	Teacher	YHS
	Yukon	Oklahoma	73099	Teacher	YMS
	Yukon	Oklahoma	73099	Teacher	YMS
	YUKON	Oklahoma	73099	Teacher	YMS
	YUKON	Oklahoma	73099	Teacher	YMS
	Yukon	Oklahoma	73099	Teacher	YMS
	Yukon	Oklahoma	73099	Teacher	Skyview
	Yukon	Oklahoma	73099	Teacher	Skyview
	Mustang	Oklahoma	73064	Teacher	YHS
	Yukon	Oklahoma	73099	Teacher	Lakeview
	Yukon	Oklahoma	73099	Teacher	YHS
	Yukon	Oklahoma	73099	Teacher	Ranchwood
	Warr Acres	Oklahoma	73122	Teacher	Surrey
	Yukon	Oklahoma	73099	Teacher	Skyview
	Yukon	Oklahoma	73099	Teacher	Skyview
	El Reno	Oklahoma	73036	Yes	
	Mustang	Oklahoma	73064	Yes	YMS
	Midwest City	Oklahoma	73110	Yes	YMS
	Yukon	Oklahoma	73099	Yes	
Yukon	Oklahoma	73099	Yes		



YUKON PUBLIC SCHOOLS

YUKON HIGH SCHOOL

1777 S. YUKON PARKWAY
YUKON, OKLAHOMA 73099

Yukon High School Activity Fund

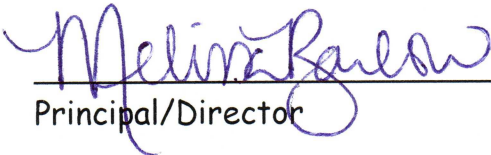
Date: July 1, 2019

Account Name: Partners Club - 967-001

Partners Club is currently a sub account of Student Council. Partners Club has grown and additional sponsors have been added. We would like to create a Partners Club account that would be its own account. This would allow for the additional sponsors to have access to the account. Current funds from 958-004 \$1370.45 would be transferred to the new account and 958-004 would be closed.

Revenue: Fundraiser, donations, fees

Expenditure: supplies, rentals, t-shirts, EOY & misc. expenses,
field trips, travel expenses



Principal/Director

Superintendent

Yukon Board of Education

Yukon Public Schools District I-27 Canadian County

Student Activities Summary Report

Fiscal Year: 2018-2019

From: 7/1/2018 To: 6/30/2019

Print Detail Type: Transactions & Encumbrance Page Break by Activity
 Level: Standard Exclude Encumbrances Reverse Signs Subtotal By Journal

Transaction Detail (Standard)	Requisition Number	PO/Ship Number	Description	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance	Journal	Amount												
958004 Partners Club - YHS				817.17	7,176.28	(6,623.00)	1,370.45		.00	1,370.45													
<table border="0" style="width: 100%; font-size: small;"> <tr> <td style="width: 15%;">Transaction Detail (Standard)</td> <td style="width: 15%;">Requisition Number</td> <td style="width: 15%;">PO/Ship Number</td> <td style="width: 45%;">Description</td> <td style="width: 10%;">Range Beg. Balance</td> <td style="width: 10%;">Range Revenue</td> <td style="width: 10%;">Range Expenditures</td> <td style="width: 10%;">Balance</td> <td style="width: 10%;">Encumbrances</td> <td style="width: 10%;">Available Balance</td> <td style="width: 10%;">Journal</td> <td style="width: 10%;">Amount</td> </tr> </table>												Transaction Detail (Standard)	Requisition Number	PO/Ship Number	Description	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance	Journal	Amount
Transaction Detail (Standard)	Requisition Number	PO/Ship Number	Description	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance	Journal	Amount												
04373	3138	963063	AP POSTING							Accounts Payable	-\$15.80												
070222	1185	961156	AP POSTING							Accounts Payable	-\$2,226.00												
070754	1185	961156	AP POSTING							Accounts Payable	-\$394.00												
07173	3138	963063	AP POSTING							Accounts Payable	-\$45.58												
072525	1185	961156	AP POSTING							Accounts Payable	-\$1,312.00												
09278-18-19	3138	963063	AP POSTING							Accounts Payable	-\$177.32												
111112369	0	0	DEPOSIT 9-27-18							Deposits	\$415.00												
111112373	0	0	DEPOSIT 10-3-18							Deposits	\$255.00												
111112381	0	0	DEPOSIT 10/15/18							Deposits	\$1,224.00												
111112388	0	0	DEPOSIT 10/30/18							Deposits	\$456.00												
111112397	0	0	DEPOSIT 11-13-18							Deposits	\$180.00												
111112401	0	0	DEPOSIT 11-19-18							Deposits	\$351.00												
111112401	0	0	DEPOSIT 11-19-18							Deposits	\$987.78												
111112405	0	0	DEPOSIT 11-28-18							Deposits	\$100.00												
111112408	0	0	DEPOSIT 12/4/18							Deposits	\$130.00												
111112410	0	0	DEPOSIT 12-10-18 Receipts 148 - 154							Deposits	\$112.00												
111112416	0	0	DEPOSIT 12-18-18 Receipts 180 - 185							Deposits	\$372.00												
111112431	0	0	DEPOSIT 2-12-19 Receipts 273 - 282							Deposits	\$20.00												
111112452	0	0	DEPOSIT 3-13-19 Receipts 405 - 410							Deposits	\$179.00												
111112464	0	0	DEPOSIT 4-5-19 Receipts 470 - 477							Deposits	\$180.00												
111112465	0	0	DEPOSIT 4-8-19 Receipts 478 - 487							Deposits	\$12.00												
111112481	0	0	DEPOSIT 4-8-19 Receipts 478 - 487							Deposits	\$217.50												
111112483	0	0	DEPOSIT 4-30-19 Receipts 575 - 583							Deposits	\$135.00												
111112486	0	0	DEPOSIT 5-8-19 Receipts 594 - 598							Deposits	\$1,080.00												
111112487	0	0	Deposit 5/13/19 Receipts 609 - 618							Deposits	\$250.00												
111112498	0	0	Deposit 5-16-19 Receipts 619 - 627							Deposits	\$470.00												
11J9MFWKVVXM	868	960824	AP POSTING							Accounts Payable	-\$50.00												
12-13-18	706	960767	AP POSTING							Accounts Payable	-\$30.95												
13106282	2661	962602	AP POSTING							Accounts Payable	-\$23.58												
144489	1148	961138	AP POSTING							Accounts Payable	-\$300.00												
14944	320	960319	AP POSTING							Accounts Payable	-\$70.00												
1F6L3JYCFGVG	868	960824	AP POSTING							Accounts Payable	-\$94.05												
235	3146	963101	AP POSTING							Accounts Payable	-\$27.47												
2795977840	706	960767	AP POSTING							Accounts Payable	-\$15.00												
696037792-01	3034	962960	AP POSTING							Accounts Payable	-\$257.09												
71079100	1185	961156	AP POSTING							Accounts Payable	-\$129.66												
71444100	1185	961156	AP POSTING							Accounts Payable	-\$416.00												
72272100	1185	961156	AP POSTING							Accounts Payable	-\$636.00												
YHS Shoaf	1880	961837	AP POSTING							Accounts Payable	-\$262.50												
YHS Shoaf	978	960959	AP POSTING							Accounts Payable	-\$120.00												
YHS Shoaf	978	960959	AP UN-POSTING							Accounts Payable	\$60.00												
Detail Total:											\$553.28												

Yukon Public Schools District I-27 Canadian County

Student Activities Summary Report

Fiscal Year: 2018-2019

From: 7/1/2018

To: 6/30/2019

Print Detail Type: Transactions & Encumbrance Page Break by Activity
 Level: Standard Exclude Encumbrances Reverse Signs Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
GRAND TOTALS	817.17	7,176.28	(6,623.00)	1,370.45	.00	1,370.45

End of Report



YUKON PUBLIC SCHOOLS

YUKON HIGH SCHOOL
1777 S. YUKON PARKWAY
YUKON, OKLAHOMA 73099

July 1, 2019

To: Yukon School Board

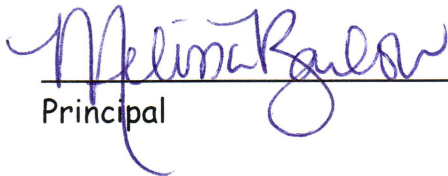
TRANSFER OF MONEY IN THE ACTIVITY FUND:

From: Yukon High School Acct# 953-001 Sign Language

To: Yukon High School Acct # 954-002 Special Athletes

Amount: 953-001 Sign Language \$2.00

Reason: "Club" account was created by a former teacher who is no longer at YHS. This club is not active and the account can be closed.


Principal

Superintendent

Board of Education

Yukon Public Schools District I-27 Canadian County

Fiscal Year: 2018-2019

Student Activities Summary Report

From: 7/1/2018 To: 8/31/2018

- Print Detail Level: Standard
- Exclude Encumbrances
- Page Break by Activity
- Reverse Signs
- Subtotal By Journal

Range Beg. Balance	Range Revenue	Range Expenditures	Range Balance	Encumbrances	Available Balance
2.00	.00	.00	2.00	.00	2.00

953001 American Sign Language - YHS

Class of 2018
 -
 -



YUKON PUBLIC SCHOOLS

YUKON HIGH SCHOOL
1777 S. YUKON PARKWAY
YUKON, OKLAHOMA 73099

July 1, 2019

To: Yukon School Board

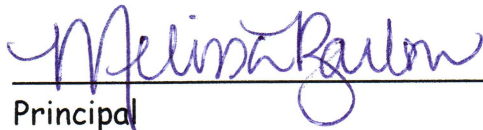
TRANSFER OF MONEY IN THE ACTIVITY FUND:

From: Yukon High School Acct# 939-001 Book Club

To: Yukon High School Acct # 941-001 Library

Amount: 939-001 Book Club \$2.79

Reason: "Club" account was created by Librarian at YHS. This club is not active due to lack of interest and the account can be closed.



Principal

Superintendent

Yukon Board of Education

Yukon Public Schools District I-27 Canadian County

Fiscal Year: 2018-2019

Student Activities Summary Report

From: 7/1/2018 To: 5/31/2019

939001 Book Club - YHS

<input checked="" type="checkbox"/> Print Detail	Type: Transactions & Encumbrance	<input type="checkbox"/> Exclude Encumbrances	<input checked="" type="checkbox"/> Reverse Signs	<input checked="" type="checkbox"/> Page Break by Activity	<input type="checkbox"/> Subtotal By Journal
Level: Standard					
Range Beg. Balance	2.79	Range Revenue	.00	Range Expenditures	.00
				Balance	2.79
				Encumbrances	.00
				Available Balance	2.79

*Move to Library
941-001*

for class?



YUKON PUBLIC SCHOOLS

YUKON HIGH SCHOOL
1777 S. YUKON PARKWAY
YUKON, OKLAHOMA 73099

July 1, 2019

To: Yukon School Board

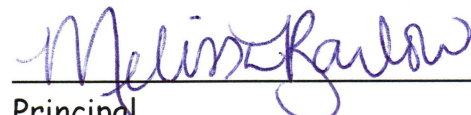
TRANSFER OF MONEY IN THE ACTIVITY FUND:

From: Yukon High School Acct# 968-001 Rugby

To: Yukon High School Acct # 951-001 PE

Amount: 968-001 Rugby \$4.54

Reason: "Club" account was created by a former teacher who is no longer at YHS. This club is not active and the account can be closed.



Principal

Superintendent

Board of Education

Yukon Public Schools District I-27 Canadian County

Student Activities Summary Report

Fiscal Year: 2018-2019

From: 7/1/2018 To: 8/31/2018

968001 Rugby Football Club - YHS

<input checked="" type="checkbox"/> Print Detail	Type: Transactions & Encumbrance	<input type="checkbox"/> Exclude Encumbrances	<input checked="" type="checkbox"/> Reverse Signs	<input checked="" type="checkbox"/> Page Break by Activity	<input type="checkbox"/> Subtotal By Journal
Level: Standard					
Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
4.54	.00	.00	4.54	.00	4.54

close

Activity PE

move to 951-001



YUKON PUBLIC SCHOOLS

YUKON HIGH SCHOOL
1777 S. YUKON PARKWAY
YUKON, OKLAHOMA 73099

Yukon High School Activity Fund

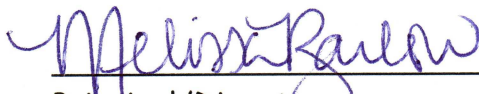
Date: July 1, 2019

Account Name: M.I.L.L. Week 963-001

M.I.L.L. Week is currently a sub account of Leadership. We would like to separate M.I.L.L. Week from Leadership as the sponsor has changed. Current funds from 962-002 \$ 2105.14 would be transferred to the new account 963-001 and 962-002 would be closed.

Revenue: Fundraiser, donations, fees, student services

Expenditure: Speakers, donations, fees, supplies, rentals, t-shirts,
misc. expenses.



Principal/Director

Superintendent

Yukon Board of Education

Yukon Public Schools District I-27 Canadian County

Fiscal Year: 2018-2019

Student Activities Summary Report

From: 7/1/2018 To: 6/30/2019

Print Detail Type: Transactions & Encumbrance Page Break by Activity
 Exclude Encumbrances Reverse Signs Subtotal By Journal

Transaction Detail (Standard)	Reference Number	Requisition Number	PO/Ship Number	Description	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance	Journal	Amount
962002 M.I.L.L. Week - YHS	004028	2681	072310	AP POSTING	1,051.31	32,677.23	(31,623.40)	2,105.14	.00	2,105.14	Accounts Payable	-\$139.46
		2500	962445	AP POSTING							Accounts Payable	-\$613.00
	111112438	0	0	DEPOSIT 2-21-19 Receipts 317 - 324							Deposits	\$526.93
	111112438	0	0	DEPOSIT 2-21-19 Receipts 317 - 324							Deposits	\$411.00
	111112441	0	0	DEPOSIT 2-26-19 #2 Receipts 340 - 344							Deposits	\$1,932.00
	111112441	0	0	DEPOSIT 2-26-19 #2 Receipts 340 - 344							Deposits	\$771.00
	111112447	0	0	DEPOSIT 3-08-19 Receipts 376 - 382							Deposits	\$764.69
	111112447	0	0	DEPOSIT 3-08-19 Receipts 376 - 382							Deposits	\$293.00
	111112451	0	0	DEPOSIT 3-12-19 Receipts 398 - 404							Deposits	\$4,668.00
	111112451	0	0	DEPOSIT 3-12-19 Receipts 398 - 404							Deposits	\$283.00
	111112453	0	0	DEPOSIT 3-12-19 Receipts 398 - 404							Deposits	\$945.00
	111112453	0	0	DEPOSIT 3-12-19 Receipts 398 - 404							Deposits	\$298.10
	111112454	0	0	DEPOSIT 3/14/19 Receipts 411 - 414							Deposits	\$498.90
	111112453	0	0	DEPOSIT 3/14/19 Receipts 411 - 414							Deposits	\$5,362.00
	111112454	0	0	DEPOSIT 3-15-19 Receipts 415 - 419							Deposits	\$110.00
	111112454	0	0	DEPOSIT 3-15-19 Receipts 415 - 419							Deposits	\$119.00
	111112454	0	0	DEPOSIT 3-15-19 Receipts 415 - 419							Deposits	\$1,280.85
	111112456	0	0	DEPOSIT 3-15-19 Receipts 425 - 426							Deposits	\$6,719.00
	111112457	0	0	DEPOSIT 3-16-19 Receipts 427 - 434							Deposits	\$107.20
	111112457	0	0	DEPOSIT 3-16-19 Receipts 427 - 434							Deposits	\$20.00
	111112458	0	0	DEPOSIT 3-18-19 Receipts 436 - 441							Deposits	\$830.94
	111112459	0	0	DEPOSIT 3-25-19 Receipts 442 - 444							Deposits	\$867.69
	111112460	0	0	DEPOSIT 3-26-19 Receipts 446 - 450							Deposits	\$1,418.81
	111112460	0	0	DEPOSIT 3-26-19 Receipts 446 - 450							Deposits	\$1,186.00
	111112462	0	0	Deposit 3-29-19 Receipts 458 - 459							Deposits	\$884.28
	111112465	0	0	Deposit 4-8-19 Receipts 478 - 487							Deposits	\$100.00
	111112475	0	0	Deposit 4-19-19 #2 Receipts 526 - 535							Deposits	\$60.00
	111112475	0	0	Deposit 4-19-19 #2 Receipts 526 - 535							Deposits	\$20.00
	111112475	0	0	Deposit 4-19-19 #2 Receipts 526 - 535							Deposits	\$1,003.36
	111112492	0	0	Mill Week Change Wars Receipts 683 - 687							Deposits	\$442.23
	111112493	0	0	Mill Week Change Wars Receipts 688 - 692							Deposits	\$454.94
	111112494	0	0	Mill Week Change Wars Receipts 693 - 694							Deposits	\$123.64
	111112501	0	0	Deposit Mill Week Change Wars Receipts 702 - 706							Deposits	\$99.88
	111112502	0	0	Deposit Mill Week Change Wars Receipts 707 - 711							Deposits	\$75.79
	2451249305	2625	962556	AP POSTING							Accounts Payable	-\$507.44
	570594	2680	962628	AP POSTING							Accounts Payable	-\$1,100.00
	71823100	2500	962445	AP POSTING							Accounts Payable	-\$221.50
	71824100	2500	962445	AP POSTING							Accounts Payable	-\$2,042.00
	Mill Week	3230	963166	AP POSTING							Accounts Payable	-\$27,000.00
Detail Total:											\$1,053.83	

Yukon Public Schools District I-27 Canadian County

Student Activities Summary Report

From: 7/1/2018 To: 6/30/2019

Fiscal Year: 2018-2019

Print Detail Type: Transactions & Encumbrance Page Break by Activity
 Level: Standard Exclude Encumbrances Reverse Signs Subtotal By Journal

Range Beg. Balance	1,051.31	Range Revenue	32,677.23	Range Expenditures	(31,623.40)	Range Balance	2,105.14	Encumbrances	.00	Available Balance	2,105.14
GRAND TOTALS											

End of Report

ITEM FOR INFORMATION
Board of Education Meeting
July 8 , 2019

TOPIC: Renewal Contract with Oklahoma Family Counseling Centers and Yukon Public Schools

ADMINISTRATIVE RECOMMENDATION: The Administration recommends approval of a contract between Oklahoma Family Counseling Centers and Yukon Public Schools

RATIONALE FOR RECOMMENDATION: The purpose of this agreement is Oklahoma Family Counseling Centers for the District to access services to day treatment, partial hospitalization, school-based mental health services and out-patient extended services. This center will be referred to as BRIDGES (**B**enefiting **R**egional **I**ndividuals, **D**elivering guidance, and **E**ducational **S**ervices). This will assist our students who need this type of treatment facility without them having to leave the district as well as a consistent transition back into our schools with the supports they need to be successful. The Oklahoma Family Counseling Centers will be providing other services for the District as outlined in the “Provider Shall” portion of the contract.

OPTIONS:

1. Approve the contract with Oklahoma Family Counseling Services
2. Do not approve the contract with Oklahoma Counseling Services

FISCAL NOTE: Not exceed \$ 38,000 (and any billing as stated in Item 9 and 10 under the “District Shall” portion of the contract

CONTACT PERSON: Amy Beams, Executive Director of Educational Services
Jalonda Bengs, Assistant Director of Special Services



SERVICE AGREEMENT

THIS SERVICE AGREEMENT ("Agreement") is entered into and dated this 27 day of May, 2019, by and between Independent School District No. 27 of Canadian County, a/k/a Yukon Public Schools, 600 Maple, Yukon, Oklahoma 73099 ("District") **AND** House of Healing, Inc., 7300 Britton Road NE El Reno, Oklahoma 73036 ("HOH"). District and HOH agree as follows:

- **Purpose:** HOH has the necessary qualifications, experience, equipment, and abilities to provide equine assisted activities to certain Alternative Education Students enrolled in District. District believes that its students will benefit from the services to be provided by HOH.
- **House of Healing Responsibilities:** HOH agrees to do the following:
 - Provide educational and equine assisted activities to designated District Alternative Education Students;
 - Provide training to District students selected for the Equine Experience Program;
 - Provide all horses and other required equipment in order for District's students to participate in the education, horseback riding, and other equine assisted activities, including but not limited to saddles, helmets, and any other necessary safety equipment;
 - Determine which students referred by District are appropriate for participation in the programs;
 - Conduct a morning session from 8:30 a.m. to 10:30a.m. and an afternoon session from 12:00 p.m. to 2:00 once a week, during school hours. Classes may be cancelled due to adverse weather conditions, instructor availability, damage to facilities or livestock illness/injury. If possible, notification for cancellation of classes should be made twenty-four (24) hours in advance, but no later than two hours prior to scheduled class time.
- **District's Responsibilities:** District agrees to do the following:
 - Identify students to participate in HOH Equine Experience Program.
 - Provide transportation to/from HOH for students and District staff participating in HOH's programs during school hours.
- **Term of Agreement:** The term of this Agreement shall begin on the date of this Agreement and will remain in full force and effect until the completion of District's school year and shall only be effective for days when school is in session. The parties may extend this Agreement by mutual written agreement for subsequent school year(s). In the event that either party wishes to terminate this Agreement, that party will be required to provide written notice to the other party at least ninety (90) days prior to the proposed date of termination. Except as otherwise provided in this Agreement, the obligations of HOH will terminate upon HOH ceasing to be engaged by District or the termination of this Agreement by District or HOH.
- **Student Disqualification:** Students may be disqualified from participation upon the mutual consent of both parties.

- **Compensation:** For the services rendered by HOH as required by this Agreement, District will pay to House of Healing, Inc. the following amounts: \$30.00 per student, HOH will offer 10 sessions during fall semester 2019 with 14 students and 10 sessions during spring 2020.
Total cost for 10 sessions \$4200
Total owed to House of Healing \$8400 In the event that District does not comply with the rates, amounts, or payment dates provided in the Agreement, HOH has the right to terminate agreement.
- **Capacity/Independent Contractor:** It is expressly agreed that HOH is acting as an independent contractor and not as an employee of District. HOH and the District acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. Neither of the parties shall have any right to obligate or bind the other, and neither party shall hold itself out to third parties as having any such right or any authority whatsoever to enter into contracts on behalf of the other. Each of the parties shall meet all of its obligations and responsibilities as an employer to its own employees under any applicable laws, including without limitation those pertaining to taxes, unemployment compensation, or insurance.
- **Notices:** All notices, requests, demands, or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the parties at the addresses listed above or to such other address as any party may from time to time designate.
- **Insurance:** HOH will be required to maintain general liability insurance including coverage for bodily injury and property damage at a level that would be considered reasonable in the industry of HOH based on the risk associated with characteristics of this Agreement. All insurance policies will remain materially unchanged for the duration of this Agreement. HOH shall furnish to district a Certificate of Liability Insurance upon request. The Certificate of Liability Insurance shall require at least ten (10) days' notice to District before cancellation of coverage for any reason. House of Healing will have a current background check on all employees, and volunteers that will be working with students in the program offered. HOH will provide District a copy of background check upon request.
- **Limitation of Liability:** It is understood and agreed that HOH will not be liable to the District, or any agent or associate of the District, for any mistake or error in judgment or for any act or omission done in good faith and believed to be within the scope of authority conferred or implied by this Agreement. The services provided by HOH shall be subject to the Oklahoma Livestock Activities Liability Limitation Act. All students (through their parent or guardian if appropriate) participating in HOH programs shall be required to sign a written statement indicating that they understand the limitation of liability and releasing District and HOH from liability in accordance with the Oklahoma Livestock Activities Liability Limitation Act.
- **Modification of Agreement:** Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will

only be binding if evidenced in writing signed by each party or an authorized representative of each party.

- **Assignment:** HOH will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of District.
- **Entire Agreement/Amendment:** This Agreement constitutes the entire agreement between the parties and may not be modified, changed, or varied except by a written instrument signed by the parties.
- **Construction:** This Agreement shall be interpreted and construed according to the laws of the State of Oklahoma, and venue for any action arising out of this Agreement shall be in Canadian County, Oklahoma. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.
- **Severability:** In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.
- **Waiver:** The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Approved:

House of Healing Equine Experience

Kathy Boeckman

Date: 05/27/2019

Kathy Boeckman CEO
(Print Name and Title)

Approved:

by Yukon Public Schools' Board of Education on ____ day of _____, 2019.

Yukon Public Schools

Superintendent

Date: _____

ENVIRONMENTAL HEALTH & SAFETY PLAN

YUKON PUBLIC
SCHOOLS

2019-2020





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Safety and Health Policy

The Yukon Public Schools, as a public employer, believes in the dignity and importance of the individual employee and his or her right to derive personal satisfaction from the job. The prevention of occupational injuries and illnesses is of such consequence to this belief that it will be given a top priority at all times.

We will establish and require an accident prevention program that emphasizes the integration of safety and health measures into each job task so that safety/health and job performance become inseparable. This will be accomplished through the cooperative efforts of managers, supervisors, and employees who will seek to obtain the lowest possible industrial accident rates. Safety orientation for new and transferred employees, timely and appropriate training, a management/employee safety committee, an active self-inspection program, proper mechanical guards and personal protective equipment will be some of the tools used to reduce work hazards.

Dr. Jason Simeroth
Superintendent

Lance Haggard
District Safety Officer

Mike Workman
Director of Maintenance

Yukon Public Schools

Employee Safety Assurance Program (ESAP) Policy

1. Summary

This document established the Employee Safety Assurance Program requirements for each site of Yukon Public Schools.

2. Policy

It is the policy of Yukon Public Schools to comply with the applicable regulations governing the safety of our employees and the protection of the environment. The minimum requirements for Yukon Public Schools are set forth in Section IV. In addition, each site will develop such specific policies and procedures as may be necessary for the safety and environmental hazards present in their facilities.

3. Responsibility

It will be the responsibility of the Site Manager/Supervisor of each site to establish and maintain the appropriate procedures and practices to achieve and maintain compliance. Each site will work with the District Safety Coordinator to ensure compliance.

4. Minimum Requirements

a. Employee Safety Assurance Program Training

Each site will be responsible for conducting training to a level necessary to satisfy legal requirements and to provide a safe environment for their employees. The District Safety Coordinator will facilitate this training. The records of such training will include as a minimum:

- i. Date and time of training
- ii. Names of trainees
- iii. Name of Trainer
- iv. Outline of training content

b. First Responder Safety Teams

Each site will establish First Responder Safety Teams to provide for the following conditions:

- i. Incipient fire response
- ii. Major fire response
- iii. Evacuation to the outside
- iv. Evacuation to designated shelter areas
- v. First Aid
- vi. Hazardous Material incidents

A sufficient number of employees will be trained to ensure coverage times of building occupancy.

c. Evacuation

Each site will establish procedures for safe and orderly evacuation in the event of a hazardous situation.

- i. Emergency exit routes must be identified.
- ii. Training on the procedures must be conducted and documented

- iii. Practice drills must be conducted at least annually.

Special procedures will be established for the needs of employees with mobility, visual, hearing impairment, or other special needs for movement to emergency shelter areas.

d. Emergency Shelter

Each site will establish procedures to ensure the safety of its employees in the event of such occurrences as severe weather or other natural disaster.

- i. Emergency shelter areas must be identified.
- ii. Training on the procedures must be conducted and documented.
- iii. Practice drills must be conducted at least annually.

Special procedures will be established for the needs of employees with mobility, visual, hearing impairment, or other special needs for movement to emergency shelter areas.

e. Material Safety Data Sheets and Chemical Inventory Lists

Each site will have Material Safety Data Sheets (MSDS) and Chemical Inventory Lists (CIL) for all materials used in its facility. Employees will be required to read the MSDS for any materials required for their jobs. Sufficient sets of MSDS sheets will be maintained in an accessible location to allow their use as necessary. The CIL is a listing of chemicals found in the MSDS book. The list should be alphabetized and new chemicals added as they are introduced to a worksite.

Minimum Equipment Lists

Each site will have an equipment list for the items required to respond to any hazards or incidents which may reasonably be anticipated in their workplace.

f. Protective Equipment

Where protective equipment is found to be required to ensure employee safety, the use of the equipment will be mandatory as a condition of employment. Proper training will be provided and documented. Such equipment will be maintained in good condition and inspected on a regular basis. Any applicable OSHA requirements for such equipment will be followed.

g. Safety Auditing

Each site will establish audit procedures to monitor the conditions of the workplace, equipment and compliance with their established procedures. Findings and corrective action will be documented. Checklists will be developed to facilitate these audits. Such audits will be accomplished as needed or required by law and/or policy.

h. Accident Investigation

Each accident resulting in an injury or hazardous condition will be analyzed to determine the root cause and action will be taken to prevent reoccurrence. This analysis and action will be documented. See Forms in Appendix D.

i. Government Agencies

It is the policy of Yukon Public Schools to cooperate fully with any audits or investigations by governmental authorities.

j. Unsafe Condition Reporting Process

If any employee believes an unsafe condition is present, they should first report the condition



to their supervisor. If they believe the condition persists, they may report the concern to the District Safety Coordinator. If, after a review by the district Safety Committee, the employee believes an unsafe condition persists, they shall have the right to report their concern to their Department Manager and/or Director. This action will be without prejudice to the employee.

Employee Acknowledgement of ESAP Policy

I acknowledge that I have received and become familiar with Yukon Public Schools' Employee Safety Assurance Program policy. I further acknowledge that maintaining a safe work environment is as much my obligation as it is that of Yukon Public Schools and that in fulfilling my responsibility as an employee, it is my duty to work in a safe manner and to bring to the attention of my management, practices and conditions which may not be safe. I understand that the terms and conditions set forth in the Yukon Public Schools ESAP policy are guidelines only which may be changed at any time with or without notice and does not constitute a contract between Yukon Public Schools and myself.

Signature

Date

Print Name

Department/School

Witness

Assignment of Responsibility

I. Safety Organization

A. District Safety Coordinator:

The District Safety Coordinator interprets, applies, and enforces Occupational Safety and Health Standards (OSHA) for all district personnel under authorization from the Superintendent and the Board of Education for Yukon Public Schools. The District Safety Coordinator acts in a supervisory capacity to help administer policy, to provide technical information, to help train and to supply program material to Site Administrators, Directors, Supervisors and Employees. In addition, responsibilities include making regular inspections of all facilities and providing documentation to Site Administrators, Directors, and Supervisors applicable to assure compliance to District, State, and Federal Mandates and programs.

All safety violations, unsafe equipment, unsafe conditions and conditions of housekeeping are recorded and made available to the District Safety Coordinator who in turn reviews existing violations with Site Administrators, Directors and Departmental Supervisors to expedite the prompt correction of the unsafe condition.

B. Safety Committee:

The Safety Committee includes the District Safety Coordinator, and designated staff from within the district. The Committee makes recommendations to the district, based on analysis of information received. Recommendations are proposed to appropriate Site Administrators or Directors for possible implementation on equipment or procedure changes. Agendas are filed for reference and copies distributed to applicable department heads.

C. Departmental Administrators:

Each site Administrator, Director and Supervisor is responsible for the safety of his/her department. Their responsibility requires that they continuously observe their department or site since conditions change and unsafe conditions can arise at any time. The Site Administrator, Director and Supervisor are responsible for good housekeeping and the enforcing of safety rules and regulations.

D. First Line Supervisors:

Department Heads and/or Lead Personnel are First Line Supervisors. Because they spend practically all their time working with employees, they can be one of the most important individuals to discover or identify unsafe conditions, equipment, or practices before they cause an accident to an employee. They are responsible to report such conditions to their Site Administrator, Director or Supervisor as soon as possible.

E. Staff Personnel:

Alert employees can help prevent accidents. The safety conscious employee will always look for conditions that may cause an injury to themselves or others. Each employee should inspect his/her workplace each day and report any hazardous conditions to their Site Administrator, Director or Supervisor.

When an individual becomes an employee of Yukon Public Schools, his or her safety is

paramount. Safety will take precedence over expediency and shortcuts. The individual has a right to expect that he/she will be provided a safe environment so he/she will be able to devote his or her energies to his/her work without possible harm to his/her life and health. Only under such circumstances can the relationship between employer and employee be mutually profitable and harmonious. It is Yukon Public Schools' desire to provide a safe workplace, safe equipment, proper materials and to establish and insist upon safe methods and practices at all times.

II. Training and Education

Yukon Public Schools is committed to ensuring a safe and healthy environment. Research and implementing the latest developments and most effective techniques in safety education will be a priority. In addition to quarterly and annual training, employees will receive periodic training on safety issues.

Training for employees will include:

- A. Developing and maintaining employee awareness and motivation.
- B. Departmental Safety meetings.
- C. Procedures outlined under identifying and Controlling Hazards, and other **safety procedures** that are **applicable** to each job classification.

III. Hazard Analysis

All accidents and injuries are to be investigated.

Supervisors are responsible for the primary investigation of all accidents and injuries occurring in their departments.

The District Safety Coordinator will make follow-up investigations or assist the Supervisor with primary investigations at their request.

Accidents and injuries will be periodically analyzed to identify trends or specific areas of concern.

Identifying and Controlling Hazards

Personal Protective Equipment:

There are three basic considerations in the area of Personal Protective Equipment (PPE):

1. Determine the need
2. Proper selection of equipment
3. Proper care and use of equipment

Items 1 and 2 are determined by Federal and State Regulations and standards and approval of Departmental Directors. Item 3 is both supervisory and employee responsibility.

PPE is required where administrative controls cannot be used or where and when engineering controls are not feasible.

Whenever it is necessary by reasons of hazards, PPE shall be provided or made available. It will be used and maintained in a sanitary and reliable condition.

Each employee is responsible for his or her PPE. When any PPE is lost, misplaced, or willfully damaged or abused by the employee, it will be the responsibility of the employee to compensate the district for the loss of the PPE.

Visitors or any personnel entering areas that could expose them to risk will be provided and required to wear PPE while in these areas. All visitors and unauthorized personnel must seek permission from the Site Administrator, Director, Supervisor, and/or Department Head prior to entering these areas.

Eye Protection:

Safety glasses, safety goggles, or safety face shields will be provided and used by all employees in the following areas:

- The mixing of any hazardous chemicals or substances.
- All work duties that have any possibility of debris or substances coming in contact with the eyes (Examples: changing ceiling tiles, weedeating, mowing, cutting wood or pipe, etc.).
- All persons performing light gas welding operations such as solder or torch brazing are required to wear goggles or spectacles with suitable filter lenses.
- Any employee performing a welding operation out of their workstation must position the portable work screen so as to protect other employees from the arc. The electric weld arc flash can burn the eyes and cause great discomfort.
-
- Safety face shields are provided where eye and face protection are required. A face shield is required when performing grinding operations or working with chemicals that are eye/skin irritants.
- Impact goggles should be worn under helmets to protect welders from flying particles when the hood is raised.
- All filter lenses and plates shall comply with ANSI Z87.1-1989 Practice For Occupational and Educational Eye and Face Protection.

Head Protection:

- Safety helmets or bump hats are required where falling or flying objects menaces a person's head. Safety helmets will be provided and required for employees and all visitors when in these areas.
- American National Standard Z89.1 1986 gives specifications for protective headgear.
- Welding helmets protect the eyes and face against splashes of molten metal and the radiation produced by arc welding. Helmets should have the proper filter glass to keep ultraviolet rays from harming the eyes.

Foot Protection:

- General: Employees will wear appropriate footwear determined by their job description analysis. It will be the responsibility of the employee to have proper footwear when reporting to work.
- Specific: Safety toe footwear shall meet the requirements and specifications. (American National Safety Standards Toe Footwear, ANSI Z41.1).

Hand, Finger, Arm Protection:

Protective equipment for arms, hands, and fingers are generally gloves, wristlets, and arm protectors

made of various materials designed to protect these extremities against cuts, scratches, bruises and burns. Supervisors should know which type of glove is best suited for a particular hazard. Gloves should be kept clean and inspected frequently.

- Metal mesh gloves: Protect against cuts or blows from sharp or rough objects.
- Rubber gloves: Used by electricians, they must be tested regularly for dielectric strength.
- Rubber, nitrile, vinyl, and neoprene gloves: Worn when working with chemicals and petroleum products.

Respiratory Equipment:

Each department, site, and/or area where respirators are utilized is required to have a written respiratory program. The respiratory program must include an explanation of why it is essential to wear the respiratory equipment and how it works and proper fitting, usage and maintenance procedures. The Safety Coordinator to each department will provide the respirator program. Department heads will be required to advise the Safety Coordinator where circumstances arise that required alterations, deletions or additions to the respiratory program.

Only respirators and filters approved by the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA) are acceptable. A NIOSH-MSHA approved respirator is assigned an approval number prefixed by the letters TC, indicating that it has been tested and certified for the air contaminant at the concentration stated.

Procedures Governing the selection and use of respirators: Supervisors and Workers shall be instructed in the proper selection, use and maintenance of respirators. See Appendix D.

MATERIALS HANDLING AND STORAGE

A. Manual Handling and Lifting of Materials

Accidents that occur while manually handling materials are primarily the result of one of the following:

- Unsafe working habits
- Improper lifting
- Lifting and/or carrying too heavy a load
- Improper grasping
- Bad housekeeping

B. To Prevent Injuries to the Fingers and Hands

- Inspect materials for sharp edges or slippery surfaces.
- Get a firm grip on the object.
- Keep fingers away from pinch points.
- Wear proper gloves as needed.

C. Lifting and Carrying

- Never attempt to lift more than your capacity.
- Always seek assistance when needed.
- Stand close to the load, feet spread for good balance.
- Squat down. Keep head and back inline (supports spine and takes pressure off stomach).

- Grip load with whole hand, not just fingertips. Now lift with legs. let arms and body support the load.
- Load should be held closely to body and centered over legs.
- Avoid leaning back, reaching too far, lifting from one side, or twisting with the load.
- Back safety support belts have proven very successful in the reduction of back injuries in certain job classifications. Each department that utilizes the belts is to have specific guidelines describing when and how to wear them and employees will adhere to the specific guidelines stated.

D. Non-Powered Hand Trucks

- Keep the center of gravity of the load as low as possible. Place heavier loads below lighter ones.
- Place the load well forward so the weight will be carried on the axle, not by the handles.
- Position the load so that it will not slip, shift, or fall. Load only to a height that will allow a clear view ahead.
- Let the truck carry the load. The operator should only balance and push.
- When going down an incline, keep the truck in front of you. When going up an incline, keep the truck behind you.
- Move the truck at a safe speed. Do not run. Keep the truck under control.

E. Powered Hand Trucks

- Face the direction of travel.
- Never operate the truck faster than normal walking pace.
- Never permit others to ride on a truck.
- Always give pedestrians the right of way.
- Be certain that the truck is put on charger as required.
- Do not indulge in horseplay.

F. Forklifts and Skylifts

- Operators are to be thoroughly trained before using forklifts. This must include documentation. The Director of Maintenance will give clearance for any person operating forklift or sky lift.
- Battery charging installations must be in special areas, with adequate precautions for handling spilled electrolyte and dealing with fire hazards.
- A forklift should not be used to elevate employees when stacking materials or servicing light fixtures unless a safety platform, meeting OSHA requirements with standard railing and toe boards, is fastened securely to the forks.
- Equipment is to be inspected prior to use. Do not operate unless equipment is in safe condition. Report any unsafe conditions to supervisor immediately.

G. Hand Tools and Portable Power Tools

- The misuse of hand tools is a major source of injury to employees. These tools include cutting, torsion, shock, and spark-resistant equipment. Supervisors must make certain that employees are trained in the proper selection and use of these tools and that they follow all safety guidelines and procedures.

- Cutting tools include metal and wood equipment, such as chisels, tap and die work, hacksaws, files, tin snips, punches, saws, axes, knives, and miscellaneous tools. All edged tools should be used so that the direction of force is away from the body, and cuts should ground to the proper angle. Saws must be oiled and sharpened regularly to reduce the possibility of sticking in cut.
- Torsion tools are used to grip or fasten materials and include various types of wrenches, tongs, pliers, screwdrivers, Allen wrenches, clamps, vises, etc. These tools must fit the job precisely to prevent slippage. Pressure should be applied away from body, and applicable protective equipment for face, hands, and arms is to be used.
- Shock tools include regular hammers, sledge hammers, riveting hammers, and claw hammers. All hammers are to have secure handles and properly dressed heads. Employees must be sure to select the proper weight and size hammer to perform their work safely.
- Portable power tools are divided into four groups according to the power source: electric, pneumatic, internal combustion, and explosive. These tools must be carefully handled and stored so that they cannot be activated accidentally. Employees are to be thoroughly trained in prep use as well as the hazards associated with the tool itself. All employees are to wear hearing protection/or eye/face protection when operating power portable tools or when working in close proximity to them.
- Important requirements for safe operation of portable power tools are proper use, frequent inspection, and a rigid maintenance schedule. The manufacturer's recommendation for operation and maintenance must be followed strictly.
- When employees purchase their own tools, supervisors must ensure that such tools meet appropriate standards, are regularly inspected and are repaired or replaced as needed.

H. Power Equipment

- Do not operate any power equipment unless trained to do so. This includes auto scrubbers, buffers, vacuums and grounds equipment such as mowers, weed eaters, edgers, blowers, etc. Always inspect unit before using and do not operate if unit is in unsafe condition. Report such conditions to appropriate supervisors immediately.
- Important requirements for safe operation of power equipment are proper use, frequent inspection, and rigid maintenance schedule. The manufacturer's recommendation for operation and maintenance must be followed strictly.
- Personal Protective Equipment must be worn where required by District, Federal, or State Regulations and Programs.

I. Motor Vehicles

- Personnel operating any company-owned vehicles, tractors, and/or other motor equipment are to have a current and applicable license in their possession.
- State and District laws and/or policies pertained to motor vehicles are to be strictly followed.
- Golf Carts should only be operated by those that are trained and have authorization.

J. Electrical Safety

- The four basic rules of electrical action are (1) electricity isn't "live" until current flows, (2) current won't flow until there is a complete loop out from and back to the power source, (3) current always returns to its source, and (4) when current flows, work measured in watts is performed. Knowing these four rules helps analyze and prevent electrical hazards at both home and in the work environment.
- The keys to preventing electrical shock hazards are: (1) Train employees thoroughly in safe work practices; (2) Wire, insulate, and ground all electrical equipment properly so there are no ground loops between any electrical tool or machine and the worker; and (3) Routinely inspect, maintain, and replace defective equipment, along with cords, outlets, plugs, attachments and power sources.
- Electrical Safety Policy
 - Plug power equipment into wall receptacles with power switches in the "OFF" position.
 - Unplug electrical equipment by grasping the plug and pulling. Do not pull or jerk the plug to unplug the equipment.
 - Do not drape power cords over hot pipes, radiators, or sharp objects.
 - Check the receptacle for missing or damaged parts. Do not plug equipment into defective receptacles.
 - Check for frayed, cracked, or exposed wiring. Also check for defective cord at locations where the power cord enters the equipment or the attachment plug.
 - Extension cord use will be limited to maintenance personnel, unless authorization is received from direct supervisor.
 - "Cheater Plugs", extension cords with junction box receptacle ends, or other jury-rigged equipment should not be used.
 - Electrical equipment is not to be used unless properly grounded.
 - Personnel should know the location of electrical circuit breaker panels that control equipment and lighting in their respective areas. Circuits and equipment disconnects must be identified.
 - Temporary or permanent storage should not be allowed within three feet of any electrical equipment.
 - When personnel identify defective electrical equipment, it should be tagged immediately and removed from service for repair or replacement.
 - Any electrical equipment causing shocks or with leakage potential must be tagged with a Danger: Do Not Use label or equivalent.

K. Machine Safeguarding

Safeguards are of primary importance in eliminating machine accidents, but they are not enough. Employees who work around mechanical equipment or operate machinery must have both respect and knowledge for safeguards. Before being permitted to run a piece of equipment, operators should be instructed in the practices required for safe operation of the machine. Refresher training on hazards and precautions to be taken should be given. Employees who do not themselves operate machinery, but who work in machine area, should also receive training in

basic safety practices. Positive procedures should be established to prevent employees from misunderstanding instructions.

The following rules apply:

- No guard, barrier, or enclosure should be adjusted or removed for any reason by anyone without authorized permission.
- Before safeguards or other guarding devices are removed for adjustments or service, the power for the equipment must be turned off and the main switch locked out and tagged.
- No machine should be started unless safeguards are in place and in good condition.
- Defective or missing safeguards are to be reported immediately to the immediate supervisor.

L. Lockout/Tagout Procedures

Lockout/Tagout procedures are designed to isolate or shut off machines and equipment from their power source prior to employees performing any servicing or maintenance work.

OSHA has put into effect a rule for installation of locks to guarantee that power to machinery is cut off during maintenance and repair. It also requires training and annual retraining for all workers, plus an annual training for workers exposed to moving machinery. The proper supervisors shall implement and update the written Lockout/Tagout program.

A typical routine for maintenance and repair is:

- Notify the operator that repair or service work is to be done on a machine or piece of equipment.
- Make sure the machine cannot be set in motion or operation.
- Place your lock on the power disconnect, even if another lock is already on it and blocks the mechanism.
- Place a Machine Under Repair sign at the control and block the mechanism. Make sure that neither the sign nor the block can be removed easily.
- When the job is complete or the shift has finished, remove your own lock and blocking. Never let another person remove it for you. Make sure that you will not expose others to danger by removing your block or sign.
- If the key to a lock is lost, it must be reported to your immediate supervisor at once, and a new one should be issued.

M. Fire Safety

The primary requirements for a successful fire prevention program include continuous training in fire-safe work practices, regular inspection of facilities and close supervision of employee performance.

The main cause of fires include faulty electrical equipment, friction, flammable gases, flammable liquids, explosive dust, plastics, and ordinary combustibles such as paper or wood. Electrical equipment should be properly grounded, insulated and maintained. All flammable or combustible materials are to be properly stored, ventilated and contained.

Other causes of fires include operations such as welding, grinding, cutting, open flames,

spontaneous combustions, and static electricity. Stringent safe work practices and housekeeping measures can reduce the possibility of fire from these causes.

Fire Fighting Procedures: Remember the acronym: R.A.C.E

Rescue any victims.

Alarm the fire department and Site Administrator, Director or Supervisor.

Contain the fire to a small area that is not spreading beyond the immediate area.

Evacuate the building. (Always be certain you have an unobstructed escape route to which the fire will not spread.)

Fire extinguishers: Make sure you have read the instructions and that you know how to use a fire extinguisher. It is reckless to fight a fire under any other circumstances. Instead, leave immediately and close off the area.

Fire Extinguisher Types:

Type A- ordinary combustibles such as wood, cloth, paper, rubber, and plastics.

Type B- Flammable liquids for use on oil, grease, oil-based paint, tar, etc.

Type C- Electrical equipment such as wiring; fuse boxes circuit breakers, etc.

Type D- For fires that occur in combustible metals such as magnesium, sodium, etc.

Type K- kitchen, grease fires

Type ABE and **Type BC** are multi-purpose fire extinguishers that can be used for more than one type of fire.

Fire Extinguishers must meet the following requirements:

- Be kept fully charged and in designated places.
- Not be obstructed or obscured from view.
- Not be mounted higher than 5 ft. to the top of the extinguisher if they weigh 40 lbs. or more. There must be at least 4 inches from the bottom of the fire extinguisher to the floor.
- Be located along normal paths of travel where practical.
- Be inspected, at least monthly, to make sure they are in their designated places, have not been tampered with or activated, and do not have corrosion or other impairments.
- Be examined at least annually, and/or recharged or repaired to ensure operability and safety. A tag must be attached to show the maintenance or recharge date and the initials of the person performing the service.
- Be hydrostatically tested. Extinguisher service agencies are to be contracted to perform this service at appropriate intervals.
- Be selected on the basis of type of hazard, degree of hazard, degree of hazard, and area to be protected.

Fire Extinguisher Operations- Remember the acronym: **P.A.S.S.**

Pull the pin: This allows you to unlock the operating lever and discharge the extinguisher.

Aim: Point the extinguisher nozzle (horn or hose) at the base of the fire.

Squeeze: Squeeze or press the handle. This discharges the extinguisher contents. Releasing the lever will stop the discharge.

Sweep: Sweep from side to side at the base of the fire. Watch for re-flash. Discharge the contents of the fire extinguisher.

N. Emergency Situations

- a. **Fire-** The following standard fire drill procedures are to be used in the event of a fire or other emergencies requiring evacuation:
 - When a fire is observed, immediately notify the central office by using the room intercom to report the location of the fire. The central office should then notify the Superintendent and Assistant Superintendent, who will notify the Supervisor of Buildings and Grounds and the maintenance department personnel.
 - If it can be determined that the fire is of a minor nature, obtain the nearest fire extinguisher and extinguish the fire.
 - Evacuation takes precedence over extinguishing operations, so leave the building immediately by following the primary or alternate route shown on the emergency evacuation plan or go to the nearest exit as denoted by a lighted exit sign.
 - All personnel assigned to specific duties during an evacuation must report to their supervisor or proceed with their assignment.
 - All night shift personnel must follow the above listed procedures and the shift supervisor must notify the Superintendent or Assistant Superintendent and assigned maintenance staff member.
 - The Supervisor of Buildings and Grounds shall have all fire extinguishers and fire alarm systems in all buildings checked regularly by qualified personnel.
 - A back up alarm of whistles or similar devices is to be provided in each building for use when the regular alarm fails to work.
 - The building administrator or designee shall:
 - Ascertain daily that all exits are open and usable and all fire extinguishers are readily accessible.
 - Instruct all personnel in fire emergency procedures for his/her particular building.
 - Make provisions for all personnel to have specific responsibilities for orderly evacuation of the building.
 - Post directions for emergency exits in every room.
 - Plan alternate routes and exits.
 - Students, teachers, and other employees know what the back up alarm system is so they can act accordingly.
 - Teachers shall evaluate pupils under their supervision according to posed directions.
 - Custodians shall:
 - Check all offices, restrooms and classrooms to be sure that all persons have been evacuated.
 - Close all windows and doors.

- Shut down boiler or other source of heat.
 - Turn off gas and electricity.
 - Use school fire-fighting equipment to contain the fire until the fire department arrives.
 - The school nurse shall render emergency medical treatment.
 - Each faculty member is required to carry an attendance register or class record and check student's' presence at evacuation assembly point.
 - The principal or his/her designee will prevent unauthorized persons from re-entering the building.
 - If children cannot return to the building because of fire damage or danger, the principal shall notify the Superintendent of Schools and follow procedures for early dismissal.
 - The teacher aides and/or attendants for the disabled are to provide assistance to the disabled persons in case of evacuation.
 - Large crowds using the school building for assemblies, indoor games or social events, etc., will follow fire emergency procedures for that particular building.
 - Teachers who are not using regular rooms or do not have a class are to report to the principal immediately for assignment of duties.
- b. **Tornadoes or Natural Disasters-** When a tornado warning is received, post a lookout. Employees should move quickly to the section of the facility offering the greatest protection, in accordance with advanced plans:
- Whenever possible move, to an interior hallway on the lowest floor or to an area that is marked as Shelter.
 - Stay away from windows.
 - Avoid auditoriums and gymnasiums or other structures with wide free-span roofs.
 - If a building is not of reinforced construction, go quickly to a nearby reinforced building or to a ravine or open ditch and lay flat.
- c. **Lighting**
- When thunderstorms threaten, seek shelter immediately.
 - Do not use the telephone except for emergencies.
 - If in open, get away from open water, metal equipment, wire fences, metal pipes, etc. Seek ravines or low areas.
 - If caught in the open, far from shelter, and you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands over your head and neck area.
- d. **Earthquake-** Federal, State and local emergency management experts and other official preparedness organizations all agree that Drop, Cover and Hold on is the appropriate action to reduce injury and protect yourself during earthquakes.

You cannot tell from the initial shaking if an earthquake will suddenly become intense...so always Drop, Cover, and Hold On immediately!

- **Drop** to the ground (before the earthquake drops you!)
- Take **Cover** by getting under a sturdy desk or table, and

- **Hold On** to your shelter and be prepared to move with it until the shaking stops.

If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be the start of the big one and that's why you should always Drop, Cover, and Hold On immediately.

- e. **Bomb Threat-** A bomb threat telephone call, whether hoax or serious, must be handled promptly and efficiently. The receiver should signal other employees of the call. The following procedures are to be used:
- Keep the caller on the line as long as possible.
 - If the caller does not indicate the location of the bomb or the time of possible detonation, ask the caller to provide this information.
 - The caller should be informed that the building is occupied and
 - that detonation of a bomb could result in death or serious injury to many innocent people.
 - Pay particular attention to any strange or peculiar background noises, such as motors running, music, type of music, and any other noises, which might give a remote clue as to the place from which the call is being made.
 - Listen closely to the voice (male, female), voice quality, accents and speech patterns.
 - Just as soon as possible after the call is received, alert the principal or his/her designated representative.
 - Immediately notify the Superintendent, who will call the Police
 - Department.
 - The Principal or designee will determine whether or not the
 - building will be evacuated.
 - Those responsible for the bomb search will be provided with a schematic drawing of the building that indicates the location of the following:
 - Sprinkler shut off valves
 - Main shut offs for all utilities
 - Do not touch light switches in any location. Turning lights off can set off a bomb.
 - All teachers should scan their room visually before leaving. Any unusual objects or other suspicious materials should be reported to the Principal immediately. Teachers are not to investigate. The Principal will relay this information to the police officer in charge.
 - The custodian shall turn off gas and electricity upon direction from the principal, in cooperation with the police officer in charge.
 - In inclement weather, a portion of the building will be isolated,
 - e.g., multi purpose room or cafeteria, and the principal, after
 - checking with the police officer in charge, will direct the teachers to bring the students

into that area until the rest of the building is searched. If students are evacuated, they should be 1000 yards away from the building.

- After the emergency is over, the principal should check the
- absentee list for students out of class during the time of the bomb threat. If a pattern suggests that individuals are suspects, the principal will notify the proper authorities.
- If calls are persistent, arrangements should be made through the police department to have the telephone monitored in order to apprehend the guilty party.

O. **Blizzard, Snow, Ice**

- By order of the Superintendent of Schools, early dismissal may be called because of blizzards, snowstorms, or formation of ice on roads.
- By order of the Superintendent of Schools, schools may have a delayed opening because of blizzards, snowstorms, or formation of ice on roads.
- Notification to parents of delayed openings or early dismissals will be made available to all media outlets including television stations 4, 5, and 9 in advance. School Messenger, School Connect, Social Media applications and the District's web page may also be used to communicate if deemed appropriate to do so. Only the Superintendent or his designee may make announcements of a school closing, late opening or early dismissal.
- If hazardous conditions prevail, bus drivers are instructed to notify the Transportation Coordinator of alternate routes previously selected.
- The maintenance and custodial staff will conduct the snow-clearing operation. Maintenance will clear driveways and parking areas with a tractor and the custodians will clear entrances and sidewalks with a snow shovel, and spread ice-melt where appropriate.

P. **First-Aid/Emergency**

- All facilities are to have first-aid supplies readily available for all employees.
- Maps of facility and/or written location of first-aid stations/supplies must be given to all employees.
- The contents of first-aid kits are to be replenished as needed and a consulting physician may approve all contents.
- The telephone numbers of Police, Fire Department, Ambulances, and appropriate management is to be conspicuously posted.
- Emergency Procedures Checklist:
 - **Call Ambulance:** Give clear, accurate directions; assign a competent person to meet ambulance at entrance.
 - **Notify** appropriate management
 - **Call** Police and/or Fire Department
 - **Call** Utilities when applicable (Electric, Water, Gas)
 - **Restrict** the immediate area of the accident scene to Authorized Personnel Only
 - **Clear** the area if further danger exists.
- **First-aid Procedures-** Providing care to an ill or injured person can put you at risk of acquiring an infectious disease such as AIDS, hepatitis, or meningitis. Protective measures must be taken to avoid coming in contact with any of the victim's body fluids (blood, sputum, urine, secretions, etc.). Always call/send for medical assistance prior to administering aid and utilize the procedures outlined in the Bloodborne Pathogens Program. First-aid should always be administered by qualified people. Untrained assistance could very easily cause more harm than good.

- Never move a victim unless he/she is in a life-threatening place. Moving the victim could cause spinal injury or death.
- **Choking** (adults unable to cough/speak)
 - Stand behind the victim, put both arms around his/her waist, leaning them forward.
 - Make a fist with one hand and grab with your other hand, placing the thumb side of the fist against their abdomen in the midline slightly above the navel.
 - Thrust fists sharply inward and upward. Repeat until object has been dislodged.
 - Even after object is dislodged, always seek medical attention.
- **Severe Bleeding- Always follow Bloodborne Pathogens Program**
 - Firmly but gently apply direct pressure to the injured area with a clean cloth or bandage. Always utilize the universal precautions when handling bodily fluids.
 - If bleeding soaks through bandages, do not remove the bandages. Apply more bandages and pressure. Repeat as needed.
- **Electric Shock**
 - Do not touch the victim if he or she is still in contact with the power source.
 - If you cannot turn off the power at its source and it's not a high-voltage utility wire, disconnect victim from source of shock with a long non conductive object such as a broom or fiberglass pole. A rope could also be used.
 - If a high-voltage wire is involved, call the utility company. Do not attempt to remove it yourself.
- **Burns- Always follow Bloodborne Pathogens Program**
 - **Chemical burns in eyes:** The flow of water should be from the inner area of nose to outer area to avoid contamination of the other eye.
 - **Chemical burns on body** require removal of contaminated clothing and flushing of exposed area with warm water until chemical is washed away completely.
 - **Heat Burns** (caused by flame/heat)
 1. Remove any clothing that could continue to burn/smolder.
 2. Remove any jewelry where swelling later could cut off circulation.
 - **Treatment of burns**
 1. **First-degree:** (redness of skin, mild swelling, pain). Immerse the affected area in cool water or apply wet compress.
 2. **Second-degree:** (deep redness of skin, skin loss, and/or

blistering.) Immerse the affected area in cool water or apply wet compresses. Do not break blisters. Professional medical treatment is necessary.

3. **Third-degree:** (deep burning of all skin layers. Possible charring and/or nerve damage). Cover burn lightly with sterile non-adhesive dressing. If possible, keep burned area higher than heart. Keep victim warm and comfortable. Medical attention required immediately.

Q. Automatic External Defibrillator (AED)

An AED, or automated external defibrillator, is a cardio machine used for stabilizing cardiac arrest or irregular heart rhythms. Cardiac arrest occurs when a patient's heart suddenly stops beating. Because blood is no longer being pumped throughout the body, damage to the brain and other vital organs can occur as a result of oxygen deprivation. The AED machine will give you the directions on how to use it. The AED will come with a built-in voice propter that tells the operator when to deliver shocks to the heart. AED machines are computers that are battery operated, lightweight, and portable. They are equipped with adhesive electrodes, or AED pads that attach to the chest of a person experiencing cardiac arrest.

Directions for use of the AED

- If you find a person unconscious, or see a person suddenly collapse and lose consciousness, they may have gone into cardiac arrest. Lack of pulse or an irregular pulse are major signs that the person has gone into cardiac arrest.
- Call 911
- Prepare to use the AED machine. Know the location of the machine in your building. If no machine is available, prepare to conduct CPR.
- Place the electrodes on the person's chest, following the directions on the machine.
- Only deliver a shock if the AED machine instructs you to do so.
- Continue CPR when no shock is being administered to the patient.

R. Occupational Noise Exposure

Exposure to high levels of noise can cause permanent hearing loss. Neither surgery nor a hearing aid can help correct this type of hearing loss. Short-term exposure to loud noise can also cause a temporary change in hearing (your ears may feel stuffed up) or a ringing in your ears (tinnitus). These short-term problems may go away within a few minutes or hours after leaving the noisy area. However, repeated exposures to loud noise can lead to permanent tinnitus and/or hearing loss.

OSHA sets limits on noise exposure in the workplace. These limits are based on a worker's time weighted average over an 8-hour day. With noise, OSHA's permissible exposure limit is 85 dBA for all workers for an 8-hour day. Hearing Conservation Programs require employers to measure noise levels, provide free annual hearing exams and free hearing protection, provide training and conduct evaluations of the adequacy of the hearing protectors in use unless changes to tools, equipment and schedules are made to that they are less noisy and worker exposure to noise is less than the 85 dBA.

S. Bloodborne Pathogens (See Appendix A)

Personal Protective Equipment is to be worn and procedures followed as outlined in the Yukon Public Schools Bloodborne Pathogens Program. Copies of the program are available from all facilities, on the District's employee intranet, or through the Safety Officer for the District.

Employee training will be conducted prior to job assignment and at least annually thereafter. Documentation of training will be kept on file and updated as needed.

T. Hazard Communication Program (See Appendix B)

Appropriate supervisors shall plan and implement an employee training and education program designed to communicate information to employee(s) about hazardous substances to which they could be exposed. This training and education shall be provided prior to job assignment and at least annually. It shall include, but not be limited to, the nature of the hazards, appropriate work practices, protective measures, and emergency procedures. Such information shall be consistent with that contained in the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) – formerly MSDS, which shall be used as a basis for the training and education program.

Additional instruction shall be provided whenever the employees may be routinely exposed to additional hazardous substances, substance that require special precautions, or whenever the employee's potential exposure is increased due to changes in work practices, or through the introduction of new hazardous or toxic substances or equipment.

U. AHERA (Asbestos Hazard Emergency Response Act)

The law requires the Environmental Protection Agency (EPA) to issue regulations requiring all private and public elementary and secondary schools to be inspected for asbestos, to take action in the event that any asbestos-containing material is determined to be a possible hazard, and to develop a management plan for each school which will be publicly available and which contains detailed results of the inspection and records of any actions taken by the school with respect to asbestos.

AHERA regulations include the following:

- All schools must be inspected for both friable (easily crumbled) and non-friable asbestos-containing building materials (ACBM).
- All schools must develop Asbestos Management Plans and have them available.
- All asbestos-related work in schools (including inspections, development of management plans, and designing and carrying out of abatement projects) must be performed by accredited person. The only exception that a school's maintenance staff may perform small-scale maintenance and repair projects, if they are properly trained.
- All maintenance/custodial staff in schools with ACM must receive two hours of asbestos awareness training; moreover, 14 additional hours of training is required for any maintenance personnel who may disturb ACBM in the course of their work or who will be involved in O&M or repair of ACM.
- Schools are required to take action if friable ACBM is found anywhere in the school. The regulation dictates what response actions are appropriate for different kinds of ACM according to the severity of the damage or the potential for damage.
- School districts must designate one person to be in charge of the asbestos program and must ensure that the person is properly trained to carry out the required duties.

V. Local Education Agency Responsibilities Under AHERA

Pursuant to Section 763.84 and Section 763.93 of the EPA Asbestos in Schools Regulation (40 CFR Part 763), each management plan must contain a true and correct statement, signed by the LEA designated person, that certifies that the general LEA responsibilities have been met. The LEA designated person is the Asbestos Abatement Specialist housed at Maintenance.

W. Ergonomics

Ergonomics is the study of interactions between people and their total working environment, plus stresses related to such environmental elements as atmosphere, light, and sound, as well as all tools and equipment of the workplace.

Ergonomics Problems: Physical stress may arise when workstations, equipment or tools do not fit the worker properly. These stresses can cause immediate or long-term damage to muscles, nerves and joints. Most illnesses due to ergonomic causes occur because of forceful or repetitive work activities, or because the workers are required to assume awkward postures over a period of time.

Back, shoulder and neck strains and sprains can all be the result of exposure to ergonomic stresses. These, as well as hand, wrist, and arm symptoms, are often referred to as cumulative trauma disorders (CTDs). These are also known as “repetitive strain injuries.”

Ergonomic Solutions:

- According to ergonomic principles, work tasks should be designed to match the employee's' physical capacity for the job.
- Ergonomic principles can be applied to materials handling to eliminate or reduce stress-related injuries. Employees should be taught the correct ways to lift, push, or pull objects, to use mechanical means whenever feasible and to ask for assistance when needed.
- Workstations should be flexible to allow for varying body characteristics. Furnishings and equipment should keep the body in a neutral position as much as possible.

X. Heat and Cold Stress

- Both very cold and very hot temperatures could be dangerous to your health. Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress. Employees working out in the elements should dress appropriately to protect themselves from extreme conditions.
- In a very hot environment, the most serious concern is heat stroke. If you suspect heat stroke, contact medical services immediately. Heat stroke can be fatal. Heat exhaustion, and fainting are less serious types of illnesses, which are not fatal but interfere with a person's ability to work.

Warning Signs of heat stroke:

- Sudden and severe fatigue
- Nausea
- Dizziness
- Lightheadedness
- May or may not include sweating
- If a co-worker appears to be disoriented or confused or has unaccountable irritability, the worker should be moved to a cool location and seek medical advice.

At very cold temperatures, the most serious concern is the risk of hypothermia or dangerous overcooling of the body. Another serious effect of cold exposure is frostbite or freezing of the exposed extremities such as fingers, toes, nose and ear lobes. Hypothermia could be fatal in the absence of immediate medical attention.

Warning Signs of hypothermia:

- Nausea
- Fatigue
- Dizziness
- Pain in the extremities (hands, feet, ears)
- Severe shivering
- Disoriented
- Workers should be moved to a heated shelter and seek medical advice when appropriate.

SAFETY RULES AND REGULATIONS

- All procedures as outlined in “Identifying and Controlling Hazards” of this Employee Safety Assurance Program (ESAP) will be strictly adhered to. These include, but are not limited to, those listed under:

Personal Protective Equipment

Eye Protection

Head Protection

Foot Protection

Hand, Finger, Arm Protection

Respiratory Equipment

Materials Handling and Storage

Forklifts

Hand tools and Portable Power tools

Power Equipment

Motor Vehicles

Electrical Safety

Machine Safeguarding

Lockout/Tagout

Fire Safety

Emergency Situations

Injuries and Reports Bloodborne Pathogens

Hazard Communication

Heat and Cold Stress

AHERA Management

Ergonomics

Noise Reduction

Heat and Cold Exposure

- All injuries, regardless of severity, must be reported.
- Proper housekeeping is essential and must be maintained at all times.
- All employees are required to know the location of emergency equipment and emergency exits for all of the facilities in which they may be assigned.
- Operation of any machinery or equipment is strictly prohibited unless proper training has been received and proper authorization given.
- Employees whose work requires them to go to other departments must familiarize and follow safety rules governing those departments.
- Visiting and/or wandering around unauthorized areas is prohibited.
- Climbing or standing on machinery is prohibited unless permission is obtained.
- All safety guards must be in place prior to machine being operated unless specific authorization is received.
- Unauthorized changing or removal of safety guards is prohibited.
- Operation of any equipment having “Danger- Do Not Operate” tags is prohibited.
- Running on school property is prohibited except in emergency or authorized recreation.
- All safety signs, including traffic signs, are for the employee’s protection. Employees will be expected to be governed by the directions given.
- As per OSHA mandate, (Section 5(b) General Duty Clause): Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to the Occupational Safety and Health Act which are applicable to their own actions or conduct.

Exposure Control Plan

Bloodborne Pathogens

I. PURPOSE

The Occupational Safety and Health Administration of the Department of Labor has written a standard to protect employees from contact with blood borne diseases which are carried in the blood and certain other body fluids of infected persons. This standard has become necessary due to the increase in cases of hepatitis B and acquired immune deficiency syndrome (AIDS) and the number of these infections that are yet undiagnosed.

The purpose of this plan is to eliminate or minimize district employee exposure to bloodborne pathogens, especially hepatitis B virus (HBV) and human immunodeficiency virus (HIV). We recognize that in a school setting these fluids must be treated as if they are potentially infectious. This plan has been written to comply with OSHA's Code 29 of the Federal regulations (CFR) 1910.1030.

II. DEFINITIONS

- a. BLOOD- Human blood, human blood components, and products made from human blood.
- b. BLOODBORNE PATHOGENS- Pathogenic organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- c. CONTAMINATED LAUNDRY- Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
- d. CONTAMINATED SHARPS- Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- e. DECONTAMINATION- The physical or chemical removal, inactivation, or destruction of blood borne pathogens on a surface.
- f. ENGINEERING CONTROLS- Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.
- g. EXPOSURE INCIDENT- A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.
- h. HANDWASHING FACILITIES- A facility providing an adequate supply of running potable water, soap and single use towels or air drying machines.
- i. HBV- Hepatitis B virus
- j. HIV- Human immunodeficiency virus.
- k. LICENSED HEALTHCARE PROFESSIONAL- A person whose legally permitted scope of activities allows him or her to independently perform permitted scope of activities allows him or her to

independently perform the activities required by paragraph (f) of the standard, Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

- l. OCCUPATIONAL EXPOSURE- Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- m. PERSONAL PROTECTIVE EQUIPMENT- Specialized clothing or equipment worn by an employee for protection against a hazard.
- n. POTENTIALLY INFECTIOUS MATERIALS- Contaminated body fluids including semen, blood, feces, urine, vomitus, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, impossible to differentiate between body fluids.
- o. REGULATED WASTE- Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
- p. SOURCE INDIVIDUAL- Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.
- q. UNIVERSAL PRECAUTIONS- An approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- r. WORK PRACTICE CONTROLS- Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

III. GENERAL PROGRAM MANAGEMENT

a. Responsible Persons

There are three categories of responsibility central to the effective development and implementation of the Exposure Control Plan: 1) Safety Officer and District Safety Committee; 2) Supervisors; 3) Employees. The following sections define the roles played by each of these groups in carrying out the plan. Throughout this written plan, employees with specific responsibilities are identified. If, because of promotion or other reasons a new employee is assigned any of these responsibilities, the District Safety Officer is notified of the change, so that he/she can update records.

b. District Safety Officer

The Safety Officer is responsible for overall management and support of the District's bloodborne pathogens exposure control program. Responsibilities typically include, but are not limited to:

1. Overall responsibility for implementing the Exposure Control Plan for all facilities, including planning for the provision of staff training.
2. Working with administrators and other employees to develop and administer any

additional blood borne pathogen related policies and practices needed to support the effective implementation of this plan.

3. Looking for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary.
4. Collecting and maintaining a suitable reference library on the Bloodborne Pathogens Standard and bloodborne pathogens safety and health information.
5. Knowing current legal requirements concerning blood borne pathogen.
6. Acting as facility liaison during OSHA inspections.
7. Conducting periodic site audits to maintain an up-to-date Exposure Control Plan.

c. District Level Safety Committee

The District Level Safety Committee will assist the Safety Officer in carrying out the mandated duties for exposure control.

d. Supervisors

Supervisors are responsible for exposure control in their respective areas. They work directly with the Safety Officer and employees to ensure that proper exposure control procedures are followed.

e. Employees

Employees have first line responsibility for the Exposure Control Plan. Their duties include:

1. Attend the bloodborne pathogens training sessions.
2. Plan and conduct all operations in accordance with approved work practice controls.
3. Develop good personal hygiene habits.

f. Availability of the Exposure Control Plan

To assist employees with their efforts, the District's Exposure Control Plan is available to employees at any time in each building's administration office. The Exposure Control Plan will also be shared on the District's intranet. Employees are advised of this availability during their education/training sessions.

g. Review and Update of the Plan

It is important to keep the Exposure Control Plan up to date. To ensure this, the plan will be reviewed and updated under the following circumstances:

1. Annually before each school year
2. When new or modified tasks and procedures are implemented which affect occupational exposure of employees
3. When jobs are revised in ways that may create new instances of occupational exposure.

4. When new positions are established that may involve exposure to bloodborne pathogens.

IV. EXPOSURE DETERMINATION

Yukon Public Schools has determined exposure in two categories.

Category A: Employees reasonably assumed to have occupational exposure according to their job descriptions and regularly assigned duties are subject to all provisions of the Exposure Control Plan, including receiving hepatitis B immunizations.

The employees identified as:

- School nurse
- Athletic Trainer
- Teacher/Assistants/Paraprofessionals of moderately mentally disabled students.
- Teachers/Assistants/Paraprofessionals of students with multiple disabilities.
- Teachers/Assistants/Paraprofessionals preschool students with disabilities
- Teachers/Assistants/Paraprofessionals of students who are seriously emotionally disturbed (identified at risk)
- Bus driver/Assistants on special education buses
- Speech Pathologies serving students with multiple disabilities or preschool disabilities
- Physical and occupational therapists and assistants
- Elementary Secretaries, High School Front office secretaries (2), Middle School Front office secretaries (3)

Category B: Employees who are not exposed to blood and body fluids in the routine performance of their duties are subject to the requirements of the standard except that HBV immunizations will not be given within ten (10) days of employment.

The employees are identified as:

- School principals/assistants
- School secretaries
- Coaches, physical education teachers
- Custodians
- Classroom teachers
- Paraprofessionals and teacher assistants
- Classroom volunteers
- Bus drivers and bus monitors
- Speech pathologists
- Counselors
- Central office staff
- Staff in buildings not attended by students
- Cafeteria personnel and hostesses
- Food Services personnel
- Athletic director and staff
- Media Specialist/assistants
- Playground supervisors

Employees in Category B may request and receive free of charge the full series of HBV vaccinations when a suspected exposure incident occurs, provided a Communicable Disease Risk Exposure Report

is completed. The inoculations will be given without delay regardless of the health care professional's determination following an investigation of the incident. In the event that the health care professional determines that an exposure incident has occurred, the employee will be offered the inoculation whether or not it is requested.

The following tasks can be expected to place employees in contact with blood or body fluids:

- Administering first aid or performing certain medical procedures
- Cleaning up spills involving blood or other body fluids and decontamination of area of spill
- Waste disposal
- Handling sharps
- Working with students who frequently bite, fight, or whose body fluids required contact by a teacher or assistant.

V. PROCEDURES FOR HANDLING BODY FLUIDS

A. General

Universal Precautions

A general rule requires the treatment of all bodily fluids and waste products as if they were known to be infectious for any blood borne pathogen. In order to protect themselves, all staff members will comply with the following universal precautions at all times while on the job:

1. Handle the blood and body substances of all people as potentially infectious.
2. Wash hands thoroughly with soap and running water after handling body fluids and contaminated articles even when gloves are used.
3. Wear disposable gloves for all potential contacts with blood and body substance. Discard gloves immediately after each use.
4. Wear disposable gloves when changing diapers. Discard gloves immediately after use. Wash hands with warm, soapy water.
5. Remove jewelry before using disposable gloves.
6. Wear protective eyewear and mask if suctioning a tracheostomy or when doing nasopharyngeal suctioning.
7. Place used syringes immediately in nearby impermeable container. Do not recap or manipulate needle in any way.
8. Treat all linen soiled with blood or body fluid as infectious.
9. Dispose of all bloody dressings, clean up baggies, and soiled gloves in the biohazard waste container in each school.
10. Change gloves after each contact, as glove integrity cannot be assured with washing and repeated use.
11. Wear waterproof dressing and gloves if you have cuts, abrasions, or other skin lesions.

12. Clean up and disinfect all spills or contamination immediately using the established procedure described in Part D.
13. Follow exposure reporting and follow up procedure as established in this plan.
14. Discard disposable items including tampons, used bandages, and dressings in non-reusable bags, which line plastic containers. Close bags, and discard daily by appropriate disposal procedure. Do not reuse plastic bags.
15. Use general-purpose utility gloves for general cleaning. Utility gloves can be cleaned and reused, but should not be discarded if peeling, cracked, discolored, or if they have punctures, tears, or other evidence of deterioration.

Personal Hygiene

1. Wash hands with soap and water immediately after evacuating bowels or bladder and always before handling food or eating.
2. Keep hands and unclean articles or utensils that have been used for bodily purposes by others away from the mouth, eyes, nose, ears, and wounds.
3. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs, or disposable tissues.
4. Avoid exposure of other person's spray from the nose or mouth as in coughing, sneezing, laughing, or talking.
5. Wash hands thoroughly after handling another person's belongings.

ENGINEERING AND WORK PRACTICE CONTROLS

SCHEDULED UPDATING

All practices, equipment and supplies will be examined, maintained, and updated as needed on a regular schedule. Information on the use of these procedures will be provided to all employees.

DISPOSAL PROCEDURES

1. Sharps will be placed in approved sharps containers as described in Section D. The container will be placed in the central double bag/box system for appropriate disposal when full. Sharps will not be reused, recapped, bent or removed.
2. Other contaminated disposable items will be placed in the central double bag/box system for appropriate disposal on a regular basis.
3. All central bags/boxes used for disposal will be color coded and marked with the appropriate biohazard symbol. Collection points will be in areas not generally accessible to all building occupants. A double bagging or boxing system will be supplied by the commercial disposal system providing regularly scheduled pick-ups.

HAND WASHING FACILITIES

1. Each site at which exposure can reasonably be expected will have hand washing facilities with soap and running water within easy access.
2. Areas, which have a slight potential for contamination without hand washing facilities, such as buses, will have an ample supply of towelettes, disinfectant, gloves, first aid supplies, etc.
3. Clean up baggies will be available in all schools for use in case of emergencies. These bags should be carried during recess and on field trips.

TOILETING AND DIAPERING

1. Toileting and toilet training equipment should be maintained in a sanitary condition.
2. Diaper changing surfaces should be nonporous and sanitized between uses for different children.
3. Soiled disposable diapers or soiled disposable wiping cloths should be disposed of in a secure plastic-lined container.
4. Diapers should be able to contain urine and stool and minimize fecal contamination of the children, providers and environmental surfaces and objects.
5. Diapers should have an absorbent inner lining attached to an outer covering made of waterproof material that prevents escape of feces and urine. Outer and inner lining must be changed as a unit and not reused.
6. Fecal contents may be placed in toilet, but diapers must not be rinsed. Preferably dispose of diaper and contents as a total unit.
7. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of foods.

EMERGENCY DISPOSABLE CLEAN UP KITS FOR REMOVING BODY FLUIDS

For contamination with larger amounts of bodily fluids such as vomit, blood, etc., kits will provide for clean up by designated, trained personnel. Kits that jell the liquid will make cleanup possible without any exposure to the cleaning personnel. Training will be provided in the use of kits to bus drivers, custodians, and any other personnel designated as responsible for clean up. Other personnel will be instructed not to clear up any body fluids unless designated as a part of this plan.

EATING AND FOOD STORAGE IN AREAS WHERE CONTAMINATION EXISTS

No eating, drinking, cosmetic application, food storage, etc., will be allowed in areas where contamination might occur. Additionally, no food will be stored in refrigerators, which also contain articles that might be contaminated.

PERSONAL PROTECTIVE EQUIPMENT

GENERAL PROVISIONS

1. The Yukon Public School Board of Education has a written policy that requires all personnel to use gloves when handling any potentially infectious materials, objects, or surfaces.

2. Gloves are available at every school. Additionally, all staff is provided ample supplies. All supplies are provided at no cost to the employee.
3. Although no activities are performed at most Yukon Public Schools work sites that would reasonably be expected to require any additional types of personal protective equipment for Bloodborne pathogens, appropriate goggles and face masks are provided for personnel who are required to suction tracheostomies and do nasopharyngeal suctioning. Emergency kits with protective equipment enclosed are located in each school.

CLEAN UP BAGS:

Clean up bags shall be available at all work sites. Clean up bags contain the following equipment in a plastic bag.

1. Disposable gloves
2. Towelettes moistened with antiseptic
3. Disposable washcloth

EMERGENCY KITS:

An emergency kit(s) will be available from the designated location at each work site. Each elementary school shall have one kit at all times; each secondary school shall have two kits. Emergency kits contain the following equipment in a plastic bag:

1. CPR mouthpiece
2. Mask
3. Eye protector
4. Gloves
5. Dressings
6. Tape
7. Medical Apron
8. Towelettes
9. Emergency Disposable Clean Up Kit

HOUSEKEEPING

General Provisions

1. All employees must wear disposable gloves before making any contact with body fluids. This includes, but is not limited to, care and first aid treatment of a person as well as cleaning procedures for objects contaminated with body fluids.
2. Use only disposable items provided.
3. Discard disposable articles from each contact or clean up into plastic trash bags. If contaminated with blood or other body fluid, dispose of in a plastic bag and place in biomedical waste bag.

General Checklist of Housekeeping Supplies

- Water
- Hand Soap

- Trash Cans and Plastic Liners
- Plastic Lined Sanitary Napkin Containers
- Hazardous Waste Disposal Bags/Containers
- Dust Pan/Brush/Broom
- Towelettes
- Clean Up Baggies
- Emergency Disposable Clean Up Kits
- Emergency Kits
- Disposable Gloves
- Utility Gloves
- Disinfectants (See Below)
- Sanitary Absorbing Agent

Disinfectants

1. Phenex 256: This is a hospital grade disinfectant cleaner that is virucidal against HIV-1, tuberculocidal, bactericidal, fungicidal at ½ oz. per gallon.
2. Unipur Q 256: This is a disinfectant cleaner.
3. Hydrogen Peroxide 3%: Used on skin surfaces.
4. Isopropyl Alcohol: To be used on some skin surfaces and for rinsing the hands.
5. Antiseptic towelettes: Used for cleaning hands.

Hand Washing

1. Use soap and running water. Soap helps remove dirt and bacteria.
2. Rub hands together for 15 seconds to work up lather.
3. Scrub between fingers, knuckles, back of hands, and around the nails.
4. Rinse hands under running water.
5. Dry hands with paper towel.
6. Use paper towel to turn off water, then discard towel in trash.

If you are in an area where water is not available, such as on the bus, field trip, etc., use the clean up bag or antiseptic towelettes until you get to running water.

FLOORS, BUS INTERIORS, AND ALL WASHABLE SURFACE (LARGE SPILLS)

Use Emergency Disposable Clean up kits. Follow kit instructions. There are some variations in brands, but the basic principles and steps are the same.

1. Put on disposable gloves
2. Cover the fluid (vomitus, blood, or other body fluid) with the absorbent powder. This will absorb 80-90 times its own weight. Allow to congeal. Pick up the congealed waste matter in the cardboard scoops and put into a plastic bag. Put scoops into the bag.
3. Squirt the disinfectant solution evenly over the spill area.
4. Wipe this solution from the spill area with the absorbent towel and place the towel and empty bottles into the plastic bag.
5. Remove gloves and place into a plastic bag.
6. Wash hands.

7. Spray area with disinfectant and allow to air dry.
8. Twist tie around bag and place into biomedical waste bag.
9. Wash hands with soap and running water.

Floors

1. Use solution of disinfectant mixed according to directions.
2. Dip, wring, and mop area.
3. Dip, wring, and mop once more.
4. Soak mop in the disinfectant solution after use.
5. Dispose of cleaning equipment in a plastic bag, as indicated
6. Rinse non-disposable cleaning equipment (dust pan, buckets) in disinfectant.
7. Dispose disinfectant solution down the drainpipe.
8. Remove gloves, if worn, and discard in appropriate receptacle.
9. Wash hands.

WASHABLE SURFACES (SMALLER SPILLS)

Walls, Changing tables, Countertops, Desks, etc.

1. Apply disposable gloves
2. Spray area with disinfectant and wipe with a dry towel and place into plastic-lined trash can.
3. Remove gloves and place into plastic-line trash can.
4. Wash hands with soap and running water.

Carpet and Upholstery (Large spills)

1. Put on disposable gloves and cover soiled area with the absorbent powder.
2. Use scoops to pick up congealed material.
3. After area is cleaned, spray lightly with disinfectant and wipe clean. Let air-dry.
4. Remove gloves and place in a plastic bag with congealed material and scoops.
5. Use towelettes to clean hands and place in a plastic bag.
6. Tie off the bag and place in biomedical waste bag.
7. Wash hands with soap and water.
8. Seal off area to dry.
9. When dry, vacuum area.

Laundry

Laundry includes towels, crib sheets, cot covers, wash clothes, bibs, and other washable materials.

1. Wear disposable gloves while handling. Rinse under cold running water.
2. Place in a plastic bag that can be sealed until the laundry can be put into the washer.
3. Wipe sink with paper towel and place it into plastic-lined trash can.
4. Remove gloves and place into plastic-lined trash can
5. Wash hands.
6. Wear gloves when handling laundry to place in washer.
7. Follow manufacturer's instructions for laundry detergent.
8. Add ½ cup bleach to the wash cycle if material is bleachable. Add ½ non-chlorine bleach (Clorox II or Borateem) if the material is not bleachable.

9. Remove gloves and place into a plastic-lined trash can.
10. Wash hands.

Potty Chairs

1. Potty chairs must be emptied after each use into a toilet, cleaned in a utility sink and disinfected after each use.
2. Gloves should be used in wiping a child. Leave gloves on until cleaning procedure is finished.
3. Staff should sanitize potty chairs; flush toilets and diaper changing areas with household bleach solution or Phenex 256 solution.

Sleeping Equipment

1. Each item should be used by only one child.
2. The sleeping equipment should be cleaned and sanitized prior to assigning to another child.
3. Crib mattresses should be cleaned and sanitized when soiled or wet.
4. Sleeping mats should not be stored so that contact with the surface of another mat occurs.
5. Bedding should be assigned to each child and cleaned when soiled or wet.

Cleaning Schedule

1. Areas in which regular contamination may be expected will be cleaned daily as well as after each known contamination.
2. All other areas will be cleaned following each known contamination.

Broken Glassware

1. Sweep up all broken glass with broom and dustpan.
2. Do not pick up any broken glassware with fingers with or without gloves.
3. If contaminated, dispose of as sharps with appropriate procedure.
4. If contaminated, disinfect dustpan and broom.

Reusable Sharps

1. Knives and other sharps will be immediately disinfected upon contamination.
2. Contaminated reusable sharps will not be stored in containers that require reaching by hand into the container.
3. Disinfecting includes washing with running water, spraying or soaking with disinfectant and air-drying.

Disposable Contaminated Sharps

1. Contaminated sharps will be discarded immediately at the site of use in containers that are closable, puncture resistant, leakproof, and labeled as to use. Secondary containers will be used if initial container is damaged.
2. Sharps containers are placed so that they are easily accessible to the area of use.
3. Regular inspections will be scheduled to assure replacement of containers before they are over full.

Other Regulated Wastes

Other regulated wastes will be disposed of as described above in Disposal Procedures.

VI. Hepatitis B Vaccination; Post Exposure Reporting, Evaluation and Follow Up

A. Hepatitis B Vaccine

Hepatitis B vaccine will be made available at no cost to employees in accordance with the standard. Employees, after Bloodborne pathogens training, will be given a full description of the vaccination series and side effects. The employee will sign a consent/refusal form. Those consenting will be scheduled and given time off for the vaccination series. Records of the vaccination will be maintained. Appropriate follow up boosters will be scheduled as medically prescribed.

Employees not targeted by standard may request and receive free vaccinations when they are subject to a suspected exposure incident, provided the Communicable Disease Risk Exposure Report is completed. The full series of vaccinations will be given, regardless of the findings of the health care professional that investigates the incident.

B. Post Exposure Reporting, Evaluation and Follow Up

1. Yukon Public School employees, regardless of immunization status are required to report to their supervisors all exposures to blood.
2. The employee will take the following steps when exposed to blood:
 - a. Wash exposed body parts except eyes with soap and running water thoroughly. Flush eyes with large amounts of water if needed.
 - b. Notify supervisor immediately of incident. Arrangements may need to be made for emergency first aid care or for the employee to go home and change clothes if blood-soaked.
 - c. Supervisor and a witness will interview the employee concerning the incident and determine whether there is question of an exposure incident. The witness could be a staff member who observed the incident, an assistant principal, a staff member who regularly helps administer first aid, the athletic trainer, and the school nurse.
 - d. Answers to the following questions will determine whether or not an exposure incident has occurred:
 1. Was there a needle stick, puncture, or laceration involving another person's blood?
 2. Did blood come in contact with skin containing breaks, cuts, sores, and rashes? To check, pour alcohol over same blood covered area and observe employee's reaction, if there is stinging, skin is not intact.
 3. Did blood make contact with eyes, nose, or mouth?
 - e. If the answer to all of the above questions is no, then we can presume no exposure incident has occurred. All three persons should sign the evaluation form. If there is not complete agreement then an exposure incident form may be filed.
 - f. If the answer to any of the above questions is yes, then we can presume no

exposure incident has occurred. The supervisor needs to fill out the evaluation form and all three persons sign it. The employee needs to fill out the exposure incident form. The supervisor will call the Human Resource Department to report the incident and begin the medical evaluation.

- g. The Human Capital Department will call the employee's doctor and approve workmen's compensation. The supervisor needs to hand carry the incident and evaluation forms to the Assistant Superintendent in charge of Human Capital.
 - h. The employee will make an appointment with their doctor and take the incident form with them. It will need to be filled out and signed by the doctor and brought back to administration.
3. The employee's medical evaluation and follow up will be confidential. The district will only be informed whether or not treatment is necessary. The results of any testing will be strictly confidential and will not be included in the report to the district.
 4. A copy of the evaluation form will need to be sent to the person who did the Bloodborne pathogen training for that building. The employee will receive counseling about ways, if any, that the incident could have been prevented. It will also be discussed whether the proper personal protective equipment was accessible so that changes may be made where needed.
 5. Bloodborne pathogen training proof, immunization status, exposure evaluation and incident forms will be kept in the employee's files at administration.
 6. If there is a defined exposure, the licensed health care professional will immediately provide follow up activities at no cost to the employee including:
 - a. Documentation of the circumstances and routes of exposure.
 - b. Identification and documentation of the source individual.
 - c. Collection and testing of the source individual's blood with consent.
 - d. Establishment that legally required consent cannot be obtained.
 - e. Make available results of these tests to the employee.
 - f. Testing of the employee's blood per U.S. Public Health Services protocol.
 - g. With employee permission, immediately begin the Hepatitis B vaccination series and with 24 hours administer an HBIG inoculation.
 - h. Post-exposure prevention treatment and evaluation of reported illnesses.
 - i. Any other activities deemed appropriate.
 - j. The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation.

C. Information and Training

All employees will be given complete training annually. Employees identified by the standard will be given training within ten (10) days of initial employment. Training records

will be kept for three years for employees identified by the standard. Training will include the following:

1. Bloodborne Pathogens Standard
2. Epidemiology and symptoms of Bloodborne diseases.
3. Modes of transmission of Bloodborne pathogens
4. The District's Exposure Control Plan, and where employees may obtain a copy.
5. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. A review of the use and limitations of methods that will prevent or reduce exposure including a) engineering controls, b) work practice controls, and c) personal protective equipment.
7. Selection and use of personal protective equipment including a) types available, b) proper use, c) location within the facility, d) removal, e) handling, f) decontamination, and g) disposal.
8. Visual warnings of biohazard within our facilities including labels, signs, and color-coded containers.
9. Information on the hepatitis B vaccine, including a) efficacy, b) safety, c) method of administration, d) benefits of vaccination, e) the District's free vaccination program.
10. Consent form for the hepatitis B vaccine.
11. Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
12. The procedure to follow if an exposure incident occurs, including incident reporting.
13. Information on the post-exposure evaluation and follow up, including medical consultation that the District will provide.
14. Time to answer specific questions/concerns of the attendant.

All employees will be given training in avoiding contamination. All training is given at no cost to the employee and is conducted during working hours. Should regulations, procedures, or potential for hazard change, update training will be provided.

VII. Record Keeping

A. Medical Records

1. Records concerning Bloodborne pathogen exposure and follow up will be kept in the personnel office in the employee's supplementary personnel folder. Records will be kept for 30 years following the end of employment in accordance with 29 CFR 1910.20.

2. Exposure records include:
 - a. Name and social security number
 - b. Copy of employee's hepatitis B vaccination status and record
 - c. Copy of the results of the follow up examination
 - d. The healthcare professional's written opinion
 - e. Copy of the information provided to the health care professional.
3. All records will be strictly confidential. Only the licensed health care professionals, the appropriate personnel staff member, and those listed in 29 CFR 1910 will have access to records.
4. No other disclosure will be made without written consent of the employee.

B. Training Records

1. Training records of employees under the plan will be maintained for at least three years.
2. Records shall include the following:
 - a. Date of training session
 - b. Contents of the session
 - c. Names and job description of persons attending
 - d. Names and qualifications of trainers.

C. Availability

Records are available to the following persons only:

- Appropriate personnel staff
- Appropriate health care professionals
- Those identified in the 29 CFR 1910.20
- The employee upon request
- Anyone with written consent from the employee

Hazardous Communication Plan

Policy Statement

Section I

- Contractors and their employees
- List of Hazardous Materials

Section II

- Responsibilities
 - Supervisors
 - Employees
 - Safety Committee

Section III

- Material Safety Data Sheets (MSDS)- Global Harmonization System

Section IV

- Information
- Training

Section V

- Labels
- Labeling

Policy Statement:

The health and safety of every employee is of great importance to Yukon Public Schools. The organization will make every reasonable effort to identify and hazardous chemical compound used in our operations and to inform all employees who may come in contact with them of the hazard and the means of protecting their health.

Sheli McAdoo, Ph.D.
Assistant Superintendent of Administrative Services
District Safety Coordinator

Section I

- All employees of Yukon Public Schools and all contractors and their employees who are working under contracts with Yukon Public Schools and are expected to be working in an area where a hazardous material is stored or used must be given instructions of the procedures used in handling the material and all aspects of proper safety while working in the area.
- List of Materials:
A list of materials used in each establishment is available upon request in the Main Office. Each Material Listing Book will have a Chemical Inventory List that includes all chemicals found in the book.

Section II- Responsibilities

- Site Administrators, Directors, Supervisors
 - To ensure that hazard communication program requirements are being met.
 - To inform responsible persons of any operation change affecting the use of hazardous materials.
 - Provide and document training of employees in all aspects of materials used, use of MSDS's (Global Harmonization System) and all other training.
 - To ensure that adequate protective equipment is available as necessary.
 - Keep up to date files on MSDS's (Global Harmonization System) and ensure proper labeling procedures are being followed.
 - Each MSDS (Global Harmonization System) has a Chemical Inventory List in place at the front of the book.
 - To be alert of all jobs in their work area that require communication hazard training and ensure that safe practices are being followed.
 - Instruct contractors and their employees on hazards.
- Employees
 - Obey all rules.
 - Report any unsafe conditions to your immediate supervisor.
 - Know the location of the MSDS's (Global Harmonization System) and first aid supplies and emergency equipment.
 - Report any container not having a required label.
 - Use the appropriate Personal Protective Equipment when the situation calls for it.
- Safety Committee
 - Maintain compliance with MSDS's (Global Harmonization System).
 - Periodically inspect departments for proper compliance with Safety and Health program.
 - Coordinate training of employees and contractors with the hazard communication program.

Section III- Material Safety Data Sheets (MSDS's) Global Harmonization System

MSDS's identify hazardous materials and outline the chemicals hazardous characteristics. It also outlines emergency and first aid procedures in case of exposure or spills. The importance of the

MSDS's cannot be stressed enough.

Once a product is classified as a hazardous chemical, then the manufacturer must prepare labels and safety data sheets to convey the hazard information to their downstream customers. Beginning in March of 2012, when OSHA updated its Hazard Communication standard to require labels that meet the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), chemical products will now have pictograms indicating the hazard of the product.

All employers with hazardous chemicals in their workplaces must have labels and safety data sheets available, and employees must be trained on how to recognize the hazards and how to handle the chemicals appropriately.

In Plant Operations Will Follow This Guidance:

- Shipping and receiving will ensure that all hazardous incoming material has up to date information (MSDS or GHS).
- If an up to date MSDS (GHS) is not present then the manufacturer must be contacted immediately so that the updated MSDS (GHS) can be obtained.
- Material must be stored with identifying labels affixed.
- A copy of the updated MSDS (GHS) shall be given to the appropriate supervisor for filing and employee training.
- A copy of the updated MSDS (GHS) shall be placed in the department in which the material is used to provide easy access by the employees.
- A copy of each MSDS (GHS) shall be kept in the management section for reference.

Section IV- Information and Training

- Information- In order to have a successful program it is necessary that all employees receive the proper information regarding the following:
 - The requirement of training on the hazard communication program.
 - Hazardous chemicals in their work area.
 - Location and availability of this written hazard communication on the employee intranet or in written form.
 - Location of all MSDS's (GHS) in the area the employees are working.
 - Knowledge of the list of hazardous materials.
- Training- It is necessary that all employees receive annual training in the following areas:
 - Hazard Communication Plan
 - How to use the MSDS's (GHS) sheets
 - Physical and health hazards according to the MSDS's (GHS)
 - How to detect the presence of a hazardous chemical (visual appearance, odor, etc.)
 - Types of protection that can be used when handling hazardous materials
 - Precautions to use for safely handling hazardous materials.
 - First aid for each chemical.
 - Symptoms of overexposure to hazardous materials.
 - Protective equipment to be used in handling hazardous materials.
 - How to store chemicals properly

- How to report damaged or leaking containers
- Emergency procedures
- Hazardous or non-routine tasks such as cleaning tanks

Section V- Labels and Labeling

In order to ensure proper safety, it is important that all containers containing hazardous materials will be properly labeled.

The procedures listed below are important to the proper storage of chemicals.

HMIS (Hazardous Materials Identification System) will be used to identify all containers containing hazardous chemicals.

- The manufacturer's' label will remain on the container in which it was shipped.

All containers must be labeled and have:

- Existing labels on incoming containers shall remain and not be removed, destroyed or defaced.
- Name and address of the chemical manufacturer must appear on the container. This does not apply to portable containers intended for immediate use.
- Portable containers are not subject to labels if the contents are consumed that shift and used by the employee transferring the chemical.

Yukon Public Schools

Respiratory Protection Plan

Policy Statement

All employees exposed to air contaminants shall be provided with personal respirators, which shall comply with appropriate OSHA standards for the substances to which the employee is exposed. The supervisor will be responsible for ensuring the availability of respiratory equipment and for the enforcement of company policy in regards to the use and maintenance of respirators in the facility

Standards supplied-air impair respirators:

A supplied-air respirator is furnished for use in accordance with 29CFR1910.94 when one or more of the following conditions exist:

- When working inside of blast cleaning rooms, or
- When using, silica sand in manual blasting operations where the nozzle and blast are not physically separated from the operator in an exhaust ventilated enclosure, or
- Where concentrations of toxic dust dispersed by the abrasive blasting may excel the limits set in 29CFR1910.1000 and the nozzle and blast are not physically separated from the operator in an exhaust-ventilated enclosure.

Identification and Usage Areas:

Respirator cartridges, filters, covers, and rings are color coded for ready identification. It is essential the correct respirator is worn in required areas and it's the responsibility of the Supervisor to ensure employees wear the correct respirator for the contaminants to which employees are being composed.

Inspection:

Supervisor shall inspect respirators in their respective area at the beginning of each shift for appropriate assemblies, fit, cleanliness and defects. In addition, an unscheduled examination of respiratory equipment, shall be conducted at least once a week for storage areas, condition and effectiveness. The results of the weekly inspection shall be recorded with any actions taken and this record shall be retained for one year.

The supervisor shall conduct an unscheduled examination of at least twenty-five percent of respirators at least once a month and a record of inspection shall be retained for one year.

Training:

All new employees shall be thoroughly oriented to the use and care of respirators on the first day of their employment. Thereafter, review of respiratory care and use shall be conducted for all employees not less than once each quarter at regularly scheduled safety meetings. Documents demonstrating proper training has taken place will remain on file for five years.

Training shall include but is not restricted to:

- An explanation of the need for respirators
- A review of the company respirator program including:
 - Specific respirators and respirator assemblies for each usage area
 - Care and maintenance of respirators

- Proper use of respiratory equipment and selection
- Each wearer shall receive fitting instructions, including demonstrations and practice in how the respirator should be worn, how to adjust it and how to determine if it fits properly.
- Each wearer shall be provided an opportunity to handle the respirator, have it fitted properly, test its facepiece-to-face seal, wear it in normal air for a long familiarity period, and finally to wear it in a test atmosphere.
- Each employee must be capable of passing a simple test demonstrating proficiency in these areas at all times.

Care and Maintenance:

All respirators shall be individually assigned. It shall be the responsibility of each employee to care for his/her own respirator. The procedures listed shall be followed for minimal care.

- Cartridges should be replaced according to the time schedule for the job. When Due schedule is provided, cartridges are to be replaced at the first trace of contaminant odor passing through the respirator, but at least once a week.
- Filters should be replaced as soon as breathing becomes difficult.
- Respirators shall be cleaned at the end of each shift during which they were used in the following manner:
 - Disassemble respirator, removing cartridge, filter, and headbands.
 - Cleanse and sanitize mask and parts by immersing in solution and swab or sponge until clean.
 - Rinse in freshwater.
 - Immerse in mild disinfectant and air dry.
- Removal of accumulations of paint or other difficult to remove foreign matter from respirator:
 - Disassemble respirator as above.
 - Immerse face piece and pans into any commercial alkaline detergent stripping agent, using manufacturers instructions on dilutions.
 - Soak until accumulated film lifts, then brush or swab until clean.
 - Rinse in fresh warm water.
 - Immerse in routine cleaning solution to remove all traces of stripping agent.
 - Rinse in fresh warm water and air dry.
- Respirators shall be stored in a clean, dry and sanitary location when not in use.
- Respirators in need of repair shall be turned into the Supervisor and replaced when they become worn or damaged beyond acceptable repair.
- All employees using respirators shall be made fully aware of and shall observe the following precautions in respirator use:
 - Respirators do not supply oxygen
 - Use respirators in adequately ventilated areas containing sufficient oxygen to support life
 - Do not use respirators where concentrations of contaminants are immediately dangerous to life. If an employee suspects contaminants have reached unsafe levels,

- leave the area immediately, and inform the Supervisor.
- Leave area immediately if:
 - Breathing becomes difficult
 - Dizziness or other distress occurs.
 - Contaminants can be tasted or smelled through the respirator.
 - Use respirators strictly in accordance with inspections, labels, and limitations pertaining to appropriate respirator in use.
 - An employee should never alter or modify this device, nor shall he/she attempt to repair the device unless he/she is specifically trained to do so.
 - Respirators (negative pressure) shall not be worn when conditions such as skull caps/beards prevent a face-to-facepiece seal.

The employer is not limited to compliance methods suggested by OSHA. Methods explained are general and may not be effective in all cases. Other methods of compliance may be equally or more appropriate. Ultimate responsibility for determining the most appropriate compliance methods rests with the employer, give the employer's superior knowledge of the specific conditions at its worksite.

Chemical Inventory List

This list should be placed at the front of the MSDS Book. All chemicals are recorded in the Chemical Inventory List as they are introduced into the building. Update this list as needed when new chemicals are brought into the building.



Employee Accident/Injury Form



SUPERVISOR'S INVESTIGATION OF EMPLOYEE ACCIDENT/INJURY

This report will be provided to the Workers' Compensation Representative/HR within 24 hours of notification of the accident/injury

Employee: _____ Date of Injury: _____ Time of Injury: _____ (Circle) AM PM
 Dept/Div: _____ Supervisor: _____ Phone No: _____
 Job Title: _____ Date Notified of Accident: _____ Date of Investigation: _____ (Circle)
 Shift: A B C Start Time of Work Day: _____ AM PM Medical Treatment Provided Y N

Witnesses (attach statement for each)

Name: _____ Title: _____ Phone Number: _____
 Name: _____ Title: _____ Phone Number: _____
 Name: _____ Title: _____ Phone Number: _____

Describe the events immediately prior to the injury and the circumstances causing the employees' injury:

Personal Protection Required (PPE): Foot Prot. Face/Eye Prot. Fall Prot. Respiratory Prot. Hand Prot.

Head Prot. Lifting Assistance Device Apron/Chaps Back Belt Other: _____

None Was PPE being used? Yes No Was injury caused by failure of the device(s) Yes No

Object, equipment, or substance, which caused injury:

Choose factor (s), which directly or indirectly caused the accident to occur:

- Lack of Skill/Abilities Physical Weakness/Disability Carelessness Unsafe Act
- Failure to Use PPE Failure to Follow Procedures Unsafe Condition Undetermined
- Sudden Distraction Fatigue Client Assault Client Caused

Other-Describe: _____

Other Factors: Poor Workplace Design Broken/Damaged Equipment/Object

Inadequate Procedures Inadequate Resources Actions by Another Person/Employee

Other-Describe: _____

Are your findings consistent with employee's description? Yes No

Describe accident if different from employee's description: _____

Describe actions taken to prevent reoccurrence: _____

Make recommendations to the Safety and Health Director/Committee. Provide additional attachments as required.

Supervisor's Signature: _____ Title: _____ Date: _____

Dept. Head/Area Administrator Initials: _____ Date: _____

Distribution: White: Copy to Administration - Dr. McAdoo Yellow: Copy to Supervisor

OSHA Hazard Communications

- **Part Number:** 1910
- **Part Title:** Occupational Safety and Health Standards
- **Subpart:** Z
- **Subpart Title:** Toxic and Hazardous Substances
- **Standard Number:** [1910.1200](#)
- **Title:** Hazard Communication.
- **Appendix:** [A](#), [B](#), [C](#), [D](#), [E](#), [F](#)
- **GPO Source:** [e-CFR](#)

Note: The following text for 1910.1200 has been updated to align with the UN Globally Harmonized System of Classification and Labelling of Chemicals (GHS), Revision 3, issued in the [Federal Register, March 26, 2012](#). This rule became effective May 25, 2012.

Also, the [Hazard Communication page](#), on OSHA.gov, includes downloadable versions of the revised 1910.1200 Final Rule and appendices, updated to align with the GHS; a comparison of the Hazard Communication Standard, issued in 1994 (HazCom 1994), with the revised Hazard Communication Final Rule issued in 2012 (HazCom 2012); frequently asked questions on the revisions; and new guidance materials on the revisions. The page also contains the full regulatory text and appendices of [HazCom 1994](#).

1910.1200(a)

Purpose.

1910.1200(a)(1)

The purpose of this section is to ensure that the hazards of all chemicals produced or imported are classified, and that information concerning the classified hazards is transmitted to employers and employees. The requirements of this section are intended to be consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labelling of Chemicals (GHS), Revision 3. The transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, safety data sheets and employee training.

1910.1200(a)(2)

This occupational safety and health standard is intended to address comprehensively the issue of classifying the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees, and to preempt any legislative or regulatory enactments of a state, or political subdivision of a state, pertaining to this subject. Classifying the potential hazards of chemicals and communicating information concerning hazards and appropriate protective measures to employees, may include, for example, but is not limited to, provisions for: developing and maintaining a written hazard communication program for the workplace, including lists of hazardous chemicals present; labeling of containers of chemicals in the workplace, as well as of containers of chemicals being shipped to other workplaces; preparation and distribution of safety data sheets to employees and downstream employers; and development and implementation of employee training programs regarding hazards of chemicals and protective measures. Under section 18 of the Act, no state or political subdivision of a state may adopt or enforce any requirement relating to the issue addressed by this Federal standard, except pursuant to a Federally-approved state plan.

1910.1200(b)

Scope and application.

1910.1200(b)(1)

This section requires chemical manufacturers or importers to classify the hazards of chemicals which they produce or import, and all employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, safety data sheets, and information and training. In addition, this section requires

distributors to transmit the required information to employers. (Employers who do not produce or import chemicals need only focus on those parts of this rule that deal with establishing a workplace program and communicating information to their workers.)

1910.1200(b)(2)

This section applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

1910.1200(b)(3)

This section applies to laboratories only as follows:

1910.1200(b)(3)(i)

Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;

1910.1200(b)(3)(ii)

Employers shall maintain any safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible during each work shift to laboratory employees when they are in their work areas;

1910.1200(b)(3)(iii)

Employers shall ensure that laboratory employees are provided information and training in accordance with paragraph (h) of this section, except for the location and availability of the written hazard communication program under paragraph (h)(2)(iii) of this section; and,

1910.1200(b)(3)(iv)

Laboratory employers that ship hazardous chemicals are considered to be either a chemical manufacturer or a distributor under this rule, and thus must ensure that any containers of hazardous chemicals leaving the laboratory are labeled in accordance with paragraph (f) of this section, and that a safety data sheet is provided to distributors and other employers in accordance with paragraphs (g)(6) and (g)(7) of this section.

1910.1200(b)(4)

In work operations where employees only handle chemicals in sealed containers which are not opened under normal conditions of use (such as are found in marine cargo handling, warehousing, or retail sales), this section applies to these operations only as follows:

1910.1200(b)(4)(i)

Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced;

1910.1200(b)(4)(ii)

Employers shall maintain copies of any safety data sheets that are received with incoming shipments of the sealed containers of hazardous chemicals, shall obtain a safety data sheet as soon as possible for sealed containers of hazardous chemicals received without a safety data sheet if an employee requests the safety data sheet, and shall ensure that the safety data sheets are readily accessible during each work shift to employees when they are in their work area(s); and,

1910.1200(b)(4)(iii)

Employers shall ensure that employees are provided with information and training in accordance with paragraph (h) of this section (except for the location and availability of the written hazard communication program under paragraph (h)(2)(iii) of this section), to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.

1910.1200(b)(5)

This section does not require labeling of the following chemicals:

1910.1200(b)(5)(i)

Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 *et seq.*), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;

1910.1200(b)(5)(ii)

Any chemical substance or mixture as such terms are defined in the Toxic Substances Control Act (15 U.S.C. 2601 *et seq.*), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;

1910.1200(b)(5)(iii)

Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device or product, including materials intended for use as ingredients in such products (*e.g.* flavors and fragrances), as such terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 *et seq.*) or the Virus-Serum-Toxin Act of 1913 (21 U.S.C. 151 *et seq.*), and regulations issued under those Acts, when they are subject to the labeling requirements under those Acts by either the Food and Drug Administration or the Department of Agriculture;

1910.1200(b)(5)(iv)

Any distilled spirits (beverage alcohols), wine, or malt beverage intended for nonindustrial use, as such

terms are defined in the Federal Alcohol Administration Act (27 U.S.C. 201 *et seq.*) and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, Firearms and Explosives;

1910.1200(b)(5)(v)

Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 *et seq.*) and Federal Hazardous Substances Act (15 U.S.C. 1261 *et seq.*) respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission; and,

1910.1200(b)(5)(vi)

Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act (7 U.S.C. 1551 *et seq.*) and the labeling regulations issued under that Act by the Department of Agriculture.

1910.1200(b)(6)

This section does not apply to:

1910.1200(b)(6)(i)

Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6901 *et seq.*), when subject to regulations issued under that Act by the Environmental Protection Agency;

1910.1200(b)(6)(ii)

Any hazardous substance as such term is defined by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 U.S.C. 9601 *et seq.*) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with Environmental Protection Agency regulations.

1910.1200(b)(6)(iii)

Tobacco or tobacco products;

1910.1200(b)(6)(iv)

Wood or wood products, including lumber which will not be processed, where the chemical manufacturer or importer can establish that the only hazard they pose to employees is the potential for flammability or combustibility (wood or wood products which have been treated with a hazardous chemical covered by this standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted);

1910.1200(b)(6)(v)

Articles (as that term is defined in paragraph (c) of this section);

1910.1200(b)(6)(vi)

Food or alcoholic beverages which are sold, used, or prepared in a retail establishment (such as a grocery store, restaurant, or drinking place), and foods intended for personal consumption by employees while in the workplace;

1910.1200(b)(6)(vii)

Any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 *et seq.*), when it is in solid, final form for direct administration to the patient (*e.g.*, tablets or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (*e.g.*, over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (*e.g.*, first aid supplies);

1910.1200(b)(6)(viii)

Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace;

1910.1200(b)(6)(ix)

Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 *et seq.*) and Federal Hazardous Substances Act (15 U.S.C. 1261 *et seq.*) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;

1910.1200(b)(6)(x)

Nuisance particulates where the chemical manufacturer or importer can establish that they do not pose any physical or health hazard covered under this section;

1910.1200(b)(6)(xi)

Ionizing and nonionizing radiation; and,

1910.1200(b)(6)(xii)

Biological hazards.

1910.1200(c)

Definitions. *Article* means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in

part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees.

Assistant Secretary means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

Chemical means any substance, or mixture of substances.

Chemical manufacturer means an employer with a workplace where chemical(s) are produced for use or distribution.

Chemical name means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.

Classification means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

Commercial account means an arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

Common name means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Designated representative means any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Director means the Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

Distributor means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

Employee means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Employer means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

Exposure or exposed means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or

absorption.)

Foreseeable emergency means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

Hazard category means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard class means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Hazard not otherwise classified (HNOC) means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

Hazard statement means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Hazardous chemical means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Health hazard means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200—Health Hazard Criteria.

Immediate use means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Importer means the first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.

Label means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

Label elements means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

Mixture means a combination or a solution composed of two or more substances in which they do not react.

Physical hazard means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to §1910.1200—Physical Hazard Criteria.

Pictogram means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

Precautionary statement means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Produce means to manufacture, process, formulate, blend, extract, generate, emit, or repackage.

Product identifier means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Pyrophoric gas means a chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

Responsible party means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Safety data sheet (SDS) means written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of this section.

Signal word means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

Simple asphyxiant means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

Specific chemical identity means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Substance means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

Trade secret means any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. Appendix E to §1910.1200—Definition of Trade Secret, sets out the criteria to be used in evaluating trade secrets.

Use means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

Work area means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace means an establishment, job site, or project, at one geographical location containing one or more work areas.

1910.1200(d)

Hazard classification.

1910.1200(d)(1)

Chemical manufacturers and importers shall evaluate chemicals produced in their workplaces or imported

by them to classify the chemicals in accordance with this section. For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and, where appropriate, the category of each class that apply to the chemical being classified. Employers are not required to classify chemicals unless they choose not to rely on the classification performed by the chemical manufacturer or importer for the chemical to satisfy this requirement.

1910.1200(d)(2)

Chemical manufacturers, importers or employers classifying chemicals shall identify and consider the full range of available scientific literature and other evidence concerning the potential hazards. There is no requirement to test the chemical to determine how to classify its hazards. Appendix A to § 1910.1200 shall be consulted for classification of health hazards, and Appendix B to § 1910.1200 shall be consulted for the classification of physical hazards.

1910.1200(d)(3)

Mixtures.

1910.1200(d)(3)(i)

Chemical manufacturers, importers, or employers evaluating chemicals shall follow the procedures described in Appendices A and B to Sec. 1910.1200 to classify the hazards of the chemicals, including determinations regarding when mixtures of the classified chemicals are covered by this section.

1910.1200(d)(3)(ii)

When classifying mixtures they produce or import, chemical manufacturers and importers of mixtures may rely on the information provided on the current safety data sheets of the individual ingredients, except where the chemical manufacturer or importer knows, or in the exercise of reasonable diligence should know, that the safety data sheet misstates or omits information required by this section.

1910.1200(e)

Written hazard communication program.

1910.1200(e)(1)

Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in paragraphs (f), (g), and (h) of this section for labels and other forms of warning, safety data sheets, and employee information and training will be met, and which also includes the following:

1910.1200(e)(1)(i)

A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas); and,

1910.1200(e)(1)(ii)

The methods the employer will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of reactor vessels), and the hazards associated with chemicals contained in unlabeled pipes in their work areas.

1910.1200(e)(2)

Multi-employer workplaces. Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site) shall additionally ensure that the hazard communication programs developed and implemented under this paragraph (e) include the following:

1910.1200(e)(2)(i)

The methods the employer will use to provide the other employer(s) on-site access to safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;

1910.1200(e)(2)(ii)

The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,

1910.1200(e)(2)(iii)

The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.

1910.1200(e)(3)

The employer may rely on an existing hazard communication program to comply with these requirements, provided that it meets the criteria established in this paragraph (e).

1910.1200(e)(4)

The employer shall make the written hazard communication program available, upon request, to employees, their designated representatives, the Assistant Secretary and the Director, in accordance with the requirements of 29 CFR 1910.1020 (e).

1910.1200(e)(5)

Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, the written hazard communication program may be kept at the

primary workplace facility.

1910.1200(f)

Labels and other forms of warning—

1910.1200(f)(1)

Labels on shipped containers. The chemical manufacturer, importer, or distributor shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked. Hazards not otherwise classified do not have to be addressed on the container. Where the chemical manufacturer or importer is required to label, tag or mark the following information shall be provided:

1910.1200(f)(1)(i)

Product identifier;

1910.1200(f)(1)(ii)

Signal word;

1910.1200(f)(1)(iii)

Hazard statement(s);

1910.1200(f)(1)(iv)

Pictogram(s);

1910.1200(f)(1)(v)

Precautionary statement(s); and,

1910.1200(f)(1)(vi)

Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

1910.1200(f)(2)

The chemical manufacturer, importer, or distributor shall ensure that the information provided under paragraphs (f)(1)(i) through (v) of this section is in accordance with Appendix C to § 1910.1200, for each hazard class and associated hazard category for the hazardous chemical, prominently displayed, and in English (other languages may also be included if appropriate).

1910.1200(f)(3)

The chemical manufacturer, importer, or distributor shall ensure that the information provided under paragraphs (f)(1)(ii) through (iv) of this section is located together on the label, tag, or mark.

1910.1200(f)(4)

Solid materials.

1910.1200(f)(4)(i)

For solid metal (such as a steel beam or a metal casting), solid wood, or plastic items that are not exempted as articles due to their downstream use, or shipments of whole grain, the required label may be transmitted to the customer at the time of the initial shipment, and need not be included with subsequent shipments to the same employer unless the information on the label changes;

1910.1200(f)(4)(ii)

The label may be transmitted with the initial shipment itself, or with the safety data sheet that is to be provided prior to or at the time of the first shipment; and,

1910.1200(f)(4)(iii)

This exception to requiring labels on every container of hazardous chemicals is only for the solid material itself, and does not apply to hazardous chemicals used in conjunction with, or known to be present with, the material and to which employees handling the items in transit may be exposed (for example, cutting fluids or pesticides in grains).

1910.1200(f)(5)

Chemical manufacturers, importers, or distributors shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked in accordance with this section in a manner which does not conflict with the requirements of the Hazardous Materials Transportation Act (49 U.S.C. 1801 *et seq.*) and regulations issued under that Act by the Department of Transportation.

1910.1200(f)(6)

Workplace labeling. Except as provided in paragraphs (f)(7) and (f)(8) of this section, the employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with either:

1910.1200(f)(6)(i)

The information specified under paragraphs (f)(1)(i) through (v) of this section for labels on shipped containers; or,

1910.1200(f)(6)(ii)

Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

1910.1200(f)(7)

The employer may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, as long as the

alternative method identifies the containers to which it is applicable and conveys the information required by paragraph (f)(6) of this section to be on a label. The employer shall ensure the written materials are readily accessible to the employees in their work area throughout each work shift.

1910.1200(f)(8)

The employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer. For purposes of this section, drugs which are dispensed by a pharmacy to a health care provider for direct administration to a patient are exempted from labeling.

1910.1200(f)(9)

The employer shall not remove or deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.

1910.1200(f)(10)

The employer shall ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Employers having employees who speak other languages may add the information in their language to the material presented, as long as the information is presented in English as well.

1910.1200(f)(11)

Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical shall revise the labels for the chemical within six months of becoming aware of the new information, and shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information. If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer shall add the information to the label before the chemical is shipped or introduced into the workplace again.

1910.1200(g)

Safety data sheets.

1910.1200(g)(1)

Chemical manufacturers and importers shall obtain or develop a safety data sheet for each hazardous chemical they produce or import. Employers shall have a safety data sheet in the workplace for each hazardous chemical which they use.

1910.1200(g)(2)

The chemical manufacturer or importer preparing the safety data sheet shall ensure that it is in English (although the employer may maintain copies in other languages as well), and includes at least the following section numbers and headings, and associated information under each heading, in the order listed (See Appendix D to § 1910.1200—Safety Data Sheets, for the specific content of each section of the safety data sheet):

1910.1200(g)(2)(i)

Section 1, Identification;

1910.1200(g)(2)(ii)

Section 2, Hazard(s) identification;

1910.1200(g)(2)(iii)

Section 3, Composition/information on ingredients;

1910.1200(g)(2)(iv)

Section 4, First-aid measures;

1910.1200(g)(2)(v)

Section 5, Fire-fighting measures;

1910.1200(g)(2)(vi)

Section 6, Accidental release measures;

1910.1200(g)(2)(vii)

Section 7, Handling and storage;

1910.1200(g)(2)(viii)

Section 8, Exposure controls/personal protection;

1910.1200(g)(2)(ix)

Section 9, Physical and chemical properties;

1910.1200(g)(2)(x)

Section 10, Stability and reactivity;

1910.1200(g)(2)(xi)

Section 11, Toxicological information;

1910.1200(g)(2)(xii)

Section 12, Ecological information;

1910.1200(g)(2)(xiii)

Section 13, Disposal considerations;

1910.1200(g)(2)(xiv)

Section 14, Transport information;

1910.1200(g)(2)(xv)

Section 15, Regulatory information; and

1910.1200(g)(2)(xvi)

Section 16, Other information, including date of preparation or last revision.

Note 1 to paragraph (g)(2): To be consistent with the GHS, an SDS must also include the headings in paragraphs (g)(2)(xii) through (g)(2)(xv) in order.

Note 2 to paragraph (g)(2): OSHA will not be enforcing information requirements in sections 12 through 15, as these areas are not under its jurisdiction.

1910.1200(g)(3)

If no relevant information is found for any subheading within a section on the safety data sheet, the chemical manufacturer, importer or employer preparing the safety data sheet shall mark it to indicate that no applicable information was found.

1910.1200(g)(4)

Where complex mixtures have similar hazards and contents (i.e. the chemical ingredients are essentially the same, but the specific composition varies from mixture to mixture), the chemical manufacturer, importer or employer may prepare one safety data sheet to apply to all of these similar mixtures.

1910.1200(g)(5)

The chemical manufacturer, importer or employer preparing the safety data sheet shall ensure that the information provided accurately reflects the scientific evidence used in making the hazard classification. If the chemical manufacturer, importer or employer preparing the safety data sheet becomes newly aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information shall be added to the safety data sheet within three months. If the chemical is not currently being produced or imported, the chemical manufacturer or importer shall add the information to the safety data sheet before the chemical is introduced into the workplace again.

1910.1200(g)(6)(i)

Chemical manufacturers or importers shall ensure that distributors and employers are provided an appropriate safety data sheet with their initial shipment, and with the first shipment after a safety data sheet is updated;

1910.1200(g)(6)(ii)

The chemical manufacturer or importer shall either provide safety data sheets with the shipped containers or send them to the distributor or employer prior to or at the time of the shipment;

1910.1200(g)(6)(iii)

If the safety data sheet is not provided with a shipment that has been labeled as a hazardous chemical, the distributor or employer shall obtain one from the chemical manufacturer or importer as soon as possible; and,

1910.1200(g)(6)(iv)

The chemical manufacturer or importer shall also provide distributors or employers with a safety data sheet upon request.

1910.1200(g)(7)(i)

Distributors shall ensure that safety data sheets, and updated information, are provided to other distributors and employers with their initial shipment and with the first shipment after a safety data sheet is updated;

1910.1200(g)(7)(ii)

The distributor shall either provide safety data sheets with the shipped containers, or send them to the other distributor or employer prior to or at the time of the shipment;

1910.1200(g)(7)(iii)

Retail distributors selling hazardous chemicals to employers having a commercial account shall provide a safety data sheet to such employers upon request, and shall post a sign or otherwise inform them that a safety data sheet is available;

1910.1200(g)(7)(iv)

Wholesale distributors selling hazardous chemicals to employers over-the-counter may also provide safety data sheets upon the request of the employer at the time of the over-the-counter purchase, and shall post a sign or otherwise inform such employers that a safety data sheet is available;

1910.1200(g)(7)(v)

If an employer without a commercial account purchases a hazardous chemical from a retail distributor not required to have safety data sheets on file (i.e., the retail distributor does not have commercial accounts and does not use the materials), the retail distributor shall provide the employer, upon request, with the name, address, and telephone number of the chemical manufacturer, importer, or distributor from which a safety data sheet can be obtained;

1910.1200(g)(7)(vi)

Wholesale distributors shall also provide safety data sheets to employers or other distributors upon request; and,

1910.1200(g)(7)(vii)

Chemical manufacturers, importers, and distributors need not provide safety data sheets to retail distributors that have informed them that the retail distributor does not sell the product to commercial accounts or open the sealed container to use it in their own workplaces.

1910.1200(g)(8)

The employer shall maintain in the workplace copies of the required safety data sheets for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.)

1910.1200(g)(9)

Where employees must travel between workplaces during a workshift, *i.e.*, their work is carried out at more than one geographical location, the material safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.

1910.1200(g)(10)

Safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals. However, the employer shall ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible during each work shift to employees when they are in their work area(s).

1910.1200(g)(11)

Safety data sheets shall also be made readily available, upon request, to designated representatives, the Assistant Secretary, and the Director, in accordance with the requirements of § 1910.1020(e).

1910.1200(h)

Employee information and training.

1910.1200(h)(1)

Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

1910.1200(h)(2)

Information. Employees shall be informed of:

1910.1200(h)(2)(i)

The requirements of this section;

1910.1200(h)(2)(ii)

Any operations in their work area where hazardous chemicals are present; and,

1910.1200(h)(2)(iii)

The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by this section.

1910.1200(h)(3)

Training. Employee training shall include at least:

1910.1200(h)(3)(i)

Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);

1910.1200(h)(3)(ii)

The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;

1910.1200(h)(3)(iii)

The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,

1910.1200(h)(3)(iv)

The details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

1910.1200(i)

Trade secrets.

1910.1200(i)(1)

The chemical manufacturer, importer, or employer may withhold the specific chemical identity, including

the chemical name, other specific identification of a hazardous chemical, or the exact percentage (concentration) of the substance in a mixture, from the safety data sheet, provided that:

1910.1200(i)(1)(i)

The claim that the information withheld is a trade secret can be supported;

1910.1200(i)(1)(ii)

Information contained in the safety data sheet concerning the properties and effects of the hazardous chemical is disclosed;

1910.1200(i)(1)(iii)

The safety data sheet indicates that the specific chemical identity and/or percentage of composition is being withheld as a trade secret; and,

1910.1200(i)(1)(iv)

The specific chemical identity and percentage is made available to health professionals, employees, and designated representatives in accordance with the applicable provisions of this paragraph (i).

1910.1200(i)(2)

Where a treating physician or nurse determines that a medical emergency exists and the specific chemical identity and/or specific percentage of composition of a hazardous chemical is necessary for emergency or first-aid treatment, the chemical manufacturer, importer, or employer shall immediately disclose the specific chemical identity or percentage composition of a trade secret chemical to that treating physician or nurse, regardless of the existence of a written statement of need or a confidentiality agreement. The chemical manufacturer, importer, or employer may require a written statement of need and confidentiality agreement, in accordance with the provisions of paragraphs (i)(3) and (4) of this section, as soon as circumstances permit.

1910.1200(i)(3)

In non-emergency situations, a chemical manufacturer, importer, or employer shall, upon request, disclose a specific chemical identity or percentage composition, otherwise permitted to be withheld under paragraph (i)(1) of this section, to a health professional (i.e. physician, industrial hygienist, toxicologist, epidemiologist, or occupational health nurse) providing medical or other occupational health services to exposed employee(s), and to employees or designated representatives, if:

1910.1200(i)(3)(i)

The request is in writing;

1910.1200(i)(3)(ii)

The request describes with reasonable detail one or more of the following occupational health needs for the information:

1910.1200(i)(3)(ii)(A)

To assess the hazards of the chemicals to which employees will be exposed;

1910.1200(i)(3)(ii)(B)

To conduct or assess sampling of the workplace atmosphere to determine employee exposure levels;

1910.1200(i)(3)(ii)(C)

To conduct pre-assignment or periodic medical surveillance of exposed employees;

1910.1200(i)(3)(ii)(D)

To provide medical treatment to exposed employees;

1910.1200(i)(3)(ii)(E)

To select or assess appropriate personal protective equipment for exposed employees;

1910.1200(i)(3)(ii)(F)

To design or assess engineering controls or other protective measures for exposed employees; and,

1910.1200(i)(3)(ii)(G)

To conduct studies to determine the health effects of exposure.

1910.1200(i)(3)(iii)

The request explains in detail why the disclosure of the specific chemical identity or percentage composition is essential and that, in lieu thereof, the disclosure of the following information to the health professional, employee, or designated representative, would not satisfy the purposes described in paragraph (i)(3)(ii) of this section:

1910.1200(i)(3)(iii)(A)

The properties and effects of the chemical;

1910.1200(i)(3)(iii)(B)

Measures for controlling workers' exposure to the chemical;

1910.1200(i)(3)(iii)(C)

Methods of monitoring and analyzing worker exposure to the chemical; and,

1910.1200(i)(3)(iii)(D)

Methods of diagnosing and treating harmful exposures to the chemical;

1910.1200(i)(3)(iv)

The request includes a description of the procedures to be used to maintain the confidentiality of the disclosed information; and,

1910.1200(i)(3)(v)

The health professional, and the employer or contractor of the services of the health professional (i.e. downstream employer, labor organization, or individual employee), employee, or designated representative, agree in a written confidentiality agreement that the health professional, employee, or designated representative, will not use the trade secret information for any purpose other than the health need(s) asserted and agree not to release the information under any circumstances other than to OSHA, as provided in paragraph (i)(6) of this section, except as authorized by the terms of the agreement or by the chemical manufacturer, importer, or employer.

1910.1200(i)(4)

The confidentiality agreement authorized by paragraph (i)(3)(iv) of this section:

1910.1200(i)(4)(i)

May restrict the use of the information to the health purposes indicated in the written statement of need;

1910.1200(i)(4)(ii)

May provide for appropriate legal remedies in the event of a breach of the agreement, including stipulation of a reasonable pre-estimate of likely damages; and,

1910.1200(i)(4)(iii)

May not include requirements for the posting of a penalty bond.

1910.1200(i)(5)

Nothing in this standard is meant to preclude the parties from pursuing non-contractual remedies to the extent permitted by law.

1910.1200(i)(6)

If the health professional, employee, or designated representative receiving the trade secret information decides that there is a need to disclose it to OSHA, the chemical manufacturer, importer, or employer who provided the information shall be informed by the health professional, employee, or designated representative prior to, or at the same time as, such disclosure.

1910.1200(i)(7)

If the chemical manufacturer, importer, or employer denies a written request for disclosure of a specific chemical identity or percentage composition, the denial must:

1910.1200(i)(7)(i)

Be provided to the health professional, employee, or designated representative, within thirty days of the request;

1910.1200(i)(7)(ii)

Be in writing;

1910.1200(i)(7)(iii)

Include evidence to support the claim that the specific chemical identity or percent of composition is a trade secret;

1910.1200(i)(7)(iv)

State the specific reasons why the request is being denied; and,

1910.1200(i)(7)(v)

Explain in detail how alternative information may satisfy the specific medical or occupational health need without revealing the trade secret.

1910.1200(i)(8)

The health professional, employee, or designated representative whose request for information is denied under paragraph (i)(3) of this section may refer the request and the written denial of the request to OSHA for consideration.

1910.1200(i)(9)

When a health professional, employee, or designated representative refers the denial to OSHA under paragraph (i)(8) of this section, OSHA shall consider the evidence to determine if:

1910.1200(i)(9)(i)

The chemical manufacturer, importer, or employer has supported the claim that the specific chemical identity or percentage composition is a trade secret;

1910.1200(i)(9)(ii)

The health professional, employee, or designated representative has supported the claim that there is a medical or occupational health need for the information; and,

1910.1200(i)(9)(iii)

The health professional, employee or designated representative has demonstrated adequate means to protect the confidentiality.

1910.1200(i)(10)(i)

If OSHA determines that the specific chemical identity or percentage composition requested under paragraph (i)(3) of this section is not a "bona fide" trade secret, or that it is a trade secret, but the requesting health professional, employee, or designated representative has a legitimate medical or occupational health need for the information, has executed a written confidentiality agreement, and has shown adequate means to protect the confidentiality of the information, the chemical manufacturer, importer, or employer will be subject to citation by OSHA.

1910.1200(i)(10)(ii)

If a chemical manufacturer, importer, or employer demonstrates to OSHA that the execution of a confidentiality agreement would not provide sufficient protection against the potential harm from the unauthorized disclosure of a trade secret, the Assistant Secretary may issue such orders or impose such additional limitations or conditions upon the disclosure of the requested chemical information as may be appropriate to assure that the occupational health services are provided without an undue risk of harm to the chemical manufacturer, importer, or employer.

1910.1200(i)(11)

If a citation for a failure to release trade secret information is contested by the chemical manufacturer, importer, or employer, the matter will be adjudicated before the Occupational Safety and Health Review Commission in accordance with the Act's enforcement scheme and the applicable Commission rules of procedure. In accordance with the Commission rules, when a chemical manufacturer, importer, or employer continues to withhold the information during the contest, the Administrative Law Judge may review the citation and supporting documentation "in camera" or issue appropriate orders to protect the confidentiality of such matters.

1910.1200(i)(12)

Notwithstanding the existence of a trade secret claim, a chemical manufacturer, importer, or employer shall, upon request, disclose to the Assistant Secretary any information which this section requires the chemical manufacturer, importer, or employer to make available. Where there is a trade secret claim, such claim shall be made no later than at the time the information is provided to the Assistant Secretary so that suitable determinations of trade secret status can be made and the necessary protections can be implemented.

1910.1200(i)(13)

Nothing in this paragraph shall be construed as requiring the disclosure under any circumstances of process information which is a trade secret.

1910.1200(j)*Effective dates.***1910.1200(j)(1)**

Employers shall train employees regarding the new label elements and safety data sheets format by December 1, 2013.

1910.1200(j)(2)

Chemical manufacturers, importers, distributors, and employers shall be in compliance with all modified provisions of this section no later than June 1, 2015, except:

1910.1200(j)(2)(i)

After December 1, 2015, the distributor shall not ship containers labeled by the chemical manufacturer or importer unless the label has been modified to comply with paragraph (f)(1) of this section.

1910.1200(j)(2)(ii)

All employers shall, as necessary, update any alternative workplace labeling used under paragraph (f)(6) of this section, update the hazard communication program required by paragraph (h)(1), and provide any additional employee training in accordance with paragraph (h)(3) for newly identified physical or health hazards no later than June 1, 2016.

1910.1200(j)(3)

Chemical manufacturers, importers, distributors, and employers may comply with either § 1910.1200 revised as of October 1, 2011, or the current version of this standard, or both during the transition period. [59 FR 17479, April 13, 1994; 59 FR 65947, Dec. 22, 1994; 61 FR 5507, Feb. 13, 1996; 77 FR 17785, March 26, 2012]

* **Accessibility Assistance:** Contact the OSHA Directorate of Standards and Guidance at 202-693-1950 for assistance accessing PDF materials.

[78 FR 9313, Feb. 8, 2013]

Yukon Public Schools

Automated External Defibrillator Locations

SITE	LOCATION OF AEDs
CENTRAL ELEMENTARY	1. Entryway, just past the office door; North wall
MYERS ELEMENTARY	1. Helping Hands workroom; West wall
PARKLAND ELEMENTARY	1. Copy/Paper room; North end of building; West wall
RANCHWOOD ELEMENTARY	1. Cafeteria; South wall
SHEDECK ELEMENTARY	1. Entryway; South wall across from office door
SKYVIEW ELEMENTARY	1. North hallway; West wall beside the lost and found box
SURREY HILLS ELEMENTARY	1. New gymnasium; Ease of PE Teacher Office
INDEPENDENCE ELEMENTARY	1. Counselor's Hall; main NE Entrance 2. Main hallway between 2 gyms on West end
LAKEVIEW ELEMENTARY	1. Concession Hall; SE corner of building (behind gym bleach 2. Main Hall Entrance; South wall across from office.
6th GRADE ACADEMY - YMS	1. Infirmary; Main office 2. Main N/S Hall; South of Counselor's Office, facing West
7th/8th BUILDING - YMS	1. Main Office 2. Main N/S Hall; South of Counselor's Office, facing West
YUKON HIGH SCHOOL	1. Main Entry Hall by Main Office 2. Main Gym; North Hall on West wall
ATHLETIC AREAS	1. Athletic Areas 2. Carried to games by Sport Medicine Specialist
FINE ARTS AUDITORIUM	1. East end of hall
ADMINISTRATION BUILDING	1. Main Hallway near Business office



**STUDENT + PARENT
HANDBOOK**

2019-2020



**YUKON PUBLIC SCHOOLS
YUKONPS.COM**



IMPORTANT INFORMATION
2019-2020 SCHOOL YEAR
WWW.YUKONPS.COM

YUKON SCHOOLS START DATE
Thursday, August 15, 2019
YUKON SCHOOLS END DATE
Thursday, May 21, 2020

YUKON SCHOOLS START/END TIMES

Yukon Elementary

Pre-K / Big 5

8:00 am - 2:20 pm

Yukon Elementary

K - 3rd

8:00 am - 3:00 pm

4th - 5th

8:10 am - 3:10 pm

Yukon Middle School

6th - 8th

7:40 am - 2:40 pm

Yukon High School

7:30 am - 2:47 pm

M.O.V.E.

6th-12th

9:30 am - 12:30 pm

PRE-K - 3RD ELEMENTARY
(Central, Myers, Parkland,
Ranchwood, Shedeck, Skyview,
Surrey Hills

Back to School Night

August 12th

5:00-6:30 pm

4TH/5TH GRADE ELEMENTARY
Independence

4th Grade

Aug 13 5:00 - 7:00 pm

5th Grade

Aug 12 5:00 - 7:00 pm

Lakeview

4th& 5th Grade

August 13th

6:00 - 8:00 pm

Breakfast Service Start Times

Elementary Schools - 7:30 am

Middle School - 6:45 am

High School - 6:45 am

Breakfast & Lunch Prices

Elementary Breakfast \$1.10 Lunch \$2.50

Middle School Breakfast \$1.20 Lunch \$2.75

High School Breakfast \$1.50 Lunch \$2.75

Adult Breakfast \$1.75 Lunch \$3.55

YUKON MIDDLE SCHOOL
Schedule Pick Up

6th Grade Camp

Aug 9 - 6th Grade Gym

A-K: 8:00 - 10:00 am

Schedule pick up with parents: 10:30-11:30

L-Z: 12:30 - 2:30 pm

Schedule pick up with parents: 2:30-3:30

YUKON HIGH SCHOOL

Schedule Pick Up

Aug 8

Schedulpalooza 7:00 - 9:00 pm

Aug 9

Schedule Pick Up 9:00 - 11:00 am &
1:00 - 3:00 pm

7th/8th Grade
Schedule Pick Up

Aug 9 - Food Court

7th/8th Grade 9:00 - 11:00 & 1:00 - 3:00

Alternate Time 4:30 - 6:00 pm

YUKON PUBLIC SCHOOLS
www.yukonps.com
Student/Parent Handbook
PUBLIC POLICY 2019-2020

The **Yukon Public Schools Student/Parent Handbook** contains policies and procedures of the District. Questions about the handbook should be directed to the building principal of the school your child attends. Copies of the **Yukon Public Schools Board of Education Policies and Administrative Regulations** are available online and at the Administration Building. **Student/Parent Handbooks** are available at the Yukon Enrollment Center located at 1000 Yukon Avenue in the Sixth Grade Academy.

ADMINISTRATION

Dr. Jason Simeroth
Superintendent

Dr. Jason Brunk
Assistant Superintendent
Human Resources

Diana Lebsack
Executive Director of
Secondary

Lance Haggard
Executive Director of
Elementary

Mike Workman
Director of Maintenance

Jim Fenrick
Chief Financial Officer
Business Finance

Desarae Witmer
Executive Director of
Curriculum and Instruction

Amy Beams
Executive Director of
Special Services

Jason McDaniel
Executive Director & CIO
Technology & Info. Services

Mike Clark
District Athletic Director

Michelle Ankrom
District Asst. Athletic Director
of Female Sports

Jeremy Reed
District Asst Athletic Director

D'Lynne Koontz
Director of Community
Education

Kimberly Dougherty
Sodexo
Director of Child Nutrition

Christy Clemons
Director of Transportation

BOARD OF EDUCATION

Leonard Wells
President

Jeff Beymer
Vice President

Suzanne Cannon
Board Clerk

Red VanMeter
Board Member

YUKON PUBLIC SCHOOLS CALL TO ACTION

Yukon Public Schools will empower learners to be self-sustaining, successful contributors, to life and the global community.

DISCLAIMER

The policies and regulations of the Yukon Public School's Board of Education, or any changes to the Board policies and regulations after the printing of this guide supersedes all information provided in this handbook. Please confirm current policies on the YPS website.

Student/Parent Policy Guide

2019-2020

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2019-2020

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EQUAL OPPORTUNITIES—TITLE IX POLICY NOTIFICATION

It is the policy of the District to provide equal opportunities to otherwise qualified handicapped individuals and to all individuals without regard to race, color, national origin, disability, sexual orientation or age. This includes, but is not limited to, admissions, access to and treatment in educational services, financial aid and employment. Inquiries concerning the application of this policy may be referred to the Section 504/Title II Coordinator, Special Services Department, 600 Maple, Yukon, Oklahoma 73099; 405-354-2587; or the Assistant Superintendent of Human Resources, 600 Maple, Yukon, Oklahoma 73099; 405-354-2587.

Activities: No person shall, on the basis of gender, be excluded from participation in, be denied benefits of, or be treated differently from another person in any interscholastic club or intramural athletics offered by a school. This regulation shall not apply to those activities where performance skills are the primary criteria for selection. Separate teams may be operated where and when: 1) Selection for such teams is based on competitive skill; and 2) The activity involved is a contact sport (including, but not limited to, wrestling, football, soccer, baseball and basketball). Programs and activities provide equal access to Boy Scouts and other designated youth groups. Please contact the Compliance Officer(s) with inquiries regarding nondiscrimination policies. The contact information is listed below.

Grievance Procedure: The District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of the District that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance. **The Assistant Superintendent(s) is/are designated as the Compliance Officers and may be reached at 600 Maple Street, Yukon, OK 73099-2533, (405) 354-2587.**

Pre-filing Procedures: Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer to make a reasonable effort to informally resolve the problem or complaint.

See Board Policy DAA for complete information.

DISCRIMINATION/HARASSMENT DISCLAIMER

Discrimination and/or harassment of students are prohibited by Yukon Public Schools. It is the intent of the District to be nondiscriminatory to all students regardless of race, color, creed, national origin, disability, gender, sexual orientation, age, or religion. **Persons with complaints or concerns should contact the District Bullying Coordinator at the Administration Office (405) 354-2587 ext. 1002.**

New Tip Line provided by the Oklahoma School Security Institute: The Oklahoma School Security Institute, a division of the Oklahoma Department of Homeland Security, now offers parents and students a 24/7 tip line via phone or web form submission to report suspicious activities and threats.

Tip Line: 1-855-337-8300

Web Form: www.tipline.ok.gov

NOTIFICATION OF RIGHTS UNDER FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Yukon Public School District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (P11) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) 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 P11 from educational 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 educational 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Yukon Public Schools 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 P11 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.

The Uninterrupted Scholars Act Public Law 112-278, allows schools to disclose P11 from the education records of a student without obtaining prior written consent of the parents or the eligible student. This includes P11 from records of students in foster care placement, an agency caseworker, or other representative of local child welfare agency or tribal organization when such agency is legally responsible for the care and protection of the student.

To other school officials, including teachers, within the educational agency or institution that 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 P11 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)]

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

Yukon School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Yukon School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 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 Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint:

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

AHERA NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all school buildings for asbestos. YPS has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the YPS Administration Building. We will annually notify all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities; planned or in progress, will be disseminated by posting a notice or using hand out bulletins, flyers, and/or using newspaper public notice statement.

SCHOOL CLOSING

If school is to be closed due to weather or other unexpected reasons, it will be announced on radio and television, by telephone via School Messenger, and posted on the District website www.yukonps.com. Please check these communications and do not call school officials. Many times a decision cannot be made until early morning of the school day in question.

LOCKDOWN PROCEDURES

Traditionally, YPS students and staff have been instructed and drilled on fire and tornado emergencies. In the last five years, schools have added new procedures on lockdowns and hazardous materials. Working in close collaboration with the Yukon Police Department, Yukon Fire Department, state crisis management personnel and public health officials; all Yukon Public School facilities have been evaluated for safety and hazards. All have developed plans for coping with a variety of emergency response situations. These plans involve efforts to protect all students while they are at school.

Furthermore, each site has staff members trained in basic first aid and CPR.

The actions taken during any type of emergency situation depend a great deal on the specifics of the incident. For example, one or more schools may evacuate, lockdown, or initiate a shelter-in-place response; according to the nature of the threat. The main objective is the protection of the students and staff members. School administrators have a variety of “tools” to use and have received training on how to work with each of these. The ability to remain flexible is a key component of each school’s plan and of district preparations. Additionally, Yukon Public Schools would follow direction of public safety officials.

Parents should know that access to schools during any incident might be restricted for a variety of reasons beyond our control. In such instances, parents should remain aware of public notices on the radio, telephone via School Messenger, television, and the internet about emergency procedures and updates. In any case, student and staff safety is our first priority. All procedures are designed for their protection.

In the event of a hazmat or world crisis, the Yukon Police would break into our cable television, radios, or local television stations to notify the community that “Yukon Schools are in a Lockdown Mode”. If school sites are unable to take phone calls from parents during one of these lockdowns, communications would be with the Yukon Administration Office (405)354-2587 or emergency authorities. However, please be mindful when calling to check on the status of a lockdown; phone lines need to remain open during any emergencies.

Parents should be advised that during the first hours of the lockdown, their children may be safer remaining at the school rather than leaving the building with the possibility of exposure to the dangerous elements in the air. Your children would be placed in a sealed relocation area inside the building. Neither the school nor parents would want the children, teacher, or staff exposed to harmful agents caused by the opening of this sealed relocation area. Parents are asked to cooperate for the health and safety of all. If you have questions about YPS safety and support responses, please contact your principal. Everyone in the school district will continue to work to make all of our schools safe and secure.

PROFESSIONAL QUALIFICATIONS

PARENTAL RIGHT TO KNOW

Parents have the right to request and receive information on the professional qualifications of their children’s classroom teachers, including whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under an emergency license or waiver through which the State qualifications or licensing criteria have been waived; the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree; and whether the child is provided services by paraprofessionals and, if so, their qualifications. Additionally, the District shall provide each parent timely notice that the parent’s child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

VERIFICATION OF RESIDENCE

Students within the Yukon School District may be required at any time to show verification of residence. Examples would be a lease agreement, a current utility bill, and/or real estate contract showing your name and address. Along with the above listed items, you may be required to provide a letter from the property manager and/or landlord. The Superintendent or his/her designee shall make final decisions on any questionable residency issues. Those disagreeing with the determination by the administration will be allowed to appeal a residency dispute in accordance with district policy.

SOLICITATION/FUNDRAISING/ADVERTISING

Students, school personnel, and school facilities may not be used for advertising, distributing printed materials, taking contributions, selling, soliciting funds, fundraising, or promoting the interests of any non-school agency, organization, or individual without prior approval of the Superintendent or his designee. Approved school fundraising will not involve door-to-door selling by students.

DISTRIBUTION OF MATERIALS ON CAMPUS

Distribution of materials of any kind (other than those being distributed by the school) are not to disrupt the educational process in any way and must meet guidelines as established by the state and federal court systems. All posted items must be approved in advance by the building administration. Most material will be placed on a distribution table where parents

and students can elect to pick up. Any material distributed or provided for distribution does not necessarily reflect the opinions of Yukon Public Schools.

VOLUNTEERS – BACKGROUND CHECKS

YPS will require a background check on all parents, guardians, or other responsible person for a child's well being while volunteering for a school function or trip. This includes but is not limited to YPS Volunteers, Mentors, Field Trip Sponsors, and Parent/Booster Club parents who are board members such as treasurer, fundraising chair, etc. Background check information is public record. Because of the sensitivity of the materials and the confidentiality of the person's identity information, failed background checks will only be discussed with the applicant who filled out the background check form and the principal/designee of the school that the applicant wished to serve.

DIRECTORY INFORMATION

General: The District shall make and keep such student records as are necessary and as are required by law, policy, or regulation.

Notification of Rights: The District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Student records, including course grades of students, will be maintained confidentiality as required by law. Within the first three weeks after the start of classes each school year, the District shall cause a Notification of FERPA Rights to be published in selected area newspapers. In addition, the District shall provide a Notification of FERPA Rights to each student or parent/guardian of a student by placement in the student handbook(s). The District reserves the right to disclose Directory Information as set forth in the Notification of FERPA Rights. The Board hereby designates the following information to be directory information:

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The student's dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this district.

The District will disclose any of the above items electronically or otherwise without prior parental consent or the consent of a student age 18 or older, unless notified in writing within ten (10) days from the date of student enrollment that any or all of the above information should not be released without consent.

Requests for Disclosure: Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the superintendent or the superintendent's designee as specified in Administrative Regulations. Student records shall not be released absent consent of the parent, guardian, or eligible student except in accordance with the provisions of FERPA and state law.

- To accrediting organizations to carry out their accrediting functions. [(\$99.31(a))]
- 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))]

Record of Requests for Disclosure: The District shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed or access granted. Such record shall not be maintained as a part of each student's school records, but shall be maintained by the records custodian. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted or disclosure was made. Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

Procedures to Amend Records: The hearing procedures to be used when a parent or eligible student requests a hearing to amend a student's record shall be set forth in the Administrative Regulations.

Fees for Copies: The District may charge fees, as set forth in the District Policy GBA and/or any applicable Administrative Regulations for all copies made pursuant to a request for student records, plus the actual cost of mailing any copies made.

ACTIVITY FUNDS

All money-raising projects by classes, clubs, or any group must be approved in advance by the board of education, then the principal and superintendent. All activity money must be deposited in the Student Activity Fund. All monies must be received. These funds may only be used for academic or related school functions. Approved purchases made by organizations will be paid by check from the Activity Fund.

Students will not be dismissed from class to sell or distribute products. **The school will not be responsible for any purchase by students, staff, or other individuals who do not have a properly signed and approved purchase order from the school representing the fundraiser in advance of the purchase.**

Individuals will not be permitted to sell or distribute items for personal gain on school property.

SEXUAL HARASSMENT

The Yukon School District will not tolerate sexual harassment by any of its employees or students. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

Specific prohibitions which are unwelcome conduct of a sexual nature

- Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings, and jokes.
- Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated it is unwelcomed.

For the purpose of this policy, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- Submission to or rejection of the conduct is used as a basis for a decision affecting the harassed student
- The conduct substantially interferes with a student’s school performance or creates an intimidating, hostile, or offensive environment
- A person uses his/her authority to solicit sexual favors or attention from a student when the student’s failure to submit will result in adverse treatment, or when the student’s acquiescence will result in preferential treatment, or
- A student subjects another student to any unwelcome conduct of a sexual nature.

Report, Investigation, and Sanctions

It is the expressed policy of the Yukon School District to encourage victims of sexual harassment to come forward with such claims.

- Students are urged to immediately report any unwelcome conduct of a sexual nature if such conduct interferes with the student’s work performance or creates a hostile or offensive working or educational environment.
- Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

Any student found to have been engaged in sexual harassment shall be subject to sanctions including, but not limited to warning or suspension.

SCHOOL VISITORS

All visitors will be required to utilize our School Safe ID self-service kiosk with a State issued ID or other acceptable forms of ID before being granted permission to enter further onto school grounds. Parents/guardians are always welcome.

Visitation by non-enrolled children is prohibited. The principal of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with peaceful conduct of activities, and/or enters the institution for the purpose of committing an act that interferes with the safety, routine, and security of staff or students.

A person directed to leave campus for the above mentioned reasons will not be allowed back on campus within the next six months without contacting in writing within five (5) days of the incident and obtaining permission from the Assistant Superintendent. [21 O.S. § 1375, 1376]

Bringing pets on campus is prohibited only service animals as defined by federal law will be allowed on school premises and in school buildings.

TELEPHONE AND ADDRESS CHANGES

Please notify the District Enrollment Center and your child's school immediately if there is a change in your address, telephone number, babysitter, or person to contact in an emergency. This information is very important in case your child becomes ill or is injured at school. House Bill 2518 amends law to allow surgery to be performed on a minor if parents cannot be reached (Effective 11/1/16). Parents may also update information online via Parent Portal on PowerSchool.

PowerSchool Parent Portal Website Access Link

<https://yukonps.powerschool.com/public/home.html>

CHECK OUT PROCEDURES

For safety purposes, students will only be released to adults listed in PowerSchool. The adult must show photo identification before the student will be released to their custody. It is the responsibility of the parent to keep contacts up-to-date at all times.

PARENT ORGANIZATIONS

Each elementary school has a P.T.A., P.T.O., or P.S.O. organization. Each secondary school has parent booster clubs/organizations. These organizations help foster cooperation between parents and teachers in achieving the school's goals. You are encouraged to become an active member by attending meetings and supporting the projects of the organizations. Membership information is available at enrollment and Open House or by contacting the appropriate school office.

PARENT PORTAL

Student attendance and grades may be accessed online through Yukon Public Schools Parent Portal. For more information, please contact your child's school or the Yukon Enrollment Center.

PowerSchool Parent Portal Website Access Link

<https://yukonps.powerschool.com/public/home.html>

IMMUNIZATION REQUIREMENTS

You may also contact your local health department for more information.

Canadian County Health Department 1023 Vandament Yukon, OK 73099 (405)354-4872

Guide to Immunization Requirements in Oklahoma: 2019-20 School Year



All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma. Please read the bullets below for essential information.

Age/Grade	Required immunizations with cumulative doses required	Recommended immunizations
Childcare <i>Up to date for age</i>	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) ◆ 1-4 Hib (<i>Haemophilus influenzae</i> type B) ◆ 1 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
7th-12th	1 Tdap (tetanus, diphtheria, pertussis) 5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B ■ (hepatitis B) Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

- The current childhood immunization schedule may be found at <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>.
 - Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses. This does not apply to the 28 day minimum interval between doses of live vaccine not administered on the same day.
 - If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine. Record that the child had the disease.
 - The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.
 - It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Longer than recommended intervals between doses do not affect final immunity.
 - Children may be allowed to attend childcare and school if they have received at least one dose of all the required vaccines due for their age or grade and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule. These children are "in the process" of receiving immunizations.
 - Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column.
 - Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
- ★ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.
- ◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given and type of Hib vaccine used.
- ◀ If the 3rd dose of IPV is administered on or after the child's 4th birthday and at least six months from the previous dose, then the 4th dose of IPV is not required.
- Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

For more information call the Immunization Service at (405) 271-4073 or visit our website at: <http://imm.health.ok.gov>.

Revised 4-4-2019 IMM 400

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

- Brain damage,
- Hearing loss,
- Amputation of arms or legs,
- Learning disabilities, or
- Death.

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- *Neisseria meningitidis*
- *Streptococcus pneumoniae*,
- *Group B streptococcal disease*, and
- *Haemophilus influenzae* type B (Hib).

This information sheet will focus on the disease caused by *Neisseria meningitidis* (Nay-sear-e-a men-in-git-it-dis), which is rare but especially risky for people of certain ages. Disease caused by *Neisseria meningitidis* is usually referred to as "meningococcal disease" (men-IN-jo-kok-ul disease). Many persons are exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system

problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of, MCV4 are recommended for:

- All adolescents 11-18 years of age, and
- Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen,
- Have terminal complement deficiencies,
- HIV infection, or
- Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop

a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

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

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or
- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine;

and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information?

For more information, contact your healthcare provider or local county health department or visit these web sites:

National Meningitis Association at www.nmaus.org

Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>



This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)



Oklahoma State Department of Education

Attendance, Enrollment, & Transfers

ATTENDANCE

Students are subject to compulsory school attendance and laws as required by Oklahoma State statutes and the regulations of the State Board of Education. It shall be unlawful for a parent/guardian having custody of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school, to neglect or refuse or to cause or compel such child 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. 70 O.S. § 10-105. **County truancy officers will conduct an investigation when a student has excessive tardies and/or absences.**

In the event of a **CHRONIC ILLNESS**, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year. **Documentation must be submitted annually.**

The superintendent has the specific discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

PRE-K

If a child is absent for any reason, it is the responsibility of the parent/guardian, or other person having charge of that child to notify the school at the beginning of each school day in which the absence occurs. Written documentation of the absence must be received when the student returns for absences in excess of three (3) days. The School Attendance Committee may recommend the withdrawal of the student from the program for the following:

1. Above procedure is not followed
2. Following the student's 10th absence

The principal or designee shall notify a student's parent/guardian in writing upon the student's 5th and 10th absence with an understanding that the 10th absence may carry removal from the PK program. The parent/guardian may ask to convene a conference to discuss the absences.

K-8

Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and regulations of the State Board of Education.

Excused absences will be granted in compliance with 70 O.S. § 10-105.

An **unexcused absence** is defined as any absence in which a student is absent from class without approval of the school administrator/policy.

At the beginning of the school day, it is the responsibility of the parent/guardian to notify the school if a child is absent for any reason. If a student comes to school more

than one hour after the day begins or leaves one hour or more before the end of day, it will count as 1/2 day absence (PK-5). If the school has not been notified, school personnel will attempt through a phone dialer to notify the parent of the absence.

In grades 3-8, a student must be present 90% of the semester unless absences occurred due to suspension; approved school sponsored activity, religious holy days, medical/dental appointments, funerals, legal matters, or confirmed illness (doctor's note required in excess of three (3) days absence). If a student is absent more than 10 days of the semester, the following actions will be taken:

1. Students will receive no grades for the semester. Report cards will reflect **NC (No Credit)** which may be appealed in writing to the principal within one (1) week of posting report cards).
2. A referral shall be made to the appropriate authorities.
3. Retention will also be considered by the Attendance Committee for grades K-5. Consideration will be given to written documentation which may include, but not limited to medical information, information of religious holy days, and/or extenuating circumstances that have had a negative impact on the student's attendance. The parent/guardian will be notified of the decision in writing.
4. For grades 6-8, No Credit (NC) will be given to students taking classes who miss more than ten (10) days. A student is marked absent if they miss fifteen (15) or more minutes of class. Retention may be considered if attendance is excessive.

9-12

Student responsibility to attend class is a recognized part of the secondary school academics process. The entire academic process is an integral part of each class during each instructional period regardless of whether tests or any other graded work are submitted to the instructor or performed during a particular class. The student is expected to assume the responsibility for maintaining the continuity of learning while they are absent.

To be excused from school, a child must meet guidelines established by state law. It is the responsibility of the parent/guardian to notify the school. Notification should be by telephone at the beginning of each school day in which the absence is to occur. An automated call will attempt to notify parents that the child is absent each day. **The parent must call the day the child returns before the student can be excused.**

Excused absences will be granted in compliance with 70 O.S. § 10-105.

- Personal family illness/injury
- Medical/dental appointments
- Legal matters
- Funerals
- Observance of holy days required through religious affiliation. Please provide written notification to the principal one (1) week prior to the holy day

Attendance, Enrollment, & Transfers

9-12 Cont'd

- Extenuating circumstances deemed necessary by the principal.
- Juniors/Seniors will be granted up to three (3) college visit days per year provided they return with documentation from the college. Additional college visits may be requested through the student's assistant principal.

For 9-12 grades a No Credit (NC) for the semester will be given to a student who exceeds ten (10) absences per class during the semester. A student is marked absent if they miss fifteen minutes (15) or more of class.

The school will provide notification to the parent/guardian any time a student is to receive NC due to attendance. In the event the student's grade is failing, an "F" will be recorded. **The NC may be appealed by documenting each absence and emailing the associate principal at lisa.megli@yukonps.com within one (1) week of posting of semester grades or report cards.**

MAKE UP WORK

When a student is absent for any reason, all work must be made up. It is the responsibility of the student on the day of return to make arrangements to get all needed work. The student is permitted the number of days to make up work equal to the number of days absent, and that work is granted full credit earned. Long term assignments must be turned in on time with the exception of an assignment which is made during the time a student is absent from school. Any exception to this timeline can be made only by the building principal, and only for extenuating reasons that can be substantiated. If a student is absent for three (3) or more consecutive days, please call the counselor's office to make arrangements for picking up make-up work. *Teachers are given 24 hours notice to put together necessary make-up work.*

Lengthy absences which fall into other categories must be verified by a note or telephone call to the principal from a parent/guardian. The principal will then allow the student to ask his/her teachers for assignments in advance. When it is possible for teachers to produce lessons before the student absences occur, those assignments are due upon the student's return to school. If the student receives the assignments upon their return, they would have one (1) day for each day missed to collectively turn in missed work. Any variance will be at the principal's discretion.

ACTIVITY ABSENCES

Yukon High School will recognize three (3) types of activity absences – one for OSSAA sanctioned events, non OSSAA competitive events, and one for all other school recognized activities such as assembly set up and practice, event practice(s), and rehearsal(s), community service, certain field trips, and competitions, etc. These absences do not count against exemptions from semester tests. **There will be a maximum of ten (10) activity absences allowed per class per school year for school-related activities. Requests for exceptions to this policy must be made in writing to the principal and reviewed by the Internal Review Committee. No more**

than five (5) additional days will be granted.

Absence due to non-school affiliated competitive cheer, volleyball, etc. will not be coded as an activity absence. They will be coded as parent verified when the parent calls in to excuse them.

EXTRACURRICULAR ACTIVITIES

Students absent for three (3) or more hours during the day **will not** be allowed to participate in any extracurricular activity that day including practices, unless cleared in advance by the principal. This means that a student who is ill during the school day **may not** participate in an event held that day.

ADDITIONAL ABSENCES K-12

Long term illnesses will be handled through the counseling office after approval from the principal. A homebound teacher will be assigned to the student to assist with the process of getting work to the student and back to the school.

VACATION/ABSENCE BY ARRANGEMENT POLICY

Administration neither encourages nor condones students missing school for family vacations. When parents do take children out of school for such trips, the student will not be considered truant (unexcused). However, these absences will accrue toward the 10% limitation; therefore; parents are advised to closely monitor the total number of days missed to avoid their student losing credit. These procedures must be followed:

1. Parent/guardian will contact the administrator at least one (1) week in advance and submit a request in writing.
2. Parent/guardian and administrator will discuss the duration of the absence, the procedure for the student(s) to follow for completion of their work and the date such work is due to the teacher(s). It will not always be possible for teachers to have work prior to the vacation. In such cases, work will have to be completed upon their return. The student will have an equal number of days to make up the work. The teacher will share this information with the parent(s) involved; however, the teacher(s) will not be obligated to initiate arrangements with the student(s).
3. The student will be held responsible for making special arrangements with the teacher(s) for assignments.

TARDIES

Tardy is defined as arriving (to class) after the class bell rings at the beginning of the school day and at the beginning of each class.

Tardies are disruptive and also have an adverse effect on your child's educational progress. Any student arriving late to school/class will need to report to the office. *There are no excused tardies.* A student who arrives fifteen (15) minutes late or leaves fifteen (15) minutes before the end of the class period (for middle school and high school) is counted absent. A student who arrives to school one (1) hour late or leaves school one (1) hour or more before the end of the

Attendance, Enrollment, & Transfers

Tardies Cont'd

school day (PK-5) will be given a half ($\frac{1}{2}$) day absence. A student who misses more than one half ($\frac{1}{2}$) day is counted absent. **Tardies will result in disciplinary actions.**

County truancy officers will conduct an investigation when a student has excessive tardies and/or absences.

Grades 6th-12th Tardy Policy

Tardies start over on the first (1st) of each month.

- 1st offense = Warning
- 2nd offense = 1 day lunch detention
- 3rd offense = 3 days lunch detention
- 4th offense = 5 days lunch detention
- 5th offense = 3 days ISI

TRUANCY/UNEXCUSED ABSENCE

Truancy/Unexcused absences are a serious matter. It is governed by Oklahoma law and Yukon Public School Board Policy. Truancy may preclude a student from achieving credit. **Citations may be given for truantries**

A student is considered truant/unexcused when absent from the classroom without the knowledge or permission of either the school or the parent for an acceptable reason. **If a student is absent from school four (4) or more days or parts of days within a four (4) week period without a valid excuse or is absent without a valid excuse for ten (10) or more days or parts of days during a semester, the school principal will notify the parent/guardian of the child and immediately report such absences to the county district attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.**

Additionally, a student is truant from school under the following examples:

- Leaving school without checking out through the attendance office
- Student who is verified as being on campus but absent from class without permission (parental phone calls cannot excuse)
- Becoming ill and going to the restroom without reporting to the teacher, principal, or office
- Not reporting to a location stated on a hall pass
- Oversleeping
- Missing more than fifteen (15) minutes of a class period
- Attending a private driver education class
- Work related absences not a part of "work study"
- Hair, tanning, portrait, or other non-medical appointments
- Car trouble
- "Skip days"
- Missing the bus or ride to school
- Shopping
- 9th and 10th grade students who leave campus for lunch

This list is not meant to be all inclusive.

In addition, for grades 6-12, there will be consequences in effect for being truant.

- 1st offense for the year = 3 days lunch detention
- 2nd offense for the year = 3 days ISI, and citation
- 3rd offense for the year = 5 days ISI, citation, and referral to OJA (Oklahoma Office of Juvenile Affairs)

More severe consequences will be assigned for excessive truantries including contacting the District Attorney (K-12). ***The principal's decision on what constitutes truancy is final.***

ATTENDANCE APPEALS

PK-8th

Appeals dealing with attendance will be heard by a principal appointed committee consisting of at least three (3) members. A request must be made in writing and submitted to the principal within two (2) weeks following the semester's end. Documentation should be provided covering all absences where possible and a note of extenuating circumstances if such exists. Parents will be notified of the committee's decision in writing.

9th-12th

Appeals dealing with attendance will be heard by a principal appointed committee consisting of at least three (3) members. A request must be made by documenting each absence and emailing the associate principal at lisa.megli@yukonps.com within one (1) week following the semester's end. Documentation should be provided covering all absences where possible and a note of extenuating circumstances if such exists. Parents will be notified via email of the committee's decision.

ENROLLMENT

Persons of age five (5) years on or before September 1 through twenty-one (21) years who reside with parents/guardian within the district may attend Yukon Public Schools. **Proof of residency is required.**

Children who are at least four (4) on September 1, but not yet five (5) may enroll in the early childhood program of the District, within the constraints of available classroom space. All enrollment procedures for grades K-12 will apply to enrollment in the early childhood program. Children who are at least five (5) on September 1, and have not attended a public school kindergarten may enroll in a full day kindergarten program. Children, who are at least six (6) on September 1, may enroll in first grade.

Underage pupils in kindergarten and first grade, who have been in legal school attendance in a public or private school in another state or in a Department of Defense School for military dependents, may enroll.

Students entering Pre-K, kindergarten, or first grade for the first time in a public school must present their birth certificates or other legal proof of birthdate, must enroll under their legal name and bring proof of immunizations. [page 11]

Senate Bill 1105 allows a student denied a diploma to

Attendance, Enrollment, & Transfers

re-enroll in the same district to complete requirements necessary to obtain a diploma.

OUT OF DISTRICT TRANSFERS

OPEN TRANSFERS

A student whose parent(s) reside(s) outside the District must apply for a legal transfer to attend school in the District. The appropriate application must be completed and submitted to the superintendent no later than the date required by law of the school year preceding the school year for which the transfer is requested. The District shall notify the student's resident District of the application for transfer by the data required by law. The Board shall approve or deny the application for transfer within the time required by law of the school year in which the application is submitted. (See 70 O.S. § 8-103 for time frames).

A student granted Open Transfer shall be entitled to continue to attend school in the District until notified that the Open Transfer is revoked. The District shall consider Open Transfers for the following students:

1. Students who reside in a district that does not offer the grade the child is entitled to pursue; and/or
2. Students who have exhibited no major attendance and/or discipline problems in their resident school as determined by Yukon Public Schools.

Students meeting the above criteria shall be considered on a first-come, first-served basis. However, in order to ensure that a sufficient allocation of District resources exists for potential incoming resident students, requests for open transfers may be denied if the approval of such transfer would cause District staff, programs, or space to exceed eighty-five percent (85%) of the available capacity. Open transfers may also be denied if the District does not offer the program the student requires or desires.

EMERGENCY TRANSFERS

In addition to the Open Transfer process provided above, students may be transferred on an emergency basis. A written application for an Emergency Transfer shall be made by the parent and submitted to the superintendent.

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include those reasons set forth in state law (70 O.S. § 8-104). An Emergency Transfer previously made may be cancelled, with the concurrence of the Board and the parent. A student granted an Emergency Transfer shall be entitled to continue to attend school in the District for the year in which the student is transferred unless the Emergency Transfer is cancelled, but must reapply for an Emergency Transfer on a yearly basis.

CONCURRENT ENROLLMENT

Students who meet certain qualifications may take college courses during the school day for college credit. These courses will also count toward the high school credits required for graduation and are used to calculate one's

GPA (Grade Point Average). Courses taken in concurrent enrollment will be counted as elective credit toward graduation.

No credit for concurrent courses will be posted to the transcript until an official transcript is received from the college or university. Time is allowed from the regular school day for the student to attend college classes. If a student is interested in concurrent enrollment, he/she should see his/her counselor for details. **State law requires a student to be in attendance for six (6) hours per day. If a student drops a concurrent course, the student is required to be on the high school campus for the time allotted for the concurrent course. See Concurrent Enrollment Policy on page 54 of this handbook.**

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Yukon Public Schools during the school term, he/she should report to the counselor's office on the morning of the last day of attendance. Students/parents will need to fill out a withdrawal form and complete requirements set forth by the school. Students will not be withdrawn until contact has been made with a parent/guardian.

It is important to note, whenever a student's records are requested from another district that student is officially withdrawn from Yukon Public Schools (YPS). This includes students who are admitted to medical facilities that provide educational services. If that student returns to YPS, he/she will be required to re-enroll.

ENROLLMENT REQUIREMENT

To enroll in Yukon Public Schools, regardless of grade, the student's parent/guardian is required to personally enroll the student. YPS has the following requirements:

- Each must show a photo ID.
- Documentation of residency requires two (2) current utility bills in the parent/guardian's name, one (1) lease agreement, house deed, mortgage statement, etc. in parent/guardian's name. Along with the above listed items, you may be required to provide a letter from the property manager/landlord.
- Age verification for children who are five (5) years of age on or before September 1 must enroll in kindergarten.
- All students PK-Grade 5 entering YPS for the first time must present their official state-certified birth certificate.
- State law requires that all students PK-12 present certification of immunization from a licensed physician or authorized representative of the State Department of Public Health. *Go to Public Information Section for specific guidelines which are in the first section of this book.* If a parent objects to immunizations, the appropriate statutory documentation regarding objection must be provided to the school district prior to enrollment.

K-8 grade placement for students entering YPS from a homeschool setting will be assessed using the IOWA Basic Skills Exam. (Placement tests will be administered

at the Administration building.) Please contact the YPS
Enrollment Center for an appointment.
YPS Enrollment Center
1000 Yukon Avenue
Yukon, OK 73099
(405)265-1300



Student Academics, Testing, Eligibility, & Grading Policy

GRADING POLICY

The symbols used for grading will be based on grade level and student need.

Grades K-2 Standards Based Report Card

- 4 - Applies and Extends the Standard
- 3 - Mastery of the Standard
- 2 - Progress Being Made
- 1 - Mastery of the Standard Not Yet Achieved

Report cards are issued in January and May of each year. Progress reports are given approximately every four to five weeks (check District calendar). This system is based on a growth model.

Grades 3-5 Traditional Report Card

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - 59 and lower

Report cards are issued in January and May of each year. Progress reports are given approximately every four to five weeks (check District calendar). This system is based on a growth model.

Grades 6-8 Traditional Report Card

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - 59 and lower

Progress reports will be provided midpoint through the quarter. Middle school students taking high school classes will be awarded high school credit and have those grades transcribed and counted toward graduation; however, it will not waive the four (4) year math requirement.

Grades 9-12 Traditional Report Card

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - 59 and lower

Semester grades are transcribed grades for courses and will be listed as letter grades. Most courses use a four point (4.0) grading scale. The grading scale for online courses will parallel the scale for traditional classes.

Grades for Advanced Placement classes will be calculated using a five point (5.0) grading scale. High school transcripts will show both the unweighted (4.0) and weighted (5.0) grade point average. The weighted grade point will be used for class rank. Students taking an AP course must take the corresponding AP exam(s) if they wish to have the weighted grade scale applied.

PROFICIENCY BASED PROMOTION

In compliance with State Department of Education (SDE) guidelines (6/24/1993) the District shall provide a proficiency based promotion system based on the attainment of specified levels of competencies in each area of the core curriculum as

identified in 70 O.S. § 11-103.6.

Proficiency is not to be used for credit recovery or for competency/placement purposes.

PROFICIENCY TESTING

K-8

The student and parent/guardian(s) will make application for Proficiency Based Promotion on forms available from the site counselor or the Curriculum Office; the application form must be completed and returned to the Curriculum Office.

After the student has completed the exam, the student and parent/guardian(s) and school site staff will be notified of the test results. If the student scores 90% or higher in all areas and school officials and parents agree on placement, the student will be promoted.

Competency tests will be given at the administration building for grade placement purposes.

9-12

The student and parent/guardian(s) will make application for Promotion Based Course Credit on forms available from the site counselor or the Curriculum Office; the application form must be completed and returned to the Curriculum Office at the Administration building.

Once the student has completed the exam, the student, parent/guardian(s) and school site will be notified of the results. If the student scores a 90% or higher, credit-by-exam will be awarded to the student; with a letter grade of **P** posted on the transcript.

AP AND PRE-AP REQUIREMENTS

AP and Pre-AP courses are designed for students who are academically motivated and want to be challenged.

Pre AP and AP classes require more of a student which may include time commitment, including summer assignments. The Advanced Placement curriculum is designed to prepare our students for post-secondary education.

PROCEDURES FOR DROPPING AN AP COURSE

1. Once enrolled in a Pre-AP or AP course the student is expected to remain in that course for the school year.
2. Students may drop Pre-AP or AP courses by making a request to their counselors after enrollment but before the end of the preceding school year.
3. Once the Pre-AP or AP class has begun, students may only drop the class by providing a written request to an appeal committee within the first ten (10) days of the fall semester. The decision of the committee is final.

SEMESTER TESTS AND EXEMPTIONS

All high school students are required to take comprehensive semester tests each semester unless exemptions have been earned. Semester tests will count 20% of the semester grade.

Student Academics, Testing, Eligibility, & Grading Policy

Important Facts

- If a student has been assigned to OSS, they will not be exempt from any semester tests
- If a student has been assigned ISI, the absences count against the exemption.
- No student will be allowed to take a test prior to the scheduled time. In extenuating circumstances, make-up tests may be taken after the time on the day of the scheduled test.
- When calculating absences, three (3) tardies shall equal one (1) absence.
- Students may not exempt their 1st semester test in any Advanced Placement (AP, not Pre-AP) class.

SEMESTER TEST EXEMPTIONS (YHS)

Students may exempt a semester test if they have met the following:

- An "A" in the course and no more than three (3) absences in that class
- A "B" in the course and no more than two (2) absences in that class

ACT/SAT TESTS

National test dates are set on Saturdays. Yukon High School (YHS) is an ACT test site. Students may go to www.act.org for dates and information or see a YHS counselor. Students taking residual tests at college sites on school days will have that day counted towards total absences for the semester unless used as one of three (3) allowed college visitation days.

TESTING SECURITY

Responsible measures will be taken to insure the security of all district testing. Students should adhere to the following prohibitions:

- Never copy, reproduce, or use in any manner inconsistent with test security rules, all or any portion of any test material
- Never share questions/answers with other examinees in any way
- Never fail to follow security rules before, during, and after testing
- Never participate in, direct, aid, counsel, or encourage any of the acts prohibited in this section.

Any student found to be in violation of these prohibitions shall be subject to disciplinary action.

ELIGIBILITY FOR ACTIVITIES

Each honor, office, and activity has rules of eligibility which students must meet. Extracurricular activity eligibility generally conforms to the OSSAA regulations as listed below. Students must maintain eligibility for participation.

A student is NOT eligible for extracurricular activities if he/she:

- Is 19 years of age before September 1st of that school year
- Has not attended each class 90% of the time or has any questionable absences
- Has been disqualified from a contest because of unsportsmanlike conduct or a flagrant foul or is under

school discipline

- Has participated in a contest where professionalism was being practiced or cash or merchandise prizes were offered, given, or paid to individuals or the team
- Has participated in a contest under an assumed name
- Has attended school eight (8) semesters or parts of semesters in grades 9th through 12th
- Parents are not bona fide residents of YPS
- Has participated in athletics at any school other than the public highschool of the district where parents reside
- Has participated in organized practice or a game of football or basketball before the season opens or after the season closes

Additionally:

- A student must have received a passing grade in any five (5) subjects counted for graduation during the last semester he/she attended fifteen (15) or more days or *he/she will not be eligible to participate during the first six (6) weeks of the next semester attended.*
- After the six (6) weeks, a student may achieve eligibility by achieving passing grades in **all subjects** at the end of the first six (6) week period.
- Scholastic eligibility for all students will be checked at the end of the third full week of school and each week thereafter.
- A student must be passing all subjects. If a student is not passing all subjects at the end of the week, the student will be placed on probation for the next week. Participation in events is allowed. If the student is failing one or more classes at the end of the probation week, the student will be ineligible to participate during the next week. (Eligibility runs Monday to Sunday).
- Any students truant for one (1) or more hours may not be eligible to participate in the *next* event
- Any student absent for three (3) or more hours in one day (excluding juniors/seniors college visitation with proof) may not be permitted to participate in any extracurricular activity that day including practice, rehearsals, etc.
- Any student who is on the ineligible list may not participate in an event, practice, game, rehearsal, contest, etc.
- If the ineligible student is overlooked by the coach/sponsor, it is the student's responsibility to inform the coach/sponsor of the ineligibility.
- A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to regain eligibility
- ***Eligibility runs Monday through Sunday and is in effect for the entire week and may not be changed mid-week for any reason.***

Special Provisions

- A 12th grade student (senior) may maintain eligibility if he/she is passing the classes required for graduation.
- A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to

Student Academics, Testing, Eligibility, & Grading Policy

Eligibility for Activities cont'd

- maintain eligibility. These may be a combination of high school and college subjects equivalent to four (4) high school units that are accepted by the Oklahoma State Department of Education (OKSDE) (physical education and athletics cannot be included in the four 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.
- Incomplete grades will be considered 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 unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family, and natural disaster).
- One summer school credit earned in an OKSDE accreditation program may be used to meet the requirements of Rule 3, Section 1-A for the end of the spring semester.
- The school may choose to run eligibility checks on any day of the week; however, ineligibility will always begin on the following Monday.
- Students participating in school activities will not be allowed to participate in these activities after missing any class more than ten (10) times during the school year. Participation in district, regional, state, or national sanctioned OSSAA competition (and some non OSSAA) does not count towards the ten (10) days.

PROMOTION/RETENTION OF STUDENTS

I. Elementary Guidelines

At the elementary level, multiple indicators are used to determine student retention. Data is collected throughout the school year. Conferences with parents/guardians are conducted to discuss student's progress. At the end of the fourth nine weeks, if the criteria for retention are met, an intervention team meeting (i.e. staffing) is held, and the teachers of the student and an administrator make a final recommendation for retention.

The following information is considered when determining retention: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs, and (g) other criteria. If recommendation for retention is made, parents will be informed in writing of the team's decision and the parent's options.

II. Third Grade Retention

Oklahoma law sets out guidelines for automatic promotion and retention of 3rd grade students based on the results of the Reading Sufficiency Test. To determine the promotion and retention of 3rd-grade students pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide 3rd-grade criterion-referenced test and shall not use the other language arts scores portions of the test. Provisions beyond the scope of

good-cause exemptions which can be found in Subsection K of 70 O.S. Section 1210.508C.

www.ok.gov/sde/rsa-legislation (click in the right menu "RSA Legislation")

For school years 2016-17 and 2017-18, a student not eligible for automatic promotion and who scores **below the proficiency level** on the reading portion of the 3rd grade statewide criterion-referenced test may be evaluated for "probationary promotion" by the Student Reading Proficiency Team.

The Student Reading Proficiency Team consists of parent/guardian, 3rd grade reading teacher, 4th grade reading teacher, and a reading specialist.

Starting with the 2016-2017 school year, students scoring below the proficient level on the criterion-referenced test (CRT) and who do not otherwise qualify for promotion or a good cause exemption must be retained in the 3rd grade.

III. Middle School

At the middle school level, one criterion considered when determining retention is failing grades (F's) for any semester in two or more core classes and or attendance. Other information used to determine retention includes (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs, and (g) other relevant information provided by the principal or his/her designee.

During Parent/Teacher Conference, parents should come to discuss their student's progress. Additional conferences with the parents may be conducted at the request of the parents/guardians or school personnel. At the end of the fourth nine weeks, the school staff will make a recommendation about retention. Parents will be informed in writing of the team's recommendation and parent's options.

RETENTION APPEALS PROCESS

A parent may appeal a school's decision to retain/not retain a student by taking the following steps:

- Request review to principal in writing within five (5) days of receipt of notification or decision is final. (Level I)
- Request review to superintendent of principal's decision within five (5) days of receipt of notification or decision is final. (Level II)
- Request review of the superintendent's decision in writing to the superintendent or clerk of the Board of Education within five (5) days of the notification or decision is final. Parents will be notified in writing of the date, time, and place of Board hearing. The decision of the board of education is final and unappealable as per state law. If parents still disagree, they may write a statement for the reasons for disagreement which will be placed in and become part of the student's permanent cumulative records.

IV. High School

Students should earn 12 credits per school year in order to

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be promoted to the next grade level.

- Freshman = 12 credits
- Sophomores = 24 credits
- Juniors = 36 credits

By the end of senior year, students must have earned at least 46 credits to graduate.

VIRTUAL SCHOOL

Yukon Public Schools offers a fully accredited internet-based instructional program (Virtual School/Edgenuity) for grades six (6) to twelve (12). See middle and high school counselors for information.

For information on the following:

- **Graduation Requirements**
<https://sites.google.com/a/yukonps.com/yukon-high-school-counselors/home/graduation-requirements-info> or go to the Appendix in this book
- Oklahoma Academic Scholar
- Oklahoma Promise
- Canadian Valley Technology Center/Programs or Courses
- Advanced Placement Courses

Please consult a high school counselor or the Course Description Guide which can be found on the Yukon Public Schools website.

CHEATING/ACADEMIC DISHONESTY

Dishonesty serves to undermine the academic and intellectual integrity of the school. Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. More specifically, cheating involves, but is not limited to the following actions:

- To use the work of another person as your own.
- To copy any information from another student (unless allowed to do so by a teacher).
- To plagiarize- plagiarism means using another person's idea, expression of words without giving the original author credit.
- To prepare the cheating in advance. Such action involves (1) having in your possession a copy of a test or assignment to be given or having been given by a teacher, (2) using the textbook or notes during a test or exam, (3) talking while taking quizzes, tests, etc., (4) looking over and copying work during tests, etc.
- To fail to follow test procedures or instructions announced by the teacher (do not turn around in seat, etc.)
- To furnish another student information which can be used to cheat.

Academic Dishonesty is a serious offense. If caught cheating, the student(s) will be given a grade of zero for the assignment or exam. The offending student(s) is/are also subject to disciplinary action. Students should be aware that many school organizations have additional consequences for cheating.

COMMENCEMENT POLICY

The annual commencement ceremony is a formal celebration of student's accomplishments. Graduating seniors are asked to display appropriate and controlled behavior during the speaker's presentations and during the awarding of diplomas to ensure those in attendance have an enjoyable experience and the commencement ceremony proceeds in an atmosphere of pride and dignity. The Board of Education approves the following policies for participants in commencement:

- A student shall be a graduate of YHS and be entitled to a high school diploma when the student is in good standing, has been enrolled in at least one semester for course credit during the current school year, and has successfully completed the minimum number of credits established by the district for graduation.
- Special provisions are made for students enrolled in Project Connect through Canadian Valley Technology Center, for students enrolled in a Yukon Alternative School Program and for students who have completed graduation requirements the previous semester.
- The valedictorian(s) will wear white gowns and will lead the processional line. The class officers will immediately follow.
- Students participating in commencement exercises will be required to abide by the school discipline and dress code as outlined in the Student/Parent Handbook.
- Black robes are awarded to students whose weighted GPA in the 9-11 grades and first semester of the senior year is at least a 4.0.
- Students will not engage in disruptive activities which interfere with the graduation process or infringes on the rights of graduates, program participants, or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.

VALEDICTORIAN CRITERIA

Criteria A - Applies to students in the graduating classes of 2018, 2019, and 2020

Selection is based on grade point average (GPA) of semester grades earned in the 9th, 10th, 11th and first semester of the 12th grade. To be considered, students must meet the following:

- All transcribed grades of A in all coursework in grades 9-12
- Complete Pre AP and AP classes in grades 9-12. At least five (5) of the fifteen (15) classes must be AP classes.
- Receive no fewer than six (6) credits per semester
- When a concurrent class is part of the required six (6) hour day, the student must submit an official letter grade to be recorded on their transcript.
- Eighth grade coursework will not be calculated in the GPA; however, these classes open the opportunity for more AP courses to those students.

YHS administration reserves the right to adjust the awarding of robes based on significant changes in GPA that occur the second semester of the senior year.

Valedictorian Criteria cont'd

Criteria B - Applies to students in the graduating classes of 2018, 2019, 2020 and 2021. This policy is the only Valedictorian policy for students in the graduating class of 2021 and beyond.

Selection is based on grade point average (GPA) of semester grades earned in the 9th, 10th, 11th, and first semester of the 12th grade. To be considered, students must meet the following:

- Students must receive 4.00 weighted GPA or higher.
- Complete 5 AP classes in grades 9-12.
- Students must score:
 - 31 or higher on the ACT or
 - 1420 or higher on the SAT
- When a concurrent class is part of the required six (6) hour day, the student must submit an official letter grade to be recorded on their transcript.
 - Eighth (8th) grade coursework will not be calculated in the GPA.
 - Students may receive no fewer than six (6) credits per semester.

YHS administration reserves the right to adjust the awarding of robes based on significant changes in GPA that occur the second semester of the senior year.

NATIONAL HONOR SOCIETY

To be a member of the Nation Honor Society, a student's GPA must be at least a 3.75 on a 4.0 basis. Averages are based on cumulative grades beginning with the first semester of the freshman year. Students will be expected to meet other criteria such as leadership, service, and character. Students will first be eligible for NHS upon completion of the first semester of the sophomore year and by meeting application requirements.

NCAA ELIGIBILITY

The NCAA has its own set of policies and regulations for high school athletes wishing to compete at the college level. For a Quick Reference Guide please view the NCAA website: www.eligibilitycenter.org

DIPLOMAS

A student has earned a diploma when he/she has completed all the requirements for graduation from high school as prescribed by the Oklahoma State Department of Education, the North Central Association of Colleges and Secondary Schools, and the Yukon Board of Education.



Campus Life & General Information

VISITORS

All visitors will be required to utilize our School Gate Guardian self-service kiosk with a State issued ID before being granted permission to enter further onto school grounds. This policy is in place for the safety of your children and our staff. Visitation by “non-enrolled” children is not permitted. The principal or designee of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with the peaceful conduct of activities, and/or enters the institution for the purpose of committing an act that interferes with the safety, routine, or security of staff or students. A person directed to leave campus for the above mentioned reasons will not be allowed back on campus within the next six (6) months without contacting and obtaining permission from the superintendent (21 O.S. § 1376).

CELL PHONES

Grades PK-3

Students are prohibited from bringing cellphones to school. The phone will be confiscated and only released to the parent/guardian. Repeated violation of this policy will result in other consequences (Detention, ISI, OSS, etc.). School phones are available to students only in emergencies deemed justifiable by the principal/designee. After school arrangements and transportation should be made prior to the school day.

Grades 4-12

Students may possess wireless telecommunications devices while on school premises, while riding school transportation or attending any function sponsored or authorized by the school. Use of wireless devices is prohibited in restrooms and locker rooms. During class time (including time outside of the classroom such as media center) phones must be in the off position. Exceptions are made for cell phone usage during class time under a teacher’s direction (no student is to be penalized for not having a device). During assemblies the device must be turned off and out of sight. Cell phone usage at school is the ultimate decision of the school officials.

Wireless devices used during a test for any purpose will be considered cheating and proper action will be taken. Student’s misuse of wireless telecommunication devices during the regular school day will warrant disciplinary actions that will be determined by the nature, severity, and frequency of the violation. Disciplinary actions will include, but not be limited to confiscation of the device, detention, suspension, and/or loss of privileges.

- **1st Offense:** Device will be retained by the school for the remainder of the school day and will be released to the student at the end of the school day.
- **2nd Offense:** Device will be retained by the school for the remainder of the school day and the parent/guardian must pick up the device after the school day is completed. Student will be assigned three (3) days of detention.
- **3rd Offense:** Device will be retained by the school for
- Headgear of any type is prohibited. (Hats, hoods, bandanas, stocking caps, beanies, etc.). Exceptions

the remainder of the day and the parent/guardian must pick up after the day is completed. Students will be assigned additional penalty to be determined by the site administrator.

Additional cell phone violations will be treated the same as the third violation or a more severe disciplinary action may be imposed. Cell phones are prohibited during all state testing sessions. **YPS assumes no responsibility for lost or stolen cell phones that are in the custody of the student.**

TELEPHONES

Office phones are for conducting business. Students will not be able to use these phones during class; however, students must use these phones when they are sick. In accordance with 70 O.S. Section 24-100.8 employees will be required to report any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel or school property.

Personal technology devices such as bluetooth speakers should be used only with headphones.

DRESS CODE/EXPECTATIONS

Educational consideration is given to grooming and dress which must not constitute a material or substantial distraction to the educational process. With ever-changing styles, additional guidelines are established to help maintain high standards.

These standards are provided so clothing does not distract from the education process.

- Shoes must be worn at all times - no house shoes/slippers allowed
- No clothing with derogatory or suggestive pictures or phrases
- No advertising or suggestions of drugs, alcohol, or tobacco
- Clothing and grooming must not constitute a health or safety hazard
- Pants with holes/frays above mid-thigh are not permitted
- All pants must be worn at the waistline and all belts are to be buckled. Pants and jeans must be high enough to cover undergarments when seated. “Sagging” is never permitted.
- Appropriate undergarments should be worn and all items and be in good taste (modesty is key). Undergarments must not be worn as outer garments. Any attire exposing undergarments is not permitted.
- Skirts, dresses, and shorts must be mid-thigh or longer in length.
- Tank tops, string or spaghetti strap tops, halter tops, tube tops, sheer tops with bra showing, racer backs and backless tops are not appropriate school attire. Shoulders must be covered, cleavage unexposed, and midriff covered. Dresses are held to the same standard.
- Clothing/accessories deemed to be gang related by the principal and/or law enforcement will not be permitted.

legitimate reasons. These would include the necessity of change based on law (student qualifies for a program, i.e.

- will be made for religious or medical reasons.
- Accessories such as furry tails, chains, ropes, straps, spiked jewelry, sunglasses, etc. are not permitted inside the buildings.
- Clothing worn when participating in a school-sponsored extracurricular activity may be worn to school when approved by the sponsor or coach. Examples: cheerleader outfits, pom team, and band uniforms, etc.
- No blankets for grades 9-12.

Dress Code/Expectations Cont'd

There may be changes, interpretation, or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or other types of situations that develop.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Failure to meet dress code regulations will be grounds for disciplinary action and could result in an unexcused absence.

The judgement of the principal concerning appropriateness is final.

FOREIGN EXCHANGE STUDENTS

Foreign Exchange Students (FXS) are accepted as guest of the district, and every effort is made to provide a well-rounded experience in high school. These students must be affiliated with the legitimate exchange agent who accepts ultimate responsibility for the individual while in school. FXS are given credit for the work completed at YHS and an official transcript is available upon request. However, FXS are not issued a Yukon High School diploma even though they are invited to participate in the commencement exercises at the end of the school year. Yukon Public Schools does not provide sponsorship and exchange programs this is the responsibility of the visiting student or sponsor family. FXS students may be denied enrollment based on space, available resources, and principals' discretion.

GUIDANCE COUNSELORS

Guidance services are available on all campuses. These services include assistance with educational planning; interpretation to test scores, study tips, career information, help with home, school, and/or social concerns, or any question a student may feel he/she would like to discuss with the counselor. Appointments may be made by submitting a Counselor's Request Form to the counseling office at the high school. At the middle school and elementary level, typically the student asks to see the counselor or is teacher recommended.

The district offers a Student Assistance Program (SAP). The coordinator may be contacted at 354-6692 or by submitting a Counselor's Request Form.

SCHEDULE CHANGES

Elementary/Middle School

Changes will be made in a student's schedule only for

IDEA) or an oversight occurred (failed to place a qualified student in G/T), or improper grade level. Students schedules will not change based upon teacher assignment nor solely for the purpose of changing lunch times.

High School

Changes will only be considered for legitimate reasons, such as a schedule conflict, meeting graduation requirements, or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. Computer errors, failure to be accepted into a program (CVTC), incomplete schedules, duplication of courses, and failing to have met a prerequisite all necessitates reasons for schedule changes. There will be no changes solely for the purpose of changing lunch times.

CHECK OUT PROCEDURES

No student may leave school except at regular dismissal time without checking out through the office. If the student knows in advance that he/she needs to leave school, a parent must phone (high school only) or come by the office to check out the student. An **EARLY DISMISSAL FORM** will be issued to the student (high school and middle school), elementary will be called to the office to meet the parents. **A student who fails to check out when leaving school anytime during the school day will be disciplined for truancy.** No student will be allowed to leave school unless a parent has been contacted. High school registered drivers will be permitted to leave with parental permission. **Only names provided by parents and currently in the data system will be permitted to check out students the day of request. Photo identification will be required when checking out a student in person.**

ASSEMBLIES

Assemblies/programs are held for several purposes - to teach, to entertain, to honor, to display school spirit, etc. Students are expected to exhibit good behavior and to act responsible observing appropriate rules of etiquette so that school tradition will be held in high esteem.

Attendance at assemblies/programs is required unless nonattendance is approved in advance by the building administrator for compelling reasons, i.e. religious reasons, etc. *Failure to report to your assigned seating area or assigned area will result in a truancy and possible disciplinary action.*

Additionally, these are expected behaviors:

- Follow assembly instructions given by the teacher/administrator
- Sit where you are assigned.
- Avoid talking, clapping, yelling, or indicating your approval or disapproval when it is inappropriate to do so, i.e. a National Honor Society induction requires silence; pep rallies require audience participation. [Even pep rallies have a time for listening/cheering. Know when those times are and respect them.]
- You are responsible for the way you treat other people.
- **Honor and respect the dignity of the program.**

Disciplinary action will be taken for those students who are disruptive or uncooperative. Assemblies, pep rallies, etc. may be discontinued in any given year if behavior continues to be inappropriate.

These expectations apply to all school sponsored events/activities away and at home including athletic contests.

CITATIONS/TICKETS/CONTRABAND

When school officials and/or law enforcement authorities deem necessary, a student may be issued a municipal citation. Citations could be issued for trespassing, truancy, tobacco, alcohol, drugs, profanity, assault, fighting, vandalism, destruction of school property or equipment, harassment or creating a disturbance (among other rule violations).

Any student driving a car onto school property is to ensure that vehicle does not contain alcohol, controlled substances, weapons, or any other item(s) banned from school. Students who drive the vehicle to school will be held responsible for the vehicle. All vehicles are subject to random searches. Violations will result in disciplinary action and possible police referral.

DETENTION

Principals use detention as a disciplinary action. This is a mandatory study time; therefore, all students must bring homework or study materials to detention.

Failure to attend detention at the appointed time will result in another action by the principal.

PUBLIC DISPLAY OF AFFECTION

Couples must conduct themselves in such a fashion that attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending students will have the necessary disciplinary action taken.

TRESPASSING

Students are not allowed on any district or other district campus, other than their home school, without permission from that site's principal. To do so is trespassing and the student is subject to disciplinary action. Once permission is received, the visiting student must immediately report to that site's main office.

Under Oklahoma law, a superintendent, principal, or other person in charge of a school has the right to order any person out of school buildings, off school property, and away from off campus activities when it appears that the presence of the person is a threat to the peaceful conduct of school business, school classes, and/or school activities. **Citations may be given for trespassing.** [O.S. § 24-131]

CLASS OFFICERS

Serving as a class officer is both a privilege and a responsibility. A class officer is expected to set a good example and to be a student in good standing. Good standing includes but is not limited to:

- A minimum cumulative 2.5 GPA
- No suspensions (ISI/OSS) for previous two (2) semesters

ELECTIONS

Before an election is held, sponsors must submit election qualifications, election rules and election dates to the principal for approval. A copy of the written rules may be obtained from the sponsor. Ballots are tabulated electronically under the supervision of the sponsors. No student can be elected president of two or more school organizations. Candidates for any office including queen/king or attendants must meet these qualifications:

- 2.5 GPA with no failing grades through the last full semester
- Good attendance
- No serious/chronic disciplinary reports within the previous two semesters
- Not be a queen/king of any other organization or activity
- May be selected king or queen once per school year
- Forfeiture of office automatically if served with OSS

*NOTE: In the event Yukon is eligible to have an All-State Queen, a committee consisting of the principal, athletic director, and the coach of the sport involved will be responsible for determining the criteria for the selection of the representative.

STUDENT ID CARDS (YHS ONLY)

Students are responsible for having their ID cards in their possession while at school and at school activities. Failure to present their ID to a staff member upon request will result in disciplinary action. Any student who loses or misplaces their ID will be required to notify the office and pay a replacement fee.

INSURANCE

Insurance will be made available to all students PK-12 through school. It is not compulsory, and the school is not responsible for payment claims to students or parents.

LOCKERS (Grades 4-12)

Lockers are provided at some of our sites to students upon request and are subject to the following:

- Lockers are school property and as such students have no expectation of privacy with regard to items kept in school lockers.
- Locks (when used) are in the control of the building administrator who shall have custody of all combinations and copies of keys to all lockers. Students are prohibited from placing locks on any locker. Only locks owned by the school can be used on lockers.

- Students are to use lockers exclusively to store school related materials and authorized personal items such as outer garments, footwear, grooming aids or lunches. Students shall not use lockers to store contraband – meaning illegal or unauthorized items in violation of Board Policy or any other items reasonably determined by the principal to be a potential threat to the safety, well-being, or security of others.
- Students are solely responsible for the contents of their lockers and should not share their lockers with other students nor divulge locker combinations to other students unless authorized by the school principal.
- Random or blanket searches of school lockers and their contents help deter violations of school rules and regulations, ensure proper maintenance, and provide security for students and personnel. Accordingly, the Board authorizes the school principal/ designee to search lockers and contents at any time on random basis without notice, without parental or guardianship approval, without student approval, and without reasonable suspicion of the presence of contraband.
- The principal/designee may request the assistance of security personnel in conducting locker searches.
- In addition to conducting random searches, the principal/designee may conduct a search of any locker at any time. As per Oklahoma law, students have no legitimate expectation of privacy in lockers or other school property. School owned property may be searched at any time.
- When conducting locker searches, the **principal may seize** any contraband. Any items seized by a school official may be removed from the locker and held by the school official for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of the minor child, or the student if he/she is 18 years or older, shall be notified by the school official of items removed from the locker.
- Vandalism to the locker including writing or damage of any kind will result in disciplinary action.
- Under no circumstance should money or valuables be kept in lockers.
- Disappearance of materials, including textbooks from a locker, is the sole responsibility of the student.
- The locker is to be clean of any writing and/or posters before the student is cleared at the end of the school year or upon withdrawal.

LOST AND FOUND

The Lost and Found is maintained in the school's offices. If a student finds an article in the classroom, it should be given to the teacher. Items found elsewhere in the buildings should be taken to the office. The school assumes no responsibility for items left unattended in classrooms, lockers, cafeteria, or other areas. Under no circumstance should students leave personal items unattended or unsecured on campus, nor should anything of value be brought to school. Articles not claimed by June 1st will be donated to charity.

PARTIES (ELEMENTARIES ONLY)

There will be three (3) school parties – Fall, Christmas, and Valentine's. Costumes for the Halloween party will be restricted to the Pre-Kindergarten students. We ask adults **not** to dress in costumes or masks when they come to school on the day of the Halloween parties. We strongly encourage the pre-kindergarten students to dress as cartoon/storybook characters. Pre-kindergarten and kindergarten students will also be allowed an Easter egg hunt at Easter.

The Fall, Christmas, and Valentine parties will be held the last thirty (30) minutes of the school day. There will be a limit on the dollar amount to be collected for the class parties for the year. There will also be a dollar amount limit for gifts exchanged at the Christmas parties. Refreshments for birthday parties (on campuses where permitted) should be served during the last ten (10) minutes of the school day with prior approval from the teacher. **Invitations to private parties will not be distributed at school.**

ACTIVITY/FIELD TRIPS

Elementary

Policies concerning Field Trips:

- Must be outgrowth of curriculum
- **Limited to a distance of fifty (50) miles.** Special exceptions may be granted by the Executive Director(s).
 - Sack lunches may be taken when it appears that the group cannot meet the school lunch schedule.
 - Students will have the opportunity to participate in field trips when they need academic and behavior expectations.
 - School age siblings cannot attend.

NOTE: An administrator can deny student participation in field trips when necessary.

Secondary

The principal must approve all field trips. A parent or teacher is required to be in each school vehicle utilized for the trip for the safety and welfare of students. With permission from the coach or advisor, a student may ride to or from a school-sponsored event with only his/her parent/guardian. Arrangements must be made in advance, and students will be dismissed by the sponsor/ coach directly to the parent/guardian. **It is YPS Board policy that no student is permitted to ride with another parent to or from a school sponsored event in which he/she is representing the school. Students are not permitted to drive a vehicle to or from a school-sponsored event in which they are representing the school.**

Students riding buses will return on the same bus, unless directed otherwise by the sponsor. Conduct on all trips will be in accordance with school rules and regulations. *Students are to follow the directions of the adults in charge and to follow the directions of the bus driver while on board.* No food or drink will be permitted on bus routes or trips. If two (2) sponsors are on the bus, one will sit in the rear and one in the middle of the bus. The sponsor/coach and driver will check the bus after returning from the activity or field trip. constantly monitor individual students and what they are accessing. Students and other users will refrain from

STUDENT COUNCIL (YMS/YHS)

Student Council serves as a training experience for both leaders and followers, promotes the common good and gives students a share in the management of the school. It also develops high standards of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council are your representatives and have direct access to school administration. The Student Council shall be composed of representatives from each classification of student (grade level).

SUBSTITUTE TEACHERS

Substitute teachers are to be accorded the same respect as regular classroom teachers. They have the same authority as a regular teacher. Any student failing to maintain a proper relationship with a substitute teacher is subject to disciplinary action. The responsibility is with the student to treat a substitute with respect and courtesy that is due all people.

OFFICE/TEACHER AIDES (YMS/YHS)

Generally, students must be in credited classes for six/seven class periods per school day (high school/middle school). However, under certain circumstances, students may elect to serve as office or teacher aides. Each office may have no more than two (2) aides per hour with one being the recommended number. Aides may work in the library, main office, and counseling office. A student may qualify for being an aide if he/she meets the following criteria:

- Students must have a minimum 2.0 GPA on a 4.0 scale and be approved by the receiving supervisor
- Students must have no serious discipline record (i.e. ISI, OSS), and if such occurs it is grounds for removal
- Students must agree to follow the directions of the supervising staff and abide by the tardy and attendance policy.
- Students may serve only one (1) period during the day

TEXTBOOKS

Students are encouraged to take textbooks home to study when they are checked out to them. In the event a book is lost, stolen, or damaged; the student will be expected to replace it. The school is authorized to withhold transcripts or other records if a textbook is not returned. [70 O.S. § 16-121] It is a good idea for students to cover textbooks to minimize damage. We urge students to keep textbooks in their lockers, backpacks, or with them at all times.

VARSITY SPORTS

YHS participates in a wide variety of varsity sports for both men and women as a Class 6A school. Students who are selected must comply with OSSAA rules.

<http://www.ossaonline.com>

INTERNET

Since the Internet constitutes an unregulated collection of resources which change constantly, it is not possible to predict or control exactly what resources students may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of material a student may encounter. Students will be under teacher supervision; however, it is not possible to

accessing and/or downloading any text, picture or online conferring that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger/ or will cause the commission or unlawful acts or the violation of lawful school regulations. Users will be courteous and polite. Messengers will be concise and not abusive in content or language. Personal information should not be revealed. Users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended. Users of the service will respect all copyright and license agreements. Copyrighted software, pictures or music will not be downloaded for use that violates copyrights. All users must agree to attend an Internet orientation which will address the issues of appropriate use of the Internet, copyright laws, and Internet etiquette.

Violation of the Internet Use Policy Agreement found on pages 48-53 may result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.

VIDEOGRAPHY

YPS possesses the ability to videotape students on school property and to videotape students (including audiotape) while on its school buses. At the discretion of the superintendent or his designee, video may be used for disciplinary purposes.

ANNOUNCEMENTS

Elementary

Each elementary school has a morning program where general announcements are made. The Pledge of Allegiance [36 U.S.C., Section 172], a Moment of Silence [O.S. § 11-101.2], and a Salute will be included as part of the announcements.

Middle School

Each day announcements will be made with the public address system. Approval for all announcements must be given by the principal. The Pledge of Allegiance [36 U.S.C., Section 172] and a Moment of Silence [O.S. § 11-101.2] will be included as part of the announcement.

High School

Announcements are distributed through email to all classrooms. Only those announcements approved by the principal and submitted by 2 p.m. on the previous day will be included in the daily bulletin. The Pledge of Allegiance [36 U.S.C., Section 172] and a Moment of Silence [O.S. § 11-101.2] will be included as part of the announcement.

OUTSIDE FOOD AND DRINKS (YMS/YHS ONLY)

Outside food is not permitted at the middle school and high school. Drinks in the classroom are at teacher discretion

SECURITY RESOURCE OFFICERS (SRO)

YPS has three (3) School Resource Officers (SRO's). These individuals are employees of YPS and YPD who work

Violations

- 1st Offense - Written Warning and Parent Contact

cooperatively for the safety of our district. Failure to follow the SRO's directions will be considered insubordination and violators will be referred to the building administrator for possible disciplinary action. SRO's may file tickets resulting in legal action(s) for students or parents. Tickets are issued at the discretion of the SRO's.

PARKING LOT/STUDENT VEHICLES (YHS)

Driving onto campus is a privilege and should be treated as such. For the safety of students and staff, all vehicles must be registered with the school. Parking permits must be purchased \$ annually. Students who have vehicles on the school grounds without a parking permit hang tag may have driving privileges revoked and/or vehicle impounded. The following are basic parking guidelines:

- Always be courteous and defensive driver while on campus.
- Only licensed and insured drivers with a parking permit hang tag will be allowed to park in the school parking lot and take only a single space.
- Students are not to park in staff parking. Staff parking spots are labeled STAFF and have a number.
- The **speed limit** in all areas of the parking lot is **15 mph**.
- Areas parallel to curbs are not parking zones.
- Curbs are painted to indicate no parking.
- Cars must go in the entrance and out the exits as marked.
- Students and faculty should park in designated areas only.
- Handicap parking is available. Parking Illegally in handicapped spaces will be monitored and may be ticketed by the YPD.
- Parking permit tags are to be hung on the rear view mirror with numbers facing forward.
- 9th and 10th grade students with a valid driver's license may drive to school; however, they cannot be in the parking lot during the day.
- Any student needing to return to their vehicle, during a class period, must obtain written permission from the office.
- No parking or driving on grass.
- Students are not to share parking permits or student IDs.
- A lost hanging tag will incur a \$20 replacement fee. A lost ID will incur a \$5 replacement fee. Replacements may be obtained in the main office.
- The parking lot will be monitored by SROs and administration.

Upon arriving on campus, all students are to vacate vehicles. Failure to do so could result in disciplinary action. No students will be permitted to remain in vehicles for any reason. This includes waiting for rides or riders for Canadian Valley Technology Center.

- 2nd Offense - 3 days of Lunch Detention
- 3rd Offense - 3 days of suspended driving privileges. Hang tags and parking ID must be turned into administration
- 4th Offense - 5 days of suspended driving privileges. Hang tags and parking ID must be turned into administration
- 5th Offense - Student's driving privileges will be revoked for a period of time determined by the administration, but could include the remainder of the school year. The student's vehicle may be towed if driven on campus during a time when driving privileges are suspended.

All vehicles brought onto YPS campuses are subject to random searches. Students are responsible for any contraband that may be found in their vehicles and will be disciplined accordingly. [Section 1031, School Laws of Oklahoma]

CONDUCT FOR EXTRACURRICULAR ACTIVITIES

During the school year, students will have many opportunities for involvement in extra activities. Students are representing the Yukon School District during the school day and during school sponsored activities. Acceptable behavior is required during on and off campus events and is subject to the authority of school officials [21 O.S. § 643, 21 O.S. § 650 and 650.1, 21 O.S. § 844, 21 O.S. § 1363, 70 O.S. § 24-101]. School personnel are an important part of any decision concerning student involvement. Personnel will always consider grades, attitude, and behavior. This applies to all related activities. Studies have shown the most successful students are those who remain active. We encourage our entire student body to find their niche and to get involved.

TOBACCO

State law [63 O.S. § 1-1523] and the board policy prohibit the use and possession of tobacco and or e-cigarettes on the school campus or school grounds. Students and/or patrons are not permitted to use, sell or have in their possession tobacco in any form while on school grounds or at school activities.

This includes but is not limited to - cigarettes, vapor-atomizers, "trippy stix", dip, cigars, and nicotine oil. Students in violation of this policy will be dealt within the following manner:

- 1st Offense - 3 days detention plus parental contact*
- 2nd Offense - In School Intervention or completion of the Adolescent Smoking Cessation Group*
- 3rd Offense - Out of School Suspension*

*Law enforcement will be contacted if circumstances warrant and a citation issued.

All Campuses are smoke/vape free campuses.

SAFETY DRILLS

In accordance with state and district laws and policies; all

ACCIDENT OR ILLNESS

If a student develops an illness or injury after reaching school, an attempt will be made to notify a parent/guardian. It is important that the school be given the current telephone number for parents, and a person to call in an emergency if a parent cannot be reached.

Regular attendance is important; however, for his/her own interest and to prevent the spread of contagious diseases, your child should be kept home if he/she is running a fever of 100 degrees F or higher or shows signs of illness. Keep student home until he/she has been fever free for 24 hours without the use of anti-fever medications. If student has diarrhea (3 or more loose bowel movements) or any vomiting, please keep your child home until he/she is vomit and diarrhea-free for 24 hours without the use of medication. There are different rules for when a student may return to school for other health conditions such as contagious rashes, eye/skin infection, cough, sore throat and communicable illnesses. Please speak to your health care provider for guidance and talk to a member of the YPS student health team or a school administrator about exclusion policies for other illnesses. The school will administer only minimum first aid in case of injury. In case of apparent internal injury, broken bones, or the appearance of serious injury; parents and/or paramedics will be notified immediately. Parents are asked to sign a *Treat and Transport* form at the beginning of each year.

HEAD LICE

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 and is safe to return to school. Medically excused absences will be limited to 2 school days for each occurrence of live head lice. [O.S. § 15-1210.194]

BED BUGS

Any student found with bed bugs on their person or property will receive parental notification with recommendations on eradicating the pest. No student will be sent home because of bed bugs. A school nurse will inspect the student and their belongings for signs of infestation.

PLAYGROUND

All elementary students will be sent outside for play periods (recess) unless they have been sick and have permission to stay inside. Parents are requested to dress children for cold weather. (Children will not be sent outside when it is raining or extremely cold.)

- Students are expected to remain in the designated playground area at all times
- Students should not throw objects that might injure others or participate in any activity that is dangerous
- Students will not be allowed to take food or drink to the playground
- No items allowed in student's mouths while on the playground
- In the event of inclement weather, recess will be held in a designated area inside the building.

schools will have tornado, fire, school choice drills, and security drills. Each teacher will have a copy of all procedures including warning signs and will instruct each class in safety procedures. (70 O.S. § 5-148-149)

SPECIAL NOTES

Oklahoma law mandates the State Department of Health and State Department of Education to jointly develop materials that inform students participating in or desiring to participate in an athletic activity, and their parents and their coaches about the nature of warning signs of sudden cardiac arrest. (70 O.S. § 24-156)

Oklahoma law amends current law to provide that no education employee or school volunteer is liable for the use of reasonable force to control or discipline a student while the student is in attendance at school, or during school transit to school or authorized events. (70 O.S. § 149.7)

Cardiac Arrest

Oklahoma law also requires removal from play of a student exhibiting signs of sudden cardiac arrest.



NUTRITION, TRANSPORTATION, & SAFETY

LUNCH PROGRAM

It is the desire of the Yukon School District to provide meals to all students. The district will not discriminate against any child because of inability to pay the price of a meal. The following guidelines are used to assist the Food Service Department:

- Students receiving food or beverage substitutions must have a written prescription from a licensed physician.
- Students will never be denied access to any meal as a result of a disciplinary action.
- Students who have exceeded the charge allotment and have no alternative to eat will be given a sandwich and fresh fruit.
- No charging will be allowed during the last two (2) weeks of school.
- Students may pay in cash or by using their accounts which have deposited money.

Yukon Schools is happy to provide parents a convenient, easy, and secure online prepayment service to deposit money into a student's account.

ONLINE PREPAYMENT

The features and advantages of this service include:

- Funds can be deposited into the student's school meal account anytime.
- A website (www.myschoolbucks.com) allows parents to check their student's account balance
- Reports of a student's eating history can be printed by the parent
- Parents with more than one child in the district can prepay using one online account.
- Payments can be made through existing PayPal accounts or major credit/debit cards.

A fee of \$2.49 per deposit transaction is assessed to cover bank fees.

To access online services:

- Go to the school district website www.yukonps.com
- Click on *Child Nutrition* which is on the first page under Quick Links.
- Click on *My School Bucks* and create a new student account using the child's name, student ID, and school zip code (73099).

FREE AND REDUCED PROGRAM

Online Free & Reduced Breakfast/Lunch Applications:

Child Nutrition will offer these applications online. Fill out the application in the privacy of your home. Faster processing time occurs with the online form. If you do not have internet at home, we recommend going to the public library should you wish to fill the form out online. Printed applications are available at the school office and cafeterias. Only one application is necessary for the entire family. The link to the application can be found at www.yukonps.com and by clicking on *Child Nutrition* under Quick Links on the first page of the website. Please call the Child Nutrition Office if you need assistance of any kind (405)265-1340.

Free & Reduced Lunch Benefits (YHS)

- Students are responsible for cleaning up and picking up after themselves and act orderly.
- When students finish eating, they will remain seated in the cafeteria, or they may go outside in

the courtyard area. Students must remain in the courtyard area.

- Students are asked to help us keep the cafeteria and courtyard clean and attractive.

ACT: Students receive a total of two (2) free ACT fee waivers for the junior/senior years. The student may use them at any time during their junior or senior year for regular registration.

- **A fee waiver may not be used for late registration.** (See your high school counselor for more information).
- **AP Exams:** A student on free/reduced lunch program may pay a reduced fee per AP exam.
- **PSAT:** Yukon High School is awarded fee waivers based on the number of students on Free & Reduced lunches.
- **SAT:** Students can receive up to four (4) fee waiver cards - two (2) for the SAT and two (2) for subject tests. This covers both junior and senior years. Fee waivers cover the test fee only. Each **subject test** fee waiver card covers up to three (3) **subject tests** for each registration. All Juniors will take a district provided SAT for state accountability purposes.
- **College Application Fee Waivers:** Counselors can write a letter to the college to request a waiver for the application fee. It is not guaranteed, but it is highly likely.

MEAL PRICES

- | | |
|---------------------------|--------|
| • Elementary breakfast | \$1.10 |
| • Elementary lunch | \$2.50 |
| • Middle school breakfast | \$1.20 |
| • Middle school lunch | \$2.75 |
| • High school breakfast | \$1.50 |
| • High school lunch | \$2.75 |
| • Adult breakfast | \$1.75 |
| • Adult lunch | \$3.55 |

LUNCHROOM RULES

PK-3

- Parents may bring food for their child only.
- Students will not be permitted to share drink/food for safety reasons.
- Please do not send glass containers.
- Candy may be eaten with lunch, but no gum is permitted at any time.

Grades 4-5

- Students are not permitted to leave the building during the school day without being checked out by a parent, guardian, or person on the checkout list.
- Each building principal has devised a method of scheduling and getting student to the lunch room.

Middle School

- Any food brought by a parent must be checked through the office and eaten at the tables in front of the office. The parent must supervise the student.
- Students are responsible for putting their debris into trash containers.
- Act in an orderly way at all times.

High School

- Ninth and tenth graders are **not** permitted to leave campus for lunch. Leaving campus may be considered a truancy and will be treated as such.

- Parents wishing their student be released must check their student out through the office in person
- Parents may check their student out for lunch.

BUS POLICY

The school may legally provide transportation to and from school for those students who live more than one and one-half (1½) miles from school. Individual bus routes and time schedules can be obtained from the Transportation Department (405)354-6667. Bus routes are established to give the best possible service to all individuals in accordance with state laws and regulations. Yukon Public Schools will not provide transportation for transfer students. Bus routes will not be posted for safety reasons. We recommend for our youngest riders, parents place their child's name and address with a parent phone number in a pocket for their safety. If the child gets on a wrong bus, this will enable us to get them home safely with a chance to notify the parent.

The school bus driver is the sole authority for the passengers on the bus. Any misbehavior that distracts the driver and jeopardizes the safety of everyone is a **very serious violation**. A bus with students "out of control" may return to school so the principal may take immediate, appropriate action. The Yukon School District disciplinary program is a reflection of its interest in the safety of all children who ride the bus; therefore, the following procedures will be implemented:

- Principals will review bus rules and procedures with students.
- Drivers will remind students and sponsors of the "No eating and drinking (including candy)" while riding.
- Elementary and middle school students will only be allowed to be a "guest rider" with a parental written request to the administration 24 hours in advance. Permission is subject to bus space availability and a principal's pass to ride. No pass/no ride. *High school students are not allowed to be or to have guest riders.*
- Drivers will assign seats whenever the safety and well-being of the passengers are involved.
- Students who fail to identify themselves to the driver will not be permitted to ride the bus for a period of no less than one (1) week.

Students will be cited for the following:

- Refusal to obey driver
- Failure to remain seated
- Use of tobacco
- Profanity, spitting, vandalism
- Fighting
- Inappropriate use of cell phones or other electronics
- As a result of allergies and asthma, no cologne/perfume spraying
- Throwing objects
 - Hanging out the window
 - Violation of gang policy
 - Possession of controlled and/or dangerous substances
 - Eating or drinking on the bus

- Walking in front of the bus without the driver's permission
- Bullying, intimidation, or harassment of students or staff
- Threats made to any individual
- Possession of contraband
- Laser pointers strictly prohibited
- No athletic equipment, flag poles, or large band instruments permitted
- No skateboards or any item prohibited in the schools
- Students are allowed one (1) bag, i.e. book bag, backpack, etc.
- All electronic equipment left on the bus must be picked up and signed for at the transportation office. Call (405)354-6667 for more information.

List is not intended to be all inclusive.

Consequences

If a student is reported in violation for any reason, the principal may take the following actions:

- 1st Offense: A conference with the student and a report to the parent.*
- 2nd Offense: Automatic denial of riding privileges for a minimum of five (5) school days and a conference with parents.*
- 3rd Offense: Automatic denial of riding privileges for ten (10) school days and a conference with the parents.*
- 4th Offense: Denial of riding privileges for the remainder of the year or longer.
- **Special Note**- Any student creating a potentially dangerous situation by throwing any object out a bus window will automatically be suspended from the bus for a minimum of ten (10) days.

**School policy will be followed.*

Suspension may be possible depending on the severity of the offense and/or danger to the students or others. If a student is suspended from a bus route, they will be suspended from all bus routes, they will be suspended from all buses including Tech Center route, sponsored events, field trips, and athletic events. The principal's decision in these matters is final.

If parents have an issue regarding the bus route, call Transportation at (405)354-6667. In order for drivers to maintain schedules, issues should not be addressed at the bus stops. When buses are held up, it can become a safety issue for students left waiting at the other stops. If a parent has a brief note or piece of information to share, they should approach the driver's side of the window. Safety of all students demands that no person including parents be allowed on a bus for any reason.

Inappropriate behavior/language by a parent at a bus stop can result in that parent's child losing bus privileges. Denial of bus riding privileges will carry over from semester to the next or one school year to the next. We hope you will understand this system to be a reflection of our sincere interest and concern for the safety and

well-being of your children.

For information on rules for field/activity trips, please go to Campus Life "Activity/Field Trips."

TRANSPORTATION AS A RELATED SERVICE FOR A DISABLED STUDENT

A *related service* is a service required to assist a disabled student to benefit from special education. Special transportation consideration is such a service.

Consideration in transportation is accessed through the Individualized Education Program (IEP) process for disabled students. Only those students who require specialized equipment on the bus or who cannot safely reach a common pickup point will be considered for **home curb** service. Transportation cannot be arranged for a student on a special needs bus or regular bus without an IEP stating the required service.

To expedite the process and make travel safe, efficient and effective for all participants, experience has indicated the need for the following procedures:

- Transportation will only be provided from the student's residence to the school and back to the student's residence. Transportation cannot be provided to alternate pick-up or drop-off sites (child care, relatives, etc.).
- Parents will be advised of the approximate time of the A.M. bus arrival. It will take a few days in a new school year for bus personnel to refine arrival times at the pick-up points for routes. A late student throws the schedule off for all other riders. Upon arrival at the bus stop, the bus will wait no longer than two (2) minutes before departing. Please do not ask the driver to wait additional time. Drivers will not be allowed to notify parents with phone calls or honking the bus horn. **Time will start when the bus arrives at the designated pickup point.**
- Students will not be received on the bus while eating, not fully clothed, when visibly ill or when they are resisting boarding the bus. Please make sure your child has taken care of bathroom needs before the bus arrives. For the benefit of all, please see that hygiene is properly maintained and your child is ready for school.
- Parents or designees are responsible for "door-to-curb" and "curb-to-door" passage of the child. This includes assisting the child across the street if necessary. Parents should call transportation to advise the driver when it is necessary for a neighbor or family member to meet the bus, or if the parent wishes to send a student out with a sibling to deliver or receive the child. We need to be assured the parent deems that the sibling is responsible for the task.
- Appropriate behavior is expected on the bus at all times. The aide and driver may use appropriate discipline measures for the safety of all children. The principal will be alerted to problems. Continued infractions may be referred to the IEP team for resolution.
- **Parents need to be home at school dismissal** due to issues beyond transportation's control which could cause a student's arrival at home to be earlier than

normal.

- Parents or designee are expected to promptly meet the bus when the child arrives home from school. **Childcare is not available at the school or from transportation personnel after the school day is over.** If visual contact is not made with a parent or designee, your child will either be returned to the school or Youth and Family Services in El Reno.
- If your child is not going to ride the bus, call the transportation department before 6:00 a.m. Call back when your child is able to resume school. **354-6667**
- **If a bus comes by and there is no response, the bus will not return until you contact transportation.**
- To prevent any miscommunication, bus drivers will not deliver any verbal messages to teachers or parents.
- Assistive devices (i.e. chairs, walkers) will not be transported unless the student is on the bus.
- **Please communicate all problems regarding bus service to the transportation department at (405)354-6667.**

ANONYMITY (REFUSAL TO IDENTIFY SELF)

School personnel have the right to know the identity of all persons on the school premises. Students must identify themselves upon request of school personnel or duly assigned and identified monitors on school premises, to and from school during school hours which would include bus drivers, or during the time of school sponsored or authorized functions. **Upon entering any school, visitors must immediately report to the office.** The principal or any faculty member, after establishing that a person is (1) not a student or employee of the school or (2) has no proper business at the school, will direct the person to leave immediately.

Principals and their designees shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a way which does not unduly interfere with school activities. Students are expected to cooperate. Failure to do so could result in disciplinary action. Principals and their designees shall determine when the necessity exists to contact law enforcement officers. Examples of primary cause would be:

- When the behavior of persons jeopardizes the safety of students, school, staff, or property.
- When behavior interferes with the operation of the school or to conduct an investigation of alleged criminal behavior.

CARE OF SCHOOL

PROPERTY/VANDALISMmedication

All students should guard against marking on buildings, desks, books, and equipment. Students are not to vandalize cars or other student's property, i.e. shoe polishing, dumping of any liquid or papering of cars while on school grounds during or after school (not intended to be all inclusive). Students are responsible for books and shall pay for any book lost, damaged, or stolen. Each student shall pay for all damages he/she does to school property within one (1) week of incident unless special Each student shall pay for all damages he/she does to school property within one (1) week of incident unless

with the principal.

MEDICATION

For medications that will be taken at school, a parent or legal guardian must transport the medication to the school in person, and sign a YPS Medication Consent Form prior to medication administration. **Students are not allowed to transport medication to or from school on the bus, or in person; and medication will not be sent home with students for safety reasons. The only exception to this rule is STRICTLY LIMITED to students who have rescue inhalers, epinephrine injectors, or diabetes supplies, AND have SIGNED PERMISSION from the prescribing physician and parent or legal guardian on the YPS Medication Consent Form.** Each prescription medication must be in the original pharmacy container, with a current pharmacy label showing the student's name, medication, strength, dosage, prescribing physician, and pharmacy name. If you need to check in over-the-counter medication for your student, it must be in a new, unopened container, with age appropriate dosing instructions.

BULLYING

According to Title 70. Schools Chapter 1 – School Code of 1971 Article XXIV Section 24-100.3 As used in the School Safety and Bullying Prevention Act: [Click Here to report a Bullying incident](#) or visit our website at www.yukonps.com > Families & Students.

Yukon Public Schools Bullying Policy can be found in the Appendix of this handbook.

1. “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal, or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
2. “At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events;
3. “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer; and
4. “Threatening behavior” means any pattern of behavior or is 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.

Nothing in this act shall be construed to impose a specific liability on any school district.

This policy is in effect while the students are on school grounds, in school transportations, or attending school sponsored activities or school sanctioned events, and

special arrangements are made for deferred payments while away from school grounds if the misconduct directly affects the good order, efficient management and welfare with your student regarding the appropriate actions actions by the school and/or criminal charges.

DIGITAL CITIZENSHIP (CYBERBULLYING/SEXTING)

Any electronic resources provided to or owned by students will be used in accordance with YPS District Policy. This includes but is not limited to any device that can electronically receive or capture text, audio, or images and/or electronically transmit text, audio, images, the internet, online bulletin boards and blogs.

When using an electronic resource, students should not participate in the following:

- Disclose any sensitive, proprietary, confidential (including names) information about other students.
- Should never be discourteous or impolite.
- Post any material including photos, videos, and texts that are obscene, demeaning, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or any other person or entity.
- Violate copyright, trademark, and fair use laws
- Access web sites and/or download any text, picture, or online conferring that includes material that is considered to be obscene, derogatory, libelous, indecent, vulgar, profane, lewd, or advertises any product or service to minors prohibited by law; presents a clear and present danger or will cause the commission of unlawful acts or the violation of lawful school regulations.
- **All posts should be factual and in good taste. Everything a student posts online stays online forever.**

Activities commonly associated with computer hacking are not allowed and are subject to staff interpretation and disciplinary consequences. Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace often called cyberbullying are unacceptable.

Cyberbullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, insulting, mocking, demeaning, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures/images and videos or website posting (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on as someone else). Community members who feel they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from school.

Sexting is the sending, forwarding, displaying, posting, storing, or receiving of sexually explicit or sexually suggestive images or video via chat. Not only is sexting socially inappropriate, it could result in disciplinary

STALKING

A person commits stalking when he or she transmits to another person a threat with the intent to place that person in reasonable apprehension of death, bodily harm, sexual assault, confinement, or restraint, and in furtherance of the threat knowingly does any one or more of the following acts:

- Follows the person, other than within the residence of the defendant
- Places the person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person or residence other than the residence of the defendant

Out of school suspension, parent conference and possible police referral could result for such actions.

DEROGATORY LANGUAGE/SYMBOLS

Derogatory racial, ethnic, profane, obscene, indecent, or sexual language, verbal or nonverbal, intended to offend or abuse or not is not allowed and subject to disciplinary action.

Students engaged in extracurricular activities are representing Yukon Public School District and often serve as role models for others. The District desires to educate and protect students from activity which may negatively impact the student and/or District. Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including being removed from the team/organization by the head coach/sponsor and/or the Director of Athletics or the principal.

WEAPONS

It is the policy of the Board of Education [Policy EI] that possession of dangerous instruments or weapons on school property or other property adjacent to school property, at school functions or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, including automatic opening or switch blades, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury is grounds for out of school suspension. Possession of a firearm will result in one full calendar year suspension.

GANGS, GANG ACTIVITY, HATE GROUPS

Any act/acts of gang activity or any public school secret society will be considered gross insubordination and subject to suspension and/or expulsion. This includes the following behavior committed by a student on school grounds, school buses, at a school sponsored event, or traveling to and from school:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, tattoos, trademarks, manner of grooming or anything which is evidence of membership or affiliation in any gang.
- Committing any act or omission or using any speech, either verbal or non verbal (including gestures, handshakes, and hand signals), showing membership

action.

or affiliation in a gang.

- Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 1. Requesting any person to pay protection or otherwise intimidating or threatening any person
 2. Committing any other illegal act or other violation of school district policy
 3. Causing graffiti to be exhibited on school property or school work
- Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or mental harm to students are prohibited.
- Causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

[70 O.S. § 494] [70 O.S. § 24-105] [70 O.S. § 111.01A]

IN SCHOOL INTERVENTION (ISI)

The objective of this program is to provide an alternative to out-of-school suspension for those students who fail to function acceptably in the education setting. ISI is in lieu of the regular day. For a student to be placed in ISI, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISI Program and its policies/procedures. Failure to follow the policies of ISI will result in immediate out-of-school suspension. **Any student placed in ISI will not be allowed to participate in any school activity including practice.**

OUT OF SCHOOL SUSPENSION (OSS)

An administrator shall determine the suspension of a student due to violation of school rules, and parents shall be notified immediately. If a student is to receive academic credit for the days suspended, he/she must attend the assigned OSS *After Hours*. Failure to attend results in the student receiving zeros for all days suspended. The suspended student shall have the right to appeal the decision of the principal to the designated hearing officer and may appeal a suspension longer than ten (10) days to the Assistant Superintendent of Administrative Services in writing. If the parent/student is not satisfied with the outcome of the Superintendent's hearing, an appeal may then be made in writing to the Board of Education. The Board's decision to uphold or alter the terms of the suspension shall be final. Students who are suspended for the remainder of the semester or longer could be referred to the Canadian County Juvenile Justice Education Center to receive educational services.

A student may be suspended for violation of school at/or in route to school, a school activity whether on the Yukon campus or at campus where Yukon is participating. A suspended student is not eligible to attend or participate in any school activity and is not to be on any Yukon campus during the period of the suspension. OSS will result in the loss of all exemptions.

OSS Cont'd

The following are some reasons for which a student may be suspended:

- Disobeying the reasonable request of a teacher or administrator
- Violation of Gang Policy
- Creating or attempting to create a classroom disturbance
- Fighting
- Bullying, intimidation, harassment, sexting, viral videos, or threatening students or staff
- Excessive tardies and/or absences
- Persistent violation of school rules or regulations
- Posting a video of a fight
- Using profanity, vulgar language, or vulgar expressions or gestures; and/or rude, degrading, derogatory comments or symbols
- Throwing objects during sporting events, assemblies, school performances, or out a bus window
- Assault and/or battery on a student or staff member
- Possession or use of any dangerous weapon including replicas
- Possession, consumption, or being under the influence of any alcoholic beverage, narcotic drug, and stimulant controlled substance, barbiturate, or paraphernalia
- Possession or use of tobacco
- Inciting, encouraging, promoting, or participation in attempts to interfere with the normal educational process or safety of others
- Gambling [O.S. 21 § 941]
- Engaging in lewd, vulgar or immoral acts
- Possession of vulgar or obscene material
- Inappropriate public display of affection (PDA)
- Vandalism of any kind
- Computer tampering, hacking, social networking, or Electronic Device Policy violation
- Theft
- Cheating
- Hazing [O.S. 21 § 1190]
- Adjudication as a delinquent
- Violations of District Transportation Policy
- NOTE: This is not meant to be all inclusive

DRUG/ALCOHOL TESTING

In order to safeguard the individual and general welfare of all students, Yukon Public Schools may administer a drug/alcohol test as a condition of admission to a school-related activity to any student. It may also administer such a test at any time during the school day and/or activity. The YPS administration will determine at which school sponsored events the drug/alcohol test procedures will be used. These events will include, but are not limited to the following; proms, dances, concerts, overnight activities, and optional field trips.

The administration will determine the manner by which the students will be tested, i.e. entire group, predetermined random selection, or based on individual reasonable suspicion. A trained administrator or trained staff member present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol, even if the student has a negative test upon entering the event.

Students exhibiting signs of drug/alcohol use (reasonable suspicion) including but not limited to: glassy eyes, slurred speech, unsteadiness on the feet or emission of an alcoholic odor, may be requested to take a drug/alcohol test administered by a school administrator or designee. A refusal to submit to drug test will constitute a positive result. Drug test must be completed within 24 hours of notification. If a student tests positive for alcohol, he/she will receive one additional opportunity to take the test.

If a student does not pass the drug/alcohol test, his/her parents will be notified and parents must come to pick them up. If a parent or guardian cannot be reached, the student will be placed in protective custody by the police department in the town where the event is located until a parent/guardian can pick up the student. Law enforcement will be notified if the student is still in possession of drug/alcohol. Students who take the drug/alcohol test upon determination that there is reasonable suspicion to suspect that they have consumed drugs/alcohol will be subject to all school rules relating to the use and/or possession of drug/alcohol.

Any student suspected of using, possessing, or distributing drugs or alcohol will be referred to the principal/designee. If the student is determined to be in violation, the student will be suspended from school and/or co-curricular activities for a period of up to two (2) semesters. The superintendent/designee, the Student Assistance Program Coordinator the parents, and the police will be notified.

The Drug/Alcohol Testing Protocol shall apply to all students and guests, regardless of age.

POSSESSION OR USE OF CONTROLLED SUBSTANCES, ILLICIT DRUGS - PARAPHERNALIA AND ALCOHOL

While on school property or at school sponsored events, students are forbidden to possess, use, share, deliver, assist in or participate in the transfer or sale, or be under the influence of alcoholic beverages; illicit drugs; illegal, controlled, addictive, or harmful substances (including over-the-counter substances that can have a stimulating or depressing effect, and synthetic marijuana known as K2 or spice); items represented to be any of the above substances; and/or drug paraphernalia.

Illicit drug definition is as follows

- Any controlled dangerous substance as defined in the *Uniform Controlled Dangerous Substances Act Oklahoma Statute - Title 63*
- Any prescription drug possessed in violation of school policy
- Any nonprescription drug possessed in violation of school policy
- Any substance which is represented to be a prescription or nonprescription drug.
- Any inhalant.
- Any other chemical, synthetic, or natural substance which is capable of producing injury and is misused by a student
- Anabolic steroids

Alcohol Definition

- Any intoxicating beverages as defined by Oklahoma law
- Any low-point beer as defined by Oklahoma law
- Any non-intoxicating beverage as defined by Oklahoma law

Drug Paraphernalia Definition

All equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance in violation of the *Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63*.

Use or Possession or Illicit Substances on School Property during the School Day or School Sponsored Activity

Students using, in possession of, or after having controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages, and/or intoxicating substances during school, while attending a school sponsored/sanctioned activity, while on school premises or when being transported, will be suspended.

First Offense

- Parent will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- Out-of-school suspension for not less than the current and succeeding school semesters. The suspension may be reduced to five (5) days if the student and parent/guardian agree to sign a Student Assistance Program (SAP) Contract within five (5) days of the offense unless there are extreme circumstances as determined by each case.
- All costs associated will not be covered by Yukon Public Schools.
- Elementary school students are exempt from taking a urinalysis.
- The random urinalysis will be required throughout the term of suspension (a minimum of once per month). These tests will be conducted on school premises by the certified laboratory conducting the Yukon Public Schools activity drug tests. The random urinalysis will begin thirty (30) calendar days after the first day of the suspension. If absent on the day of testing, students must complete a test within 24 hours of being contacted.
- Failure to complete required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.

If one of these random tests has an abnormal reading, or if in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, or if the student refuses to take the test; the full term of the suspension will be reinstated. If the urine sample is diluted another sample may be requested. If the

tested by another certified laboratory. If a different result is obtained, then the appeal may be made to the administration within five (5) school days of notice of the second test finding. Administration will determine if the original finding was justified.

Second Offense

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- If the second offense occurs within twenty-four (24) calendar months of the first offense, out-of-school suspension for not less than two (2) semesters.
- If second offense occurs after twenty-four (24) calendar months of the first offense, students will be given the option to sign a second SAP Contract.
- Costs shall be borne by the individual/ parent/ guardian.
- The random urinalysis will be required throughout the term of suspension (a minimum of once per month). These tests will be conducted on school premises by the certified laboratory conducting the Yukon Public Schools activity drug tests. The random urinalysis will begin thirty (30) calendar days after the first day of the suspension.
- Failure to complete required activities of the SAP Contract within the prescribed time will result in reinstatement of the full suspension.

Reasonable Suspicion

If a student exhibits and/or appears to evidence intoxication by alcohol, illicit drugs, or over-the-counter medication at school or at a school sponsored event; the parent/guardian of such student will be notified immediately so that medical attention may be obtained if necessary. Any teacher, who has reasonable cause to suspect a student may be under the influence of or has possession of non-intoxicating beverages (beer, etc.), alcoholic beverages, or an illicit drug as defined herein, shall immediately notify the superintendent or designee and the student's parent/guardian.

Sale or Distribution

Any student who sells, distributes, or assists in the sale or distribution of alcohol, illicit drug, controlled, illegal, addictive, or harmful substances (including over-the-counter substances which have a stimulating or depressing effect); or items represented as any of these substances, will be suspended for two (2) semesters without a reinstatement option.

EXTRACURRICULAR ACTIVITY RANDOM DRUG TESTING

The Yukon Board of Education in an effort to protect the chromatography/mass spectrometry technique. A specimen shall not be reported positive unless health and safety of its students involved in competitive extracurricular activities from illegal drug use and abuse thereby setting an example for all other students of the Yukon Public School District, permits the following policy for drug testing of activity students.

student/parent/guardian disagrees with the result, he/she may request, at their expense, that this urine specimen be illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities that involve competition and upon the positive image these students project to other students involved in extracurricular activities. The following policy will be used by all participants in interscholastic extracurricular activities which involve competition in grades 7-12. Any student who begins drug testing under the Extracurricular activities process is subject to continued random testing the remainder of the school year.

All "Activity Students" will be required to sign a *Student Drug Testing Consent Form (now available online through Rank One)* before the student may participate in an extracurricular activity covered under this policy. A student who moves into the district after the school year begins will be required to sign a *Student Drug Testing Consent Form* before he/she will be eligible for participation.

Drug use testing for Activity Students will be chosen on a random selection basis from a list of all Activity Students who are involved in activities both in season and off season. The district will determine a monthly number of student names to be drawn at random from each grade level to provide a urine sample for drug use testing for illegal drugs. In addition to the random drug test, any Activity Student may be required at any time to submit to a test for illegal drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance enhancing drug use by that particular student. All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible.

If in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, the specimen will be treated as positive and policy consequences will be in effect. If the sample is diluted, a new sample may be requested. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

Students are given one (1) hour to give the drug testing company a urine specimen. If a specimen can not be obtained during the one hour allotted time frame, parents will be contacted and a sample must be obtained within 24 hours.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless including all meetings, practices, performances, and competitions for the remainder of the school year or eighty-eight (88) days, whichever is longer. Additionally, such student shall not be considered for any

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

First Offense

- The parent/guardian will be scheduled to meet with the student, Athletic Director/designee, Student Assistance Program Coordinator, and/or the principal/designee to discuss the positive test result.
- **The student will be suspended from participation in all activities covered under this policy for ten (10) school days.** After this ten-day period, the student may resume participation once they have provided proof to the school that they have completed four (4) hours of Substance Abuse Education/ Counseling from a counseling entity the cost of which will be paid by the parent/guardian. Additionally, the student will be tested for the remainder of that semester. The time and date will be unknown to the student and determined by school personnel.

These requirements and restrictions shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Should the parent/guardian not agree to these provisions, the consequences listed in this policy for the second offense will be imposed.

Second Offense

Complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competitions for the remainder of the school year, or eighty-eight (88) school days (1 semester) whichever is longer.

Appeal

An Activity Student who has been determined by the Principal/Athletic Director to be in violation of this policy shall have the right to appeal the decision first to the Assistant Superintendent of Administrative Services and his/her committee. Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting an appeal will remain eligible to participate in any extracurricular activity until the appeal is completed. The Director/designee and committee shall then determine whether the original finding was justified. If the outcome of the informal appeal remains objectionable to the student/parent, a request for a formal appeal before the Board of Education must be made in writing within three (3) days of the informal hearing decision. This letter should be written to the superintendent. The finding of the Board shall be final and no further review will be provided and shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in sole and exclusive judgment and discretion of the Board of Education, which shall be final and non-appealable.

Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances, and competitions for the remainder of the school year or eighty-eight (88) days, whichever is longer. Additionally, such student shall not be considered for any

interscholastic activity honors or awards given by the school.
interscholastic activity honors or awards given by the school.

VOLUNTARY PARENTAL REFERRAL

Parents may voluntarily place their students in the random pool for testing.

DANGEROUS WEAPONS

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

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. [70 O.S. § 24-102]

STUDENTS WHO POSE A THREAT TO SCHOOL

School districts do not have to provide educational services in a regular setting to students who have been removed from school (in any state) by a judge or administrative proceeding for threatening school staff and students. Students will be provided services in an alternative education setting which may include virtual school.

SUICIDE PREVENTION

According to HB 1623, teachers, counselors, principals, administrators, or other school personnel upon determining that a student is at risk of attempting suicide, shall notify the parents or legal guardians immediately upon determining that such risk exists. For resources visit:

<http://sde.ok.gov/sde/suicide-prevention>

STUDENTS LONG TERM SUSPENDED (YMS & YHS)

Any student suspended from school for more than ten (10) days for any reason other than a violent offense will attend the MOVE (Miller Online Virtual Experience) Program. Students will participate in the virtual school program by attending MOVE with added support of onsite teacher(s) and school counselor. An automatic referral will be sent by the administrator processing the long term suspension to the MOVE Principal who will contact the parent with the start date. Transportation will be provided by the District, as requested, for students attending the MOVE program. A long term suspended student may only opt out of the MOVE program with permission of the High School Principal and must be in good academic and attendance standing. A student assigned to MOVE and who does not attend will be turned over to the District Attorney for truancy.

Threatening Behavior

A parent, patron or student shall be reported to local law enforcement if threatening behavior (verbal or act) is deemed to reasonably have the potential to endanger students, school personnel or school property. This is in accordance with state law.

Sunscreen

Student shall be permitted to possess and self -apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Sunscreen is limited to lotions only, no aerosols. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Students shall not be allowed to share or apply sunscreen with other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

Appendix

YPS POLICY GUIDE AND INFORMATION



2019-2020

PROHIBITING BULLYING (REGULATION)

The Yukon Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim’s or bystander’s ability to concentrate, retain instruction, and study or to operate free from the effects bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms “bullying,” as including, but not limited to a 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 that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student’s property;
- C. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

2. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another’s body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which

the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes

the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Yukon Public Schools.

4. Electronic Communication

The communication of any written, verbal or 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, including a computer.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on the prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Yukon Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Yukon Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to

encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents.

Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;

3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to 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.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the

graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.Yukonps.com and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

Adopted: January 12, 2015

Revised:

**YPS TECHNOLOGY, INTERNET, AND
LEARNING MANAGEMENT SYSTEMS (LMS)
Acceptable Use Agreement (AUP)**

*Adoption Date: 04/06/2015**Revision Date(s): 08/07/2017**Page 1 of 6*

To ensure that our students and employees become proficient in the information technology competencies essential for success in a 21st century learning environment, the Yukon Public School District (YPS) provides a variety of resources in support of our instructional and administrative programs. Students and employees may also, at times, use their own personal information and communication technologies for educational purposes. Therefore, it is important that all members of the school community use technology responsibly, ethically and respectfully for the work of others.

Access to YPS technology resources is a privilege and not a right. To ensure that YPS technology resources remain available in working order, the Yukon Public School District has established an Acceptable Use Policy (AUP) and Guidelines which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUP, procedures and guidelines related to YPS technology resources will be regularly reviewed, updated and distributed.

So that all users remain informed of our expectations and appropriate use of technology resources, the Yukon Public School District will ensure all students and staff receive access to age-appropriate technology resources and tools as well as on-going training in the safe, responsible, and effective use of our technology resources.

YPS technology resources include, but are not limited to: wired and wireless networks; desktop, laptop, and tablet computers; data shares; mobile devices; server resources; telecommunication systems and associated devices; student information systems (PowerSchool, PowerTeacher, Destiny); security systems and access control; email and instant messaging systems, learning management systems (Google Apps), etc.

In order to initiate and maintain access to YPS technology resources, all users must submit annually a signed Acceptable Use Agreement (detailed below), non-adherence of which may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUP are deemed as violations of school behavioral expectations and codes.

Please read this updated Technology and Internet Acceptable Use Agreement carefully. You must initial each section where indicated and sign and date it at the end.

I. Personal Responsibility and Safety. I know that school computers and internet communication tools must be used properly and with respect.

1. I understand that using the school's computers and accessing the internet is a privilege that is earned.
2. I understand that all the rules described in my school's discipline policy and employee handbook and this Technology Use Agreement apply when I am using computers at school and whenever I'm using a learning management system (e.g. Google Apps for Education; Google Classroom), even from home.
3. I will immediately stop and tell the teacher or person in charge if anything happens on the computer or on the internet that does not seem right or makes me feel uncomfortable (inappropriate, offensive, illegal, any act of bullying, or action that violates the Technology Use Agreement).
4. If I find something that is not appropriate on
5. the Internet, I will leave it right away and tell a teacher or employee supervisor. I will not show other students or fellow colleagues inappropriate content.
6. I will report any misuse of the computer or the network to a teacher, principal, or direct supervisor.
7. I will take care of the computer and all technology equipment as if it belonged to me.

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8. I understand that the district keeps a record of everything that is done on the computers and that things done on the internet can be traced back to the person who did it.

I understand ~~this~~ the paragraphs listed above in items 1-8

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

II. Inappropriate Uses. I understand that school computers should be used for learning, not for playing games.

1. I will only use school computers for classroom work assigned by the teacher and/or direct supervisor.
2. I will not use school computers for playing games or socializing.
3. I will not participate in chat rooms (or instant messaging) while I am at school, unless specifically directed to by my teacher for a particular assignment or my supervisor for work related tasks.
4. I will not damage the computer nor load any viruses or spyware onto the computer or network. I understand this would be considered a form of vandalism.
5. I will not change the way the computer desktop looks or how it works.
6. I will not attempt to bypass security measures on the district network.
7. I will not download any software from the internet unless specifically directed to as part of a lesson or work assignment.
8. I will not install any software on the school computer or the network.
9. I will not buy, sell, or advertise anything using the school computer and network.
10. I will not log into the computer or network with someone else's username and password.

I understand that improper use of school computers and the Internet could break the law and/or school rules resulting in discipline which could include suspension from school or employee termination.

I understand ~~this~~ the paragraphs listed above in items 1-10

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

III. Digital Citizenship. I will treat people with respect when using the computer and accessing the Internet.

1. I will not threaten, insult, gossip, tease, or treat others with cruelty while I am on line or using a computer. I understand this type of behavior is a form of bullying and will not be tolerated and will be punished and result in the loss of privileges.
2. I will respect other students' and/or employees' work on the computer. I will not copy, change, or remove another student's and/or employees' work from the computer, the school network or the Internet. I will tell a teacher or administrator whenever I encounter anything on the internet that I think may be inappropriate or a violation of school policies. I will do this in person or by "flagging" the questionable material which will immediately notify the teacher and district administrators.

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3. I will not use email or messaging tools nor post and comment on blogs unless it is a specific part of an assignment and with the teacher's permission.
4. I will not copy information and use it as if it were my own ideas without giving credit to the information's author and source. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.

I understand ~~this~~ the paragraphs listed above in items 1-4

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

IV. Online Behavior: I will follow these guidelines when using the Internet:

1. I understand that things I post on the internet may be seen by everyone at school and at home, and things that are posted on the Internet can be seen by everyone in the world.
2. I will not share personal information (either my own nor another student's) including: references to where I live, details about family or friends (including names), my age, birthday, home address, or telephone number, on the Internet.
3. I understand that once information has been posted online, or in a blog, it cannot be completely taken back. Even if a post is deleted, there could be older versions that were automatically saved that can be viewed, copied and disseminated.
4. I will consider whom I am communicating with and think about how they might interpret my words.
5. I will give constructive criticism and comments in order to help people and not to make them feel bad.
6. I will use respectful and appropriate language without swearing, name calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs (These are actions that could be considered harassment or bullying).
7. I understand that authorities (police, FBI, Secret Service, etc.) have ways of tracking anything that is posted on the Internet back to the computer or person that posted it even if the person never uses their own name or leaves any personal information. I understand that anything I post on the Internet could eventually be linked to me.
8. I will only post information that I can verify is true and I will not spread gossip about other students.
9. I will not use "chat" or "text" lingo when posting or commenting on a blog, but I will use proper spelling and grammar. (For example, the following are not allowed: "2" instead of "to", "lol" instead of "laughing out loud", "l8r" instead of "later", "brb" instead of "be right back", etc.)
10. I will not use excessive punctuation (For example: "!!!!!!") nor all capital letters (which implies shouting). I will use words to convey meaning instead of relying on punctuation and capitalization.
11. I will make sure my comments and discussion responses are related to the purpose of the original post and directed toward the author. I will not use classroom online discussions or blogs for personal or social conversations unrelated to the assignment.
12. I will not impersonate others nor try to trick people into thinking what I wrote was done by someone else. I understand that this could be a form of bullying and harassment.
13. I will not use online forums to cheat on tests or assignments.
14. I will ask my teacher and/or supervisor for clarification whenever I am in doubt about any of the rules or guidelines.

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I understand that I may face a range of discipline up to and including suspension from school or employee termination if I do not follow the guidelines listed above.

I understand ~~this~~ the paragraphs listed above in items 1-14

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

V. Service Expectations. I understand that although the Yukon Public School District has put security measures in place, it cannot guarantee that every bad website or inappropriate content will be blocked from student access. I also understand that the district does not guarantee that all students and/or employees will have access to computers, the internet, or files stored on its servers 100% of the time. I will always be prepared for the possibility that computers or access to the network may not function on any given day, and that files on the district's servers may become corrupted or lost. I will be responsible for backing up my own files on my own media, as the district does store backups of the student and employee files on its servers.

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

VI. Privileges. I understand that using the computer network is a privilege I must earn and maintain. It is not a right. If I don't use the computer properly or treat others respectfully on-line, I will lose that privilege and face disciplinary actions and my parents will be notified (students only).

I understand this paragraph.

Student's Initials _____ Parent's Initials _____ Employee's Initials _____

VII. Monitoring and Privacy Issues

To provide ready access for all users, age-appropriate material, an Internet environment that is safe and appropriate for the maturity level and need of student users, and to proactively maintain and secure increasingly complex technology resources and systems the district, as the owner of the technology resources, reserves the right to monitor and review the use of these technology resources and will do so as needed to ensure that the systems are being used for district-related educational purposes and to maximize utilization of the systems for such. It is important that all users and parents understand this and recognize that monitoring access, among other things:

- maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation or threats;
- discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests;

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- promotes appropriate internet access, electronic communication messages (such as email, blogs, chats and discussion forums).

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of YPS technology resources. Personal information, however, is not publicly accessible outside of the school network. Password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of the district's technology resources, including any incidental personal use permitted in accordance with these regulations.

I understand this paragraph.

Student's Initials _____ **Parent's Initials** _____ **Employee's Initials** _____

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REQUIRED SIGNATURES

STUDENT-USER: I understand that before I am allowed to use a school computer or the Internet I must agree to follow the rules and guidelines described in this document. These include using the Internet appropriately, respecting other students' work, taking care of the computer hardware and software and reporting anything that may go wrong on the computer to a teacher or administrator.

STUDENT :

Student's Name (print) _____

Signature _____ Date _____

Assigned School: _____ Grade _____

Student ID Number _____

PARENT/GUARDIAN :

Parent/Guardian's Name (print) _____

Signature _____ Date _____

FACULTY/STAFF-USER: I understand that before I am allowed to use a school computer or the Internet I must agree to follow the rules and guidelines described in this document. These include using the Internet appropriately, respecting other colleagues' and students' work, taking care of the computer hardware and software and reporting anything that may go wrong on the computer to my principal, director, or direct supervisor.

EMPLOYEE:

Employee's Name (print) _____

Signature _____ Date _____

Assigned Site/Department: _____

YUKON BOARD OF EDUCATION		FNCC
HAZING		
<i>Adoption Date:</i>	<i>Revision Date(s):</i>	<i>Page 1 of 1</i>

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include suspension for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §1190

THIS POLICY REQUIRED BY LAW.

Yukon High School

Concurrent Enrollment Policy

YHS Required Course:	First Semester Required Concurrent Enrollment:	Second Semester Required Concurrent Enrollment:
English IV	English Composition I	English Composition II
Fourth Year Mathematics	Any college math course that is freshman level or higher. Remedial math is not allowed.	None
US Government	US Government	None

Students have the opportunity to earn college credit while still in high school with concurrent enrollment through Redlands Community College, or another local university or college.

Twelfth grade students, if they meet the requirements set forth by the college or university, may be admitted and enrolled in corresponding subject areas.

If a student chooses to enroll concurrently for high school credit in a required course, they will complete that credit concurrently. For example, a student enrolled in a college course for one-semester high school course will not be permitted to begin the course then return to the high school mid-semester to complete the semester of credit. On that same note, students must remain enrolled in six hours of coursework. Therefore, if the concurrent class is dropped, the student must immediately report to the counseling office to discuss options and re-enroll in high school coursework.

Withdrawing from Concurrent:

Students are responsible to report any changes in their concurrent enrollment status to their school counselor immediately to allow for a schedule change. Failure to report withdrawal from college courses will result in academic consequences.

Effective beginning with 2016 Graduates

Yukon Public Schools Requirements for

High School Graduation

Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The law requires eighth grade students entering the ninth grade starting the 2006-2007 school year to complete a college preparatory curriculum, unless the student's parent or legal guardian approves the student to "opt out" of the college preparatory curriculum.

Choosing the courses a student takes in high school is an important decision for parents and students. A college preparatory curriculum is challenging and may help determine a student's future success. Research indicates that students who take a college preparatory curriculum and pursue education and training beyond high school have more career opportunities and have a higher income and rate of employment.

23 Total Units for Graduation

17.5 Required Units
5.5 Elective Units

The state of Oklahoma requires successful completion of one unit in Fine Arts. This unit is integrated in English and history and fulfills the requirement for art competency.

No more than 4 units of physical education or athletics may be counted toward the units required for graduation.

Spanish I or French I successfully completed in eighth grade will count as one of the two foreign language units required if Spanish II or French II is taken in the 9th grade.

With parent permission, a student can opt out of the additional unit or career technology course.

Some courses may not meet National Collegiate Athletics Association (NCAA) requirements for college entrance. Consult your school counselor for additional information.

4 Units of English
4 Units of Mathematics
3 Units of Social Studies
3 Units of Science
1/2 Unit of Keystone
2 Units of World Language (Consecutively Taken)
OR
2 Units of Computer Technology (Approved for College Admission)
*By board policy, Yukon High School exceeds state requirements in mathematics.

Specific course descriptions can be found in the online YHS Course Guide.

Yukon Public Schools Administrative Staff

ELEMENTARY

Central Elementary	Laurie Gallagher	300 S. 9 TH	(405) 354-2501
Myers Elementary	Ron Brummett	1200 South 1 st	(405) 354-5252
Parkland Elementary	?????????	2201 S. Cornwell	(405) 354-7786
Ranchwood Elementary	Kristin Lipe	607 Annawood Dr.	(405) 354-6616
Shedeck Elementary	Diedre Bradley	2100 South Holly	(405) 354-6601
Skyview Elementary	Carla Smith	650 S. Yukon Parkway	(405) 354-4852
Surrey Hills Elementary	Bill Pierce	10700 Hastings Ave.	(405) 373-1973
Independence Elementary	Amy Young	500 E. Vandament	(405) 265-1352
Lakeview Elementary	Scott Hein	872 S. Yukon Parkway	(405) 265-1342

SECONDARY

Yukon Middle School 6	Kenneth Ward	1000 Yukon Ave.	(405) 350-2630
Yukon Middle School 7/8	Kenneth Ward	801 Garth Brooks Blvd.	(405) 350-5274
Yukon High School 9-12	Melissa Barlow	1777 S. Yukon Parkway	(405) 354-6692
Y.A.L.E. Yukon Alternative School 9-12 /MOVE	Jody Pendleton	946 Poplar	(405) 350-2650

COORDINATORS & MANAGERS

Volunteer Program Coordinator	Dianna Mann	600 Maple St.	(405) 354 - 3716
Fine Arts Manager	Wes McAtee	850 Yukon Ave.	(405) 354-8356
ELL Coordinator	Evelyn Hawk	600 Maple St.	(405) 354-6608
Systems Database Administrator	Valorie Branstool	600 Maple St.	(405) 354-2587
Student Assistance Program Coord.	Tracy McKeown	1777 Yukon Parkway	(405) 354-6692
Indian Education	Kim McCathern	1777 Yukon Parkway	(405) 350-2032
IT Operations Supervisor	Alex Coleman	600 Maple St.	(405) 354-2587

SUPERINTENDENT OFFICE- 405-354-2587

Dr. Jason Simeroth, Superintendent
 Dr. Jason Brunk, Asst. Supt. of Human Resources
 Diana Lebsack, Exec. Director of Secondary
 Lance Haggard, Exec. Director of Elementary
 1022- Deanne Rowe, Board Clerk/Admin. Asst.
 1000- Morgan Nichols, District Receptionist

HUMAN RESOURCES- 405-354-2587

1006- Amy Haberzettle- Human Resource Specialist
 1014- Terri Wake, Payroll Specialist
 1015- Marisah Burrough, Benefits Specialist

INFORMATION TECHNOLOGY- 405-265-1349

Jason McDaniel, Executive Director OTIS
 1099 - Irene Welch, Secretary
 1051 - Valorie Branstool, Systems/Database Administrator
 1511 - Alex Coleman, Asst Director of IT
 1509 - Matt Lowry, IT Support Specialist II
 1519 - Terry Jackson, IT Support Technician II
 1509 - Jeremy Stinnett, IT Network Administrator

CURRICULUM CENTER & ACADEMIC TESTING - 405-354-6608

Desarae Witmer, Executive Director of Curriculum & Instruction
 1020- Lehia Brake, Secretary
 1054- Michele Hale, Elementary Curriculum Coord. Math/Science
 1040- Jeramey Tamez, K-12. Fine Arts/Science
 1038- Donna Morris, K-12 Social Studies, CTE, STEM
 1055- Drew Price, K-12 ELA, RSA
 1077- Amy Wingard, Gifted and Talented Facilitator
 1019- Erica Ajawi, Assessment Coordinator
 1057- Amanda Oneth, Instructional Technology Coach
 1059 - Bryan Bucher, K-3 Instruction Math Coach

SPECIAL EDUCATION - 405-350-1341

Amy Beams, Executive Director of Educational Services
 1035- Jalonda Bengs, Asst. Director of Special Services
 1005- Donna McGee, Secretary
 1007- Toni Mowers, Secretary
 1044- Kaitlin Sagar-Smith, Behavioral Specialist
 1034 - Christina Browder, Behavioral Specialist
 1037- Margarita Minguara, School Psychologist
 1016- Angela Fletcher, School Psychologist
 1045- Stacey Paddock, School Psychologist
 1025- Beth Wann, Physical Therapist
 1008- Kris Edwards, School Psychologist
 1062- Laurel Lejander, School Psychologist
 1046- Danielle Torres, School Psychologist
 1047- Makenzie LoBaugh, School Psychologist
 1098- Lauri Bowles, Occupational Therapist
 1060- Megan Rooney, Occupational Therapist

YPS ENROLLMENT CENTER- 405-265-1300

1826- Tammi Edwards, Enrollment Specialist
 1827 - Mary Williams, Enrollment Center Manager

BUSINESS OFFICE- 405-354-2587

1009 Jim Fenrick, Chief Financial Officer
 1011- Brenda Smith, Deputy Treasurer
 1013- Dayna Jones, Accounts Payable

COMMUNITY EDUCATION- 405-354-2579

D'Lynne Koontz, Director
 1028- Aimee Sikes, Program Coordinator
 1029- Morissa VanHoutan, Office Manager

HELPING HANDS- 405-354-2587

Dianna Mann, Coordinator
 1031 - Jennifer Powers, Secretary
 1053 - Donna Klukas, Secretary

CUSTODIAN

1030 - Rachel Vaughn

ATHLETIC DEPARTMENT - 405-354-0413

Mike Clark, Director
 2774 - Jeremy Reed, Assistant Director
 2770 - Liz Nave, Secretary
 2781 - Donna Hunter, Secretary

CHILD NUTRITION - 405-265-1340

Kim Dougherty, Director
 1623 - Vickie Rhinebarger, Secretary

FINE ARTS AUDITORIUM - 405-354-8356

1895 - Wes McAtee, Manager
 1897 - Tony Travis, Assistant Manager

INDIAN EDUCATION - 405-350-2032

2744 - Kim McCathern, Director

MAINTENANCE

Mike Workman, Director

SCHOOL NURSES

1434 - Paula Mitchell
 1880 - Sarah Brush
 1616 - Megan Peach
 2005 - Alicia Schmidt
 Sydney Stell

TRANSPORTATION - 405-354-6667

Christy Clemons, Director
 2501- Kim Fowler
 2500 - Michelle Wagner, Secretary



Yukon Public Schools 2019-2020

Website: www.yukonps.com

JULY 2019							AUGUST 2019							SEPTEMBER 2019							OCTOBER 2019							
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3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	
16							15							19							20						

MARCH 2020							APRIL 2020							MAY 2020							JUNE 2020								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7				1	2	3	4						1	2				1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30						
17							22							31 15							0								

TEACHER/PARENT INFORMATION	
Teacher Workdays (3)	Aug 12 & 14, May 22
District PD/Site PD(5) -flexible	Aug 8,9/13, Sept 3/30
Back to School Night	Aug 12
Employee Breakfast	Aug 12
1st day of School	Aug 15
Parent Teacher Conf. (Elem)	Oct 8, Feb 25
Parent Teacher Conf. (Secondary)	Oct 14, Feb 24
Parent Teacher Conf. (Combined)	Oct 15, Feb 27
Graduation Commencement	May 19
Last Day of School	May 21

STUDENTS OUT: NO SCHOOL	
Aug 30, Sep 2, 3	Labor Day Weekend
Sept 30	Professional Dev.
Oct 17,18,21	Fall Break/Post Conf.
Nov 25-29	Thanksgiving Break
Dec 23-Jan 3	Winter Break
Jan 20	MLK Day
Feb 28	Post Conference
March 16-20	Spring Break

Progress Reports
Oct. 4
Nov. 8
Feb. 21
Apr. 3

End of Semesters	Report Cards
Semester 1: Dec 20	Jan. 10
Semester 2: May 21	May 29

SEM	Days Taught	Prof Days	Work Days	Total
1	81	5	2	88
2	93	0	1	94
Total	174	5	3	182

STATE TESTING
To Be Determined

INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



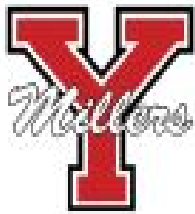
Local Liaison

Dr. Sheli McAdoo
(405)354-2587

State Coordinator

Contact the OSDE
(405)521-3301

If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:
1-800-308-2145 • homeless@serve.org • www.serve.org/nche



PLEASE SIGN AND RETURN TO SCHOOL

Date: _____

Print Full Name of Student: _____

Student's School: _____ Grade: _____

Print Parent/Guardian Name: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Please read the following information:

Student/Parent has reviewed the 2019-2020 Student/Parent Policy Guide.
Student also knows a digital copy of handbook is posted online at
www.yukonps.com.

Student/Parent understands they are responsible for its content.

Please initial the below statements.

___ Release of Directory Information

___ Photo Release for School Publications

___ Image Release for Student Work for Websites

Students - Parent/Guardian please sign below acknowledging awareness of
the policies and procedures found in the handbook.

Student Signature: _____

Parent/Guardian Signature: _____



Yukon Public Schools



POLICIES & PROCEDURES

**Marzano Casual Evaluation System &
State TLE Requirements**

2019-2020





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INTRODUCTION

Yukon Public Schools is committed to college and career readiness for all students. An effective teacher in every classroom is essential for us to achieve this mission. Research affirms that the quality of the teacher is the most important school-based factor in student achievement (McCaffrey, Lockwood, Koretz, & Hamilton (2003), Hanushek & Kain (2000), Rowan, Correnti & Miller (2002), Wright, Horn & Sanders (1997). Until now we have not had a research-based method to effectively evaluate educators and provide the supports for continued growth and development of our teaching force.

Yukon Public Schools conducted an extensive selection process in 2011-2012 school year to select the Marzano Causal Teacher Evaluation Model. The selection process included teachers, administrators and central office staff. This evaluation system will provide clear, actionable and timely feedback to teachers plus provide the tools and supports needed to improve, practice, and increase student achievement.

This evaluation guideline was created in cooperation with the Yukon Professional Educators Association, as well as, input from other teachers and leaders within Yukon Public Schools who serve on the District TLE Team. Because significant changes to the evaluation have been necessary, this guide will serve to provide detailed information regarding the evaluation process as well as tips to manage the process.

THE MARZANO FOCUSED TEACHER EVALUATION MODEL

Overview

The Marzano Causal Teacher Evaluation is derived from an instructional framework outlined in the book titled, *The Art and Science of Teaching*, authored by Dr. Robert Marzano. Beginning with the 2017-2018 school year and continuing each year thereafter, YPS will move to the Marzano Focused Teacher Evaluation Model that has a focus on Standards-Based Classrooms with Rigor. This framework outlines 23 key elements critical to instruction that are divided into four Domains which are connected to improving student achievement (See Appendix A). This framework also establishes a common language and a model of instruction for our district.

Domain 1: Standards-Based Planning contains 3 elements that include

- Planning Standards-Based Lessons/Units
- Aligning Resources to Standard(s)
- Planning to Close the Achievement Gap Using Data DQ4: Helping Students Generate and Test Hypotheses

Domain 2: Standards-Based Instruction includes the following elements and is the foundation of instruction:

- Identifying Critical Content from the Standards
- Previewing New Content
- Helping Students Process New Content
- Reviewing Content
- Helping Students Practice Skills, Strategies, and Processes
- Helping Students Examine Similarities and Differences
- Helping Students Examine Their Reasoning
- Helping Students Revise Knowledge
- Helping Students Engage in Cognitively Complex Tasks

Domain 3: Conditions for learning include the following elements:

- Using Formative Assessment to Track Progress
- Providing Feedback and Celebrating Progress
- Organizing Students to Interact with Content
- Establish and Maintain Effective Relationships in a Student-Centered Classroom
- Communicating High Expectations for Each Student to Close the Achievement Gap

Domain 4: Professional Responsibilities, is the context in which the other domains function. In Domain 4, effective teachers engage in specific activities that create a professional environment that fosters a teacher's development. It includes the following elements:

- Adhering to School and District Policies and Procedures
- Maintaining Expertise in Content and Pedagogy
- Promoting Teacher Leadership and Collaboration

Benefits

The benefits of using the Marzano Focused Teacher Evaluation Model include:

- Accuracy and reliability. The Model offers high levels of inter-rater agreement, providing the tools of fairness and accuracy in teacher evaluation.
- Results-oriented. It provides specific, focused feedback and a library of resources to show teachers how to improve over time in an array of instructional practices. Originally developed as a teacher growth framework, the model is both formative and summative. Data collection and observation feedback with the iObservation platform is instant.

- Focused on student progress. The Model is validated by decades of data analysis and on-site experimental/control studies in real classrooms correlating strategies to increase student achievement. Oklahoma schools were a part of the experimental study.
- Supportive. Outside Marzano Consultants provide ongoing, in-depth training and scalable programs rooted in research to transform theory into practice. Professional development, self-assessment and peer collaboration are all built into the Model and available within the iObservation platform.

Final Note

YPS celebrates your teaching style. Dr. Marzano recognizes the many effective teaching styles found throughout classrooms. The Marzano Focused Teacher Evaluation Model is **not** a “checklist”. There are not a set number of strategies that an observer needs to see to give a certain rating. Rather, it is the appropriateness of the strategies and the implementation quality of the strategy that is rated. Strategies are rated based on quality and appropriateness, not quantity. If a strategy is not used, but should be, the observer will provide feedback to the teacher. Several strategies should be apparent throughout a full unit of instruction. It is the intent of the District to have teachers rated on all 23 Elements by the end of the evaluation cycle which may include formal, informal and walkthrough observations.

A Look Ahead

HB 2957 defines a path that will include the use of individualized professional learning focus plans starting with the 2017-2018 school year as a pilot with full implementation for all teachers and administrators in the 2018-2019 school year. The Professional Learning Focus Plans **do not** have an evaluative value assigned to them. It is strictly completion with compliance check for the District with the assigned Regional Accreditation Officer. The District expects each employee covered by HB 2957 to complete the individualized professional learning focus plan as required by law. Not completing the individualized professional learning focus plan, will result in disciplinary action.

THE EVALUATION PROCESS

What Will Be Evaluated?

The fullest most robust teacher evaluation will be derived from feedback gathered during classroom observations, reviewing student evidence, Professional Learning Community Meetings, and operational observance of professional responsibilities. All 23 elements will be evaluated for each teacher if at all possible during the evaluation cycle.

Who Will Be Evaluated?

All certified teachers shall use Marzano’s Focused Teacher Evaluation Model. A certified teacher is defined by statute as “a duly certified or licensed person who is employed to serve as a counselor, librarian or school nurse or in any instructional capacity”. 70 O.S. 6-101.3 Classroom teachers will be evaluated using the Marzano Focused Teacher Evaluation System. Non-classroom teachers such as nurses, counselors, media specialists, speech pathologists, and literacy coaches will be evaluated using the Marzano Focused Instructional Support Member Evaluation form. (See Appendix B).

How Will Teachers Be Evaluated?

All teachers in the 2019-2020 school year will be evaluated on the same scale. The District will utilize two different categories of teachers- Category I (Probationary) and Category II (Career). The district recognizes that probationary teachers may come to the district with varying

pedagogical backgrounds as compared to career teachers. All probationary teachers will be evaluated in compliance with State Law with a Summative in the Fall and a Summative in the Spring. Career Teachers will be evaluated in compliance with State Law that requires a Summative evaluation once per year.

How Will Exemptions Work?

State Law allows for teachers who have met high performance standards and summatively score in the Highly Effective (3.5 - 4.4) or Superior (4.5 - 5.0) categories can be Exempt from formal evaluation for a period up to three years following a Summative cumulative evaluation score as outlined below in the Oklahoma Instructional Practice Score Scale of 3.5 to 5.0. The exemptions will be based on the following breakdown of teaching experience (within Yukon Public Schools):

Years Taught in YPS	One Year Exemption	Two Year Exemption	Three Year Exemption
1-4	Not Eligible		
5-7	X		
8-14		X	
15 and up			X

This exemption does not mean that administrators will not be visiting the classrooms of exempt teachers and giving feedback, it just means that the marks assigned or feedback given will not be counted in creating a summative evaluation score.

Superior	Highly Effective	Effective	Needs Improvement	Ineffective
4.5 - 5	3.5 - 4.4	2.5 - 3.4	1.5 - 2.4	1 - 1.4

Probationary teachers who complete their third year of teaching satisfactorily will be evaluated as a Category II teacher in their 4th year. The following year, they would be eligible for Exempt status.

If a teacher receives formal discipline (admonishment, suspension, verbal reprimand) during the course of the school year, they will be removed from exemption status. If the admonishment happens after the formal evaluation process has ended, the teacher will not be exempt for the coming year regardless of evaluation score.

Marzano Rating Scale

The Marzano Focused Teacher Evaluation Model has created a 0 – 4 rating system outlined below:

Innovating (Level 4)	Applying (Level 3)	Developing (Level 2)	Beginning (Level 1)	Not Using (Level 0)
---------------------------------	-------------------------------	---------------------------------	--------------------------------	--------------------------------

This scale is then transferable through iObservation calculations into the Oklahoma five-tier rating system required by law to include the ratings of Superior, Highly Effective, Effective, Needs Improvement, and Ineffective. See 70 O.S. § 6-101.16

Proficiency Scales and Scoring

Scoring for the Marzano Focused Teacher Evaluation Model will be significantly different beginning in the 2017-2018 school year. Proficiency will be based on a competency-based scoring model. The teacher will receive the highest rating given on any element scored regardless of which observation the score was assigned. If the highest rating for an element was given in the first observation and the same element was observed in the third observation and was rated lower than the score to be included in the weighted calculation for each domain will be the highest for that element.

Element	Obs 1	Obs 2	Highest Score
Planning Standards-Based Lessons/Units	Applying		3
Aligning Resources to Standard(s)	Developing	Applying	3
Planning to Close the Achievement Gap Using Data	Beginning	Developing	2

Domain Weighting

The weights for each domain are those recommended by Learning Sciences based on the number of elements in each domain.



Below is an example of how the scoring model will look in iObservation based on the new Marzano Focused Teacher Evaluation and the changes to iObservation:

Focused Evaluation Score Sample

Domain	Element	Obs 1	Obs 2	Obs 3	Obs 4	Score
Standards-Based Planning	Planning Standards-Based Lessons/Units	Developing	Applying	Innovating		4
	Aligning Resources to Standard(s)	Not Using		Developing	Applying	3
	Planning to Close the Achievement Gap Using Data		Developing	Applying		3
	Identifying Critical Content	Developing	Applying	Applying	Innovating	4
Standards-Based Instruction	Previewing New Content	Applying		Innovating		4
	Helping Students Process Content		Beginning	Developing	Applying	3
	Using Questions to Help Students Elaborate on Content	Developing				2
	Reviewing Content	Developing			Applying	3
	Helping Students Practice Skills, Strategies, and Processes		Applying	Applying		3
	Helping Students Examine Similarities and Differences	Not Using	Developing	Applying		3
	Helping Students Examine Their Reasoning		Developing	Developing		2
	Helping Students Revise Knowledge		Developing		Applying	3
	Helping Students Engage in Cognitively Complex Tasks	Beginning	Developing	Developing		2
	Using Formative Assessment to Track Progress	Not Using	Applying			3
Conditions for Learning	Providing Feedback and Celebrating Progress	Developing		Applying	Innovating	4
	Organizing Students to Interact with Content				Applying	3
	Establishing and Acknowledging Adherence to Rules and Procedures	Not Using	Developing	Developing	Applying	3
	Using Engagement Strategies	Not Using		Developing		2
	Establishing and Maintaining Effective Relationships in a Student-Centered Classroom	Applying				3
	Communicating High Expectations for All Students to Close the Achievement Gap	Beginning	Developing			2
Professional Responsibilities	Adhering to School and District Policies and Procedures		Applying	Innovating		4
	Maintaining Expertise in Content and Pedagogy				Applying	3
	Promoting Teacher Leadership and Collaboration				Innovating	4

From	To	Proficiency Level
4.5	5	Superior
3.5	4.4	Highly Effective
2.5	3.4	Effective
1.5	2.4	Needs Improvement
1	1.4	Ineffective

Domain	Weight	Score	Level
Standards-Based Planning	13%	3.33	Effective
Standards-Based Instruction	44%	2.90	Effective
Conditions for Learning	30%	2.86	Effective
Professional Responsibilities	13%	3.67	Highly Effective
Instructional Practice Score:		3.04	Effective

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The Marzano Focused Evaluation Score will then be converted to a Final Summative Evaluation Score that will reflect the State’s 5-Tier Rating System as discussed above.

All calculations will be computed via iObservation based on the parameters that have been defined above.

Formal Observations

Formal observations will occur for Category I (Probationary Teachers) once each semester. These observations **will** be at least 20 minutes in length and include a pre- and post-conference. The forms for the Pre and Post Conferences can be found in iObservation. (See Appendix C and Appendix D) Pre-Conference Form A (Appendix C) will be used for the pre-observation form and Post-Conference Form A (Appendix D) will be used as the post-conference form. These forms are shared between teacher and administrator electronically through iObservation. The administrator can determine to what extent they need the teacher to complete the Pre- and Post-Conference Forms, but communication is necessary either in person or via written or electronic means.

- Step 1- Pre-Conference:** The observer will electronically provide the teacher with the appropriate pre-conference form via iObservation. The evaluator should also include the date, time and place for the pre-conference meeting. It may be most convenient to host this meeting in the teacher’s classroom so they have ready access to student evidence for the upcoming observation. During the pre-conference, the teacher should discuss what the evaluator should see when they come into the classroom. The evaluator may ask for clarification, make

suggestions, or offer guidance based on the responses on the pre-conference form as well as the conference dialogue. Finally, a date and time will be set for the Formal Observation.

- **Step 2- Observation:** The observer will conduct the observation using iObservation. This observation should be at least 20 minutes in length in the classroom. The observer may score some elements outside of the classroom setting based on student evidence or teacher evidence.
- **Step 3- Post-Conference:** Evaluators should send the teacher the post-conference form immediately following the observation. When sending the post-conference form, observers should also provide the date, time and place for the post-conference and the observer should share the evaluation so that the teacher may review it and discuss at post-conference. The teacher may provide student evidence that improves the initial mark(s) given at the time of the observation. This will also allow the observer the opportunity to add to the observation before it is finalized. Please note post-conferences must be scheduled within five (5) days of the Formal Observation. During the post-conference, the teacher and observer should summarize the lesson, analyze student learning against the planned purpose, the evaluator can then “finish” the observation in iObservation. This finalizes the formal observation results and, if appropriate, adds the ratings into the overall Marzano rating score. The teacher **must** acknowledge both the observation and evaluation electronically in iObservation.
- **Step 4- Summative Evaluation Documents:** The summative evaluation page with the overall rating which is found in iObservation will be printed, signed by both teacher and administrator, and sent to Amy Haberzettle, by the due date each evaluation cycle to be placed in the personnel file. Career teachers will not receive a formal evaluation if they are identified as exempt for that evaluation cycle.

Informal Observations

Informal Observations can be announced or unannounced and may or may not count toward a teacher’s final evaluation score. Each teacher will have a primary observer who will conduct all Formal Observations, but any observer in the building may conduct an Informal Observation that counts toward the overall summative rating score. Teachers who are identified as exempt may receive an informal evaluation, but the form will be marked as “not counting toward evaluation.”

In the event, a teacher who has been identified as exempt demonstrates significant issues related to student instruction, the observer will hold a conference to discuss their concerns with the teacher and provide feedback. A follow up Informal Observation will occur. Should the concern continue, the administrator will hold a conference with the teacher and the exempt status may be revoked allowing the observer to count all observations toward a summative evaluation score. If the teacher disputes the removal of the exempt status, they would follow the dispute process outlined in this document. The observer will complete a formal observation if the exempt status is revoked.

Peer Observations

Peer Observations are conducted by teachers for other teachers. These observations do not count toward Summative Evaluations. It is important to note that iObservation restricts access to the Peer Observations. **Only the teacher conducting the observation and the teacher being observed will have access to the observation(s).** An administrator does not have access to any Peer Observations. Only the teacher being observed has the right to share the Peer Observation with others. Teachers shall not be required to share the Peer Observation with administrators.

It is important to note that Peer Observations must maintain the same level of confidentiality as a Standard (principal) Observation. Teachers must respect the privacy and confidentiality of the information they gather throughout the observation process. Peer Observation information shall not be shared with anyone other than the observed teacher and the observing teacher.

Targeted Assistance

YPS is committed to provide a supportive and structured Professional Development Plan for teachers who are in need of assistance. If a teacher is rated as Needs Improvement (after a formal observation), then by statute, the teacher will receive a “comprehensive remediation plan and instructional coaching”. See 70 O.S. 6-101.16. The District will use Targeted Assistance Performance Goals to complete this task (Appendix E).

Plan for Improvement

If a teacher is rated as Ineffective after a Formal Observation, then a Plan for Improvement must be developed. The Plan for Improvement shall not exceed 60 calendar days. The teacher’s observer shall make a reasonable effort to assist the teacher in completing the Plan for Improvement. The teacher is responsible for completing the requirements of the Plan for Improvement by the Plan’s end date. The observer shall provide the teacher with written notification of the outcome of the Plan for Improvement within ten (10) days of Plan’s ending date. Plan for Improvement/Admonishment for Instruction Ineffectiveness (Appendix F) is a template that may be used for this process.

Steps for Completing a Plan for Improvement

If the teacher is rated as Ineffective after a Formal Observation, then the observer must begin the Plan for Improvement as outlined below. See Appendix F.

- **Step 1:** The observer must complete the teacher information section and “Marzano Causal Teacher Evaluation Targeted Element(s)” section of the form prior to meeting with the teacher. The form refers to a “Targeted Element”. A “Targeted Element” is an element that was consistently rated low in the teacher’s observations and significantly contributed to the Ineffective rating for a particular domain. When scheduling the meeting, it is recommended that the evaluator asks the teacher to review their past observations via iObservation and come to the meeting with suggestions on how to improve.
- **Step 2:** Conduct the Plan for Improvement meeting. During the meeting, the observer will review the observations that resulted in an Ineffective rating. Specifically, the observer and teacher will discuss the “Marzano Causal Teacher Evaluation Targeted Elements(s)” section.
- **Step 3:** Administrator will forward a copy of the Plan for Improvement to Dr. Brunk’s office.
- **Step 4:** Execute the Plan of Improvement and monitor for improvement.
- **Step 5:** Determine if the goals of the Plan of Improvement were met at a sufficient level or if the plan should be extended or concluded. If extended, the plan should not exceed 60 days unless there are extenuating circumstances. If concluded because teacher met the goals of the plan, then close out the plan and continue to monitor performance. If the plan is concluded and performance has not improved, a decision should be reached on re-employment of the teacher.

FREQUENCY OF EVALUATION

The number of times Formal Observations, Informal Observations and Walkthroughs will occur with the various categories of teachers.

TEACHER STATUS	FORMAL OBSERVATIONS (Announced)	INFORMAL OBSERVATIONS (Announced or Unannounced)	WALKTHROUGHS	PEER OBSERVATIONS (Not required)
Category I Teacher (New Teachers 0-3 years or new to the District) *This includes Counselors, Media Specialist, Speech Pathologist and Nurses.	2 1- Fall Semester (before Dec. 1) 1- Spring Semester (before April 15)	2 1- Fall Semester 1-Spring Semester	Monthly- not required, but recommended	As needed/ wanted
Category II Teacher (Beginning 4th year or more years of service in YPS.) **Teachers who have 3 complete years in YPS *This includes Counselors, Media Specialist, Speech Pathologist, and Nurses	1 (Before May 1st)	2 1- Fall Semester 1-Spring Semester (before April 1 st)	Monthly-not required, but recommended	As needed/ wanted
*Struggling Teacher	2	3	Monthly-not required, but recommended	As needed/ wanted
Exempt Teachers (Category II teachers only)	0	2 (recommended)	Monthly-not required, but recommended	As needed/ wanted

*Teacher rated as Needs Improvement or Ineffective on Formal Observation.

EVALUATION TIMELINE

Below is a sample timeline that **may** be followed for observations as appropriate for the various categories of teachers.

MONTH	CATEGORY I TEACHERS (0-3 years or new to YPS)	CATEGORY II TEACHERS (4 or more years of service to YPS)
AUGUST	Produce evaluation schedule and review any changes to model of process/procedure.	Produce evaluation schedule and review any changes to model of process/procedure. Establish a Professional Learning Focus Plan with all certified personnel/teachers.
SEPTEMBER	Walkthrough or Informal Observation	Walkthrough or Informal Observation
OCTOBER	Informal Observation	Informal Observation
NOVEMBER	Formal Observation	Walkthrough
DECEMBER	Run report for teachers' acknowledgement of observations and summative evaluation.	Walkthrough Conduct a quality check on the progression of the Professional Learning Focus Plan for all certified personnel/teachers.
JANUARY	Walkthrough	Informal Observation
FEBRUARY	Informal Observation	Formal Observation
MARCH	Formal Observation	Run report for teachers' acknowledgement of observations and evaluations.
APRIL	Run report for teachers' acknowledgement of observations and evaluations.	Walkthrough Close out Professional Learning Focus Plan with teachers showing completion in iObservation.
MAY	Determine and report renewal status	Determine and report renewal status

DISTRICT PROCEDURES

Outlined below are the recommended procedures for the different types of classroom visits, including length and purpose of the visit and the type of feedback that will be provided to Category I and Category II teachers.

OBSERVATION	ANNOUNCED	UNANNOUNCED
FORMAL OBSERVATION	<ul style="list-style-type: none"> • 20 minutes up to entire class period • Pre-Conference (Planning Conference) • Post-Conference (Reflective Conference) • Results used for Summative Evaluation • Written feedback provided to teacher 	
INFORMAL OBSERVATION	<ul style="list-style-type: none"> • Longer than 10 minutes up to 20 minutes • The results may be used for the Summative Evaluation • Written feedback 	<ul style="list-style-type: none"> • Longer than 10 minutes up to 20 minutes • The results may be used for Summative Evaluation • Written feedback
WALKTHROUGHS	<ul style="list-style-type: none"> • 3-10 minutes • Results may be used for Summative Evaluation • Peers may be included in walkthroughs, but their assessment would not count in evaluation. 	<ul style="list-style-type: none"> • 3-10 minutes • Results may be used for Summative Evaluation. • Peers may be included in walkthroughs, but their assessment would not count in evaluation.
PEER OBSERVATION	<ul style="list-style-type: none"> • Coordinated between teachers • No administrative approval needed • Remains confidential between teachers 	

ROLE OF OBSERVERS AND TEACHERS

The chart below identifies the role of the observer (administrator) and teacher during each phase of the formal observation process.

FORMAL OBSERVATION	OBSERVER	TEACHER
Pre-Conference Use Form A <i>Located under the Observations Tab in iObservation</i>	To support and guide the teacher in planning and preparation	To provide evidence regarding their skills in planning and aligning their lessons to district standards and curricula
Post-Conference Use Form A <i>Located under the Observations Tab in iObservation</i>	To provide a climate and experience that enables the teacher and observer to reflect upon the lesson and to determine next steps. Observer may review student evidence presented by the teacher that was not seen during the observation and adjust scores as necessary.	To reflect upon the impact that the lesson had on student learning. Provide any student evidence that was not seen during the observation.
Written Feedback	Provide objective, actionable and timely feedback as described in district procedures	To reflect upon, engage in dialogue with observer(s) and to take appropriate action. Acknowledge evaluation electronically.

- Each teacher will be assigned a primary observer; however, any observer within the building may give feedback during Walkthroughs or Informal Observations that may count toward the Summative Evaluation.
- A final summative evaluation score will not be calculated until all designated evaluations have been completed and electronically acknowledged for that category of teacher.
- Forms and feedback will be shared electronically between teachers and observers.

TLE/MARZANO FRAMEWORK GLOSSARY

TERM	DESCRIPTION
Category I Teacher	<p>According to HB 2957 Probationary Teacher is defined:</p> <ul style="list-style-type: none"> ● Employed by a school district prior to the 2017-2018 school year and has completed fewer than three consecutive complete school years as a teacher in one school district under a written teaching contract, or ● Is employed for the first time by a school district under a written teaching contract during the 2017-2018 school year and thereafter has not met the requirements for a Career Teacher described below in Category II Teacher.
Category II Teacher	<p>According to HB 2957 Career Teacher is defined:</p> <ul style="list-style-type: none"> ● Teachers employed by a school district prior to the 2017- 2018 school year and thereafter and has completed 3 or more consecutive complete school years as a teacher in one school district under a written continuing contract or temporary teaching contract or ● Is employed for the first time by a school district under a written continuing or temporary teaching contract during the 2017-2018 school year and thereafter: <ul style="list-style-type: none"> ○ Has completed three consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has achieved a district evaluation rating of superior for at least two of the three years, ○ Has completed four consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, has averaged a district evaluation rating of at least effective for the four-year period and has received district evaluation ratings of at least effective for the last two years of the the four-year period or ○ Has completed four or more consecutive complete school years in one school district under a written continuing or temporary teaching contract and has not met the requirements mentioned above, only if the principal of the school at which the teacher is employed submits a petition to the superintendent of the school district requesting that the teacher be granted career status, the superintendent agrees with the petition, and the school district board of education approves the petition. The principal shall specify in the petition the underlying facts supporting the granting of career status to the teacher. ○ Has completed three consecutive complete school years as a teacher in one school district under a written continuing teaching contract and receives a district evaluation rating of superior two out of the three years.
Marzano Focused Teacher Evaluation Model	Describes the link between classroom practices and behaviors that have a direct impact on student learning.
Marzano Focused Non-Classroom	This model is used to evaluate media specialists, literacy coaches, nurses and speech pathologists. It describes the link between work conducted in and

Instructional Support Evaluation Model	around the classroom that are not the classroom teacher, but support student learning.
Common Language	<p>A transparent way to talk about instruction that is shared by everyone. It is a well-articulated knowledge base that describes the complexity of teaching and describes key strategies revealed by the research to have a high probability of impacting student learning. It should also describe the instruction context for appropriate use of instructional strategies to have the highest probability for raising student learning. The common language represents what a school or district defines as effective instruction.</p> <p>A common language enables teachers to engage in decision-making, professional conversations and deliberate practice aimed at improving student achievement.</p> <p>For administrators, a common language provides the means to offer focused formative and summative feedback to teachers. It supports administrators in making decisions regarding hiring and selection of teachers, the induction of new teachers, professional development, coaching and support for struggling teachers as well as opportunities to develop career ladders for teachers. A common language is a key improvement strategy that provides the context for aligning all instructional programs.</p>
Contemporary Research	Recent research conducted within the last five to seven years.
Deliberate Practice	A mindset that requires teachers to precisely attend to what they are doing in the classroom on a daily basis to identify what is working and what is not working and to determine why students are not learning. In deliberate practice, teachers identify up to three thin slices of teaching to focus their efforts to improve. Deliberate practice requires establishing a baseline for performance in a focus area (thin slice) and engaging in focused practice, feedback and monitoring of progress within a time-bound goal for improvement.
Domain	A body of knowledge defined by research representing a particular aspect of teaching.
Focused Feedback	Feedback that is focused on specific classroom strategies and behaviors during a set time interval. The feedback is informative, constructive, objective and actionable. Administrators, coaches, and peers generally provide feedback.
Focused Practice	Practice that is focused on a limited number of strategies where corrections, modifications, and adaptations are made to improve student learning at an appropriate level of difficulty so that teacher can experience success.
Formal Observation	The Formal Observation is the primary method for collecting evidence that will be used as a source of data for the Summative Evaluation and provides a rich source of feedback to teachers regarding their instructional practice and professional growth. It is not the Summative Evaluation. The Formal Observation consists of an observation for at least 20 minutes up to a full class

	<p>period as deemed appropriate for various levels (early childhood, primary, intermediate, middle and high school).</p> <p>The Formal Observation includes a planning reflection conference with the teacher. These conferences provide a rich opportunity for teachers to reflect upon their practice, engage in a collaborative decision making process and help administrators clarify expectations. Both the Planning Conference (Pre-Conference) and the Reflection Conference (Post-Conference) should be scheduled at the same time that the observation is scheduled and should be conducted in a timely manner (1-5 days preceding and following the observation).</p>
High Probability Strategies	<p>Research can never identify the instructional strategies that work with every student in every class in every situation. The best research can tell us which strategies have a good chance of working well. Teachers must determine which strategies to use and with the right students at the right time. Research-based strategies have a higher probability of raising student learning when they are used at the appropriate level of implementation and within the appropriate instructional context.</p>
iObservation	<p>The system that delivers the Marzano Evaluation Instruments, contains all forms for evaluation, and provides a resource library that can be accessed by both teachers and administrators.</p>
Informal Observation	<p>The informal observation can be announced or unannounced and may or may not include an observation of the full class period. There is no Planning or Reflection Conference. An announced Informal Observation may be scheduled prior to the classroom visit while an unannounced Informal Observation is not scheduled.</p> <p>These observations are useful for providing additional feedback to teachers, acknowledging professional growth and collecting additional evidence to further inform the annual evaluation process. While Planning and Reflection Conferences are not required, observers should provide timely and actionable feedback to teachers regarding these observations. Should last between 10-20 minutes in length.</p>
Observer	<p>Administrator(s) that perform the role of evaluation through the use of Formal Observations, Informal Observations, Walkthroughs, and Targeted Observations. A peer teacher may also be an observer, but feedback between peer teachers is NOT viewable in the system by anyone other than the peer teachers. Peer teacher feedback is not used in the calculation of Teacher Effectiveness nor does it figure into the Summative Evaluation.</p>
Planning (Pre) Conference	<p>The Planning or Pre-Conference provides an opportunity for the teacher and the administrator to talk about the lesson prior to the announced Formal Observation. During this time, the teacher and Observer use the planning conference form as a means to discuss the lesson, engage in collaborative decision-making, clarify expectations and identify areas where specific feedback will be provided.</p>

Reflection (Post) Conference	The Reflection or Post-Conference provides an opportunity for the teacher and the administrator to reflect about the lesson, clarify expectations and plan forward using the Reflection (Post) Conference Form as a guide for reflection and feedback.
Scales	Scales describe novice to expert performance (level of skills) for each of the 23 strategies included in the four domains of the Marzano Evaluation Framework. The scales provide a means for teachers to gauge their use of particular instructional strategies and for administrators to provide feedback to teachers regarding their use of specific classroom strategies. These are embedded within the observation protocol using the labels: Not Using, Beginning, Developing, Applying, and Innovating.
Struggling Teacher	A teacher who is classified as Needs Improvement (1.5-2.49) or Ineffective (1-1.49) on the recommended state scale.
Student Evidence	Specific observable behaviors that students engage in as a response to the teacher's use of particular instructional strategies.
Summative Evaluation	The Summative Evaluation is the final performance feedback that is provided by the observer(s) to a teacher that culminates the evaluation cycle with a summative score on the 1-5 scale.
Targeted Observation	Observation conducted, lasts 5 to 10 minutes, targeting evidence for a single element. This observation is conducted at a specific time that is agreed upon by the observer and the teacher, based on when the targeted element will be used during classroom instruction.
Teacher Evidence	Specific observable behaviors that teachers engage in when using a particular instructional strategy.
Walkthroughs	<p>As in the Informal Observation, Walkthroughs can be announced or unannounced. Walkthroughs generally consist of very brief classroom observations of 3-10 minutes in length in which the observer gathers evidence regarding classroom instructional practices and behaviors on a regular basis.</p> <p>Timely and actionable feedback to teachers is also strongly recommended. Walkthroughs provide opportunities for individual feedback as well as trend and pattern data over time. Walkthroughs also inform professional development needs for individual and groups of teachers and provide a means to gauge the implementation of professional development against individual professional development plans and school improvement plans. Results may be counted in the Summative Evaluation.</p>
Exempt Teacher	A Category II teacher that meets Highly Effective or Superior on the Oklahoma Evaluation Summative Scale who is exempt from the Formal Evaluation Cycle for the length of time outlined in the table discussing exemptions. The exemption is based on the previous year's summative evaluation score and length of time the teacher has taught in Yukon Public Schools.

District Evaluation Rating	The rating given to a teacher at the conclusion of the formal evaluation process.
Professional Learning Focus Plan	Required professional development plan for all teachers based on the district's chosen evaluation model. Agreed upon with administrator and requires one quality check during the year and to be completed by the close of the school year. Full implementation began in 2018-2019. This is a completion requirement only and does not count toward the Summative Evaluation Score. All teachers, counselors, literacy coaches, reading specialist, speech pathologist and nurses will be required to satisfactorily complete the Professional Learning Focus Plan as required by law.



OKLAHOMA STATE DEPARTMENT OF EDUCATION TEACHER LEADER EFFECTIVENESS (TLE)

The OSDE website has several resources available regarding TLE and can be found at [OSDE Teacher Leader Effectiveness](#)

Qualitative Components of TLE Procedures

Qualitative data is determined by the summative score a teacher receives from the adopted evaluation system, which is described in the first part of this booklet.

House Bill 2957 (Effective 7/1/2016) modifies TLE requirements by deleting mandatory quantitative measures, adding a professional development component for each teacher, modifying career/probationary status achievement, expanding who can evaluate a teacher (principal, assistant principal, designee of principal, supervisor, content expert, department chair, peer committee or other trained person or groups of persons designated by the school district board of education, and extends the option to evaluation career teachers (who score Superior or Highly Effective) to once every three (3) years.

The evaluation rating of teachers will be based solely on the qualitative component of TLE. An Individualized Professional Learning Focus Plan will be developed each year as required by law. s

Professional Learning Focus Plan

The district is required by law to adopt a policy that provides for a focused and individualized program of professional development for each teacher that is consistent with the qualitative component of the TLE. The Professional Learning Focus Plan does not have any evaluation mark assigned to it. This is strictly a completion task, but is mandatory. The procedures for the Professional Learning Focus Plan are as follows:

- Establish an annual professional growth goal for the teacher that is developed by the teacher in collaboration with the evaluator (this should be accomplished in late August or early September),
- Tailored to address a specific area or criteria identified through the qualitative component of the TLE (cannot not be an element that was scored as innovating in iObservation),
- Allow the teacher to actively engage with learning and practices that are evidence-based, researched practices that are correlated with increased student achievement, and

- Be supported by the resources that are easily available and supplied by the school district and the State Department of Education.
- A whole school, department, grade level team, Professional Learning Community (PLC), or a group of teachers may collectively decide to work on the same element(s) - the only caveat is that a teacher cannot be marked as innovating in the element that was chosen.
- A quality check will be conducted mid-way through the school year to ensure the plan is going as originally scheduled and to see if resources are needed.

The district will monitor for compliance and completion of the Individualized Professional Learning Focus Plan. Types of professional development that may be used to satisfy the requirement include: presenter-led workshops, individual, PLC or faculty studies of books, scholarly articles and video productions, Peer Observations, committee studies to address student achievement issues, work related to a specific subject area or areas associated with obtaining an advanced degree or professional certification, action research projects designed to improve student achievement, and participation in local, regional or state initiatives associated with the development or implementation of curriculum standards. The State Board of Education will monitor compliance of this requirement.

iObservation Growth Plans/Professional Learning Focus Plans

iObservation has an area that we will utilize to track the professional development component of TLE.. See Appendix H for instructions on how to set up an individualized professional growth plan. The plan must be approved by the evaluator before it can be utilized by the learner. A mid-year check will be conducted for progress by the building administrators.

Student Performance

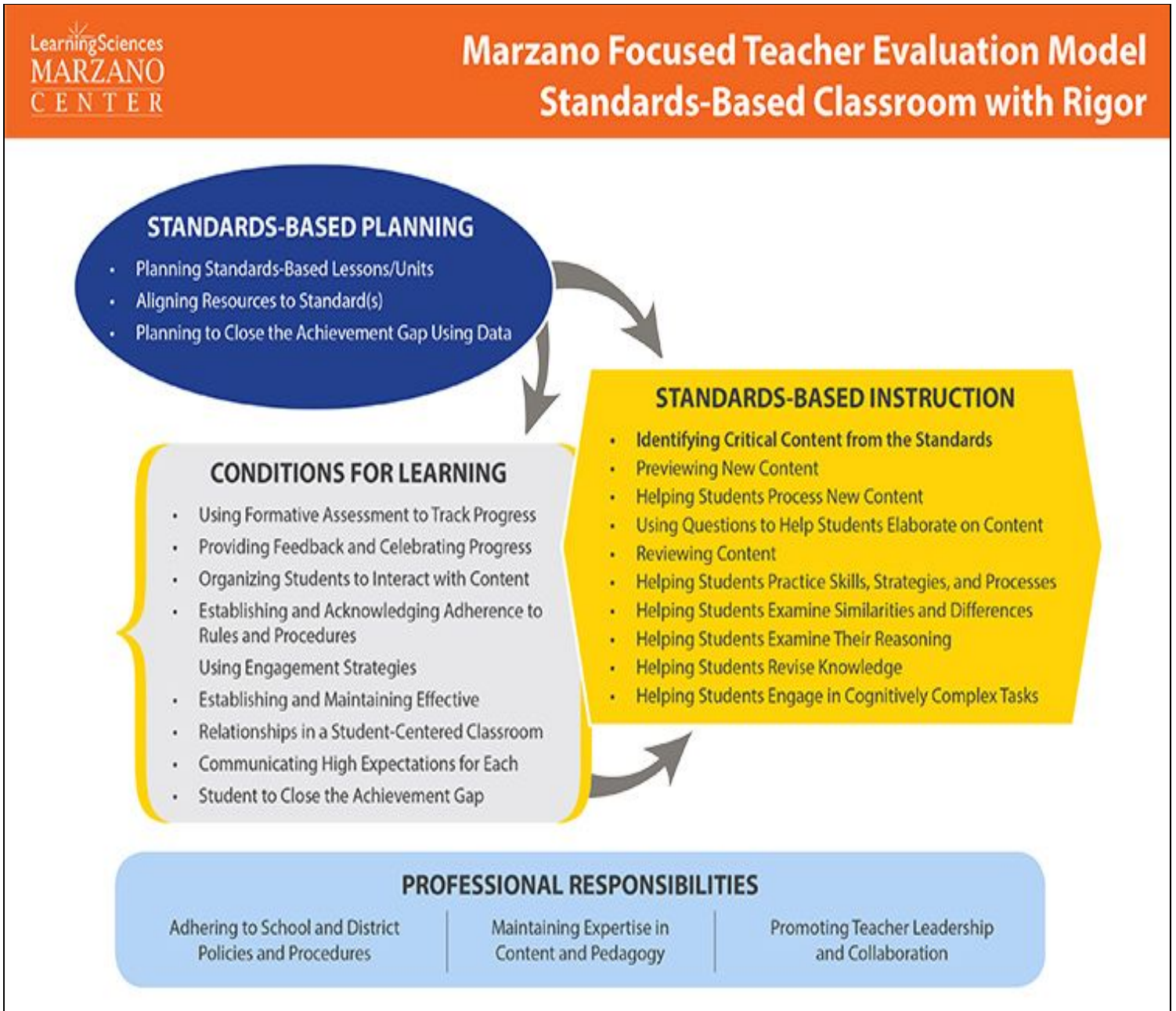
Student performance including performance on the statewide criterion-referenced tests, if available, shall be discussed with the teacher and may be one of the considerations for the teacher's district evaluation rating.

PROCEDURE FOR DISPUTE RESOLUTION

Any certified teacher that receives an observation mark that they do not agree with and/or do not understand, should follow the steps below in the resolution of the disputed mark or score:

1. Schedule an appointment to meet with the observer (administrator) that conducted the observation in question to clarify the mark given and/or provide additional evidence to support disputed mark or score.
2. After meeting with the observer (administrator) and a resolution still cannot be reached, a meeting should be scheduled with the building principal. If the building principal is the observer that conducted the observation and assigned the marks on the evaluation, then contact the District TLE Administrator, Dr. Jason Brunk at ext. 1003 or by email jason.brunk@yukonps.com Please provide specifics as to why the mark or score is being disputed. Provide any evidence to support claim. If a resolution is unable to be reached, then proceed to step three.
3. The superintendent will make the final decision on whether an observation mark or score will stand as is, be modified or be deleted. He will consider evidence on both sides of the dispute. The teacher will be notified in writing within ten (10) days of bringing the superintendent the dispute.

LEARNING MAP - FOCUSED TEACHER EVALUATION MODEL



MARZANO FOCUSED NON-CLASSROOM INSTRUCTIONAL SUPPORT PERSONNEL EVALUATION MODEL

Marzano Focused Non-Classroom Instructional Support Personnel Evaluation Model has a new version that will be implemented in the 2017-2018 school year. This model has been condensed to streamline the evaluation process for this group as well as focus on the key instructional elements. There are still four domains as outlined below:

- **Domain 1: Planning and Preparing to Provide Support**
 - Establishing and Communicating Clear Goals for Supporting Services
 - Helping the School/District Achieve Goals
 - Using Available Resources
- **Domain 2: Supporting Student Achievement**
 - Demonstrating Knowledge of Students
 - Helping Students Meet Achievement Goals
 - **If Applicable:**
 - Planning Standards-Based Lessons/Units
 - Identifying Critical Content
 - Using Questioning Strategies
 - Facilitating Groups
 - Managing Student Behavior
 - Using Engagement Strategies
- **Domain 3: Continuous Improvement of Professional Practice**
 - Reflecting and Evaluating Personal Performance
 - Using Data and Feedback to Support Changes to Professional Practice
- **Domain 4: Professional Responsibilities**
 - Demonstrating Knowledge of Professional Practice (Area of Expertise)
 - Promoting Positive and District Policies and Procedures
 - Supporting and Participating in School and District Initiatives

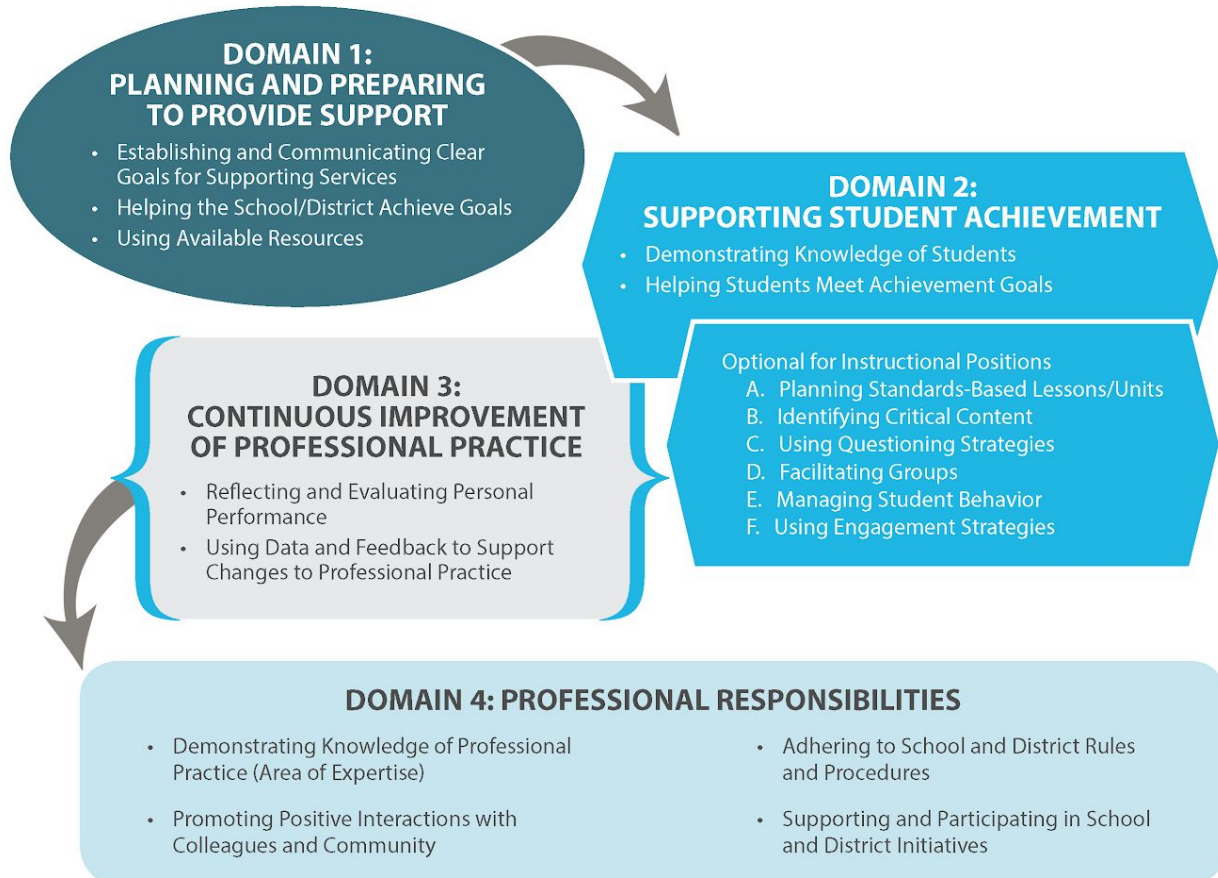
**Student is generically used to represent anyone the Instructional Support Member is supporting, including: PreK-12 students, adult students, faculty, staff, colleagues, parents, or community members.*

**School/District is generically used to represent students, teachers, staff, district personnel, or other colleagues in the instructional support member's area of responsibility.*

Scoring for the Marzano Instructional Support Evaluation

Scoring for the Marzano Instructional Support Evaluation Instrument will be based on the same competency-based system as the Teacher Evaluation Instrument. The highest score assigned to an element will be what is calculated in the overall Summative Evaluation. The summary for each domain will be weighted like the Teacher Evaluation Instrument. This calculation will be transitioned to Oklahoma Scoring System as outlined above. The same Pre-Conference and Post-Conference process can be utilized with the Instructional Support Evaluation Instrument.

Marzano Focused Non-Classroom Instructional Support Personnel Evaluation Model





Appendix C Pre-Conference Form A

MARZANO FOCUSED TEACHER EVALUATION MODEL: PLANNING (PRE-) CONFERENCE QUESTIONS

Planning conference questions assist observers to assign more accurate scores in Standards-Based Planning, as they gather additional information about a teacher's planning process.

Planning Standards Based Lessons/Units

What is the standard(s) you are working toward in this lesson? What is the specific learning target(s) and taxonomy level(s) for this lesson?

- Describe your scale and where this target(s) fits in the progression of learning.
- What instructional strategies will you use to help students reach the learning target(s)? How are these strategies aligned to the cognitive level(s) of the target(s)?
- What activity will you use to generate student evidence at the level of the target(s)?
- How will you meet the needs of IEP's, EL's and other students who demonstrate need for adaptations or modifications?

Aligning Resources to Standard(s)

- What traditional and/or digital resources aligned to grade level/content standard(s) are you using in this lesson?
- What human resources will be implemented to support learning in this lesson?

Planning to Close the Achievement Gap Using Data

- What data have you used to identify and plan to meet the needs of each student in order to close the achievement gap?
- How will you and your students track their progress towards the standard(s)?

MARZANO FOCUSED TEACHER EVALUATION MODEL: REFLECTION (POST) CONFERENCE QUESTIONS

Reflection Conference questions assist observers to accurately score elements from Standards-Based Planning as well as elements from the other domains.

Standards-Based Planning

- Explain how learning targets embedded within a performance scale were implemented within the lesson.
 - How was the critical content implemented in this lesson? How will you share with others how your use of a strong progression of learning has impacted student learning?
- How did student assignments align with the taxonomy level of the learning target(s)?
- In what ways did students use of traditional, digital, and human resources support the critical content? In what ways will you share your use of traditional, digital and/or human resources with other teachers?
- What data do you have that demonstrates how your instruction and modifications have resulted in each student, including specific subgroups, making progress towards closing the achievement gap?
- What method do you use to track student progress and communicate to parents?

Standards-Based Instruction

- How many students could identify what content was critical in this lesson? How do you know?
- For the elements you implemented in this lesson, what percent of students demonstrated the desired effect? How do you know? What, if any, adaptations did you make to achieve these results? (Observer and teacher examine student evidence.)

Conditions for Learning

- In what ways did students use formative assessment data to track their progress? How did students demonstrate sustained motivation for learning based on your feedback?
- Describe how students were organized into groups to interact with content. What evidence documents percent of students able to process content as a result of working in groups?



YUKON PUBLIC SCHOOLS TARGETED ASSISTANCE PERFORMANCE GOALS

Teacher Name: _____ **Date:** _____

Grade Level/Subject: _____ **School Name:** _____

Evaluator: _____

These Performance Goals have been issued as a result of your Formal Observation where you have been rated as “Needs Improvement” in the following areas:

Domain: _____

Element: _____

What follows are 3 – 5 recommendations for improvement in each area:

1) _____

2) _____

3) _____

4) _____

5) _____



These Performance Goals remain in effect for _____ days. Improvement must be demonstrated over several subsequent observations in order to accomplish these goals. Failure to accomplish these Performance Goals may result in an Admonishment & Plan for Improvement.

Teacher Signature: _____

Date: _____

Administrator's Signature: _____

Date: _____

Signatures show that the conference has been held and that the teacher has viewed, although not necessarily approved, this report and discussed the items with the evaluator. The teacher has the right to answer any evaluation, and such answers will be attached to the evaluation.



YUKON PUBLIC SCHOOLS PLAN FOR IMPROVEMENT/ ADMONISHMENT FOR INSTRUCTION INEFFECTIVENESS

Teacher Name: _____ School Year: _____

Grade Level/Subject: _____ School Name: _____

Evaluator: _____ Date plan was presented: _____

Date of final review (not to exceed 60 calendar days): _____

Areas deemed in Need of Improvement and/or Unsatisfactory:

Domain	Element	Rating

Satisfactory Performance Expectations:

Assistance and Instructional Coaching to be Provided:



This Plan for Improvement is your admonishment and notice that your performance has been determined to be in need of improvement and/or unsatisfactory. Your failure to satisfactorily meet the performance requirements of this plan may result in a recommendation for your dismissal or non-reemployment.

Evaluator's Signature

Date

I hereby acknowledge receipt of this Admonishment and Plan for Improvement on the ____ day of _____, 20___. I understand I may submit a written response within 10 calendar days that will be attached to this Plan for Improvement.

Teacher's Signature

Final Review

Evaluator's Signature

Date

I hereby acknowledge receipt of the Final Review of this Admonishment and Plan for Improvement on the ____ day of _____, 20___. I understand that I may submit a written response within 10 calendar days that will be attached to this Plan for Improvement

Teacher's Signature



Quick Start Guide: Getting Started

What type of iObservation log in user are you?

I have a district specific url provided to me by an administrator in my district. The url may look like <https://ASchoolDistrict.EffectiveEducators.com>.

Yes: you are a single sign-on user.

No: you are NOT a single sign-on user.

I use the same credentials (username or email and password) to log into my district sites or network AND my district manages and maintains these credentials.

Yes: you are a single sign-on user.

No: you are NOT a single sign-on user.

If you answered *yes* to one or more of the questions above, you are a single sign-on user. Please follow the items below listed as “Single Sign-on users” and “All users”

If you answered *no* to both of the questions above, you are NOT using single sign on. Please follow the items below listed as “NOT using Single Sign-on” and “All users”

A. Single Sign-on Users Log In – Single Sign-on users

Note: Single sign-on is a configured process between your district and iObservation where you, as the user, use a single set of district managed credentials (typically username or email and password) to access iObservation. Please see above to determine if you are a Single Sign-on user.

1. Open an **internet browser**.
2. Use your district specific url to access your district's log in page.
Note: This process will vary by district, but your url should look similar to:
<https://ASchoolDistrict.EffectiveEducators.com>
3. Follow the on screen prompts or instructions to log in.

B. Generate New Password – For any user in a district NOT using Single Sign-on

Note: New Users only

4. Open an **internet browser**.
5. Type www.EffectiveEducators.com in the address bar.
6. Click the Click Here link next to **'First Time User?'**
7. Type your email address in the **Email Address** box.
8. Click **Submit**.
9. Go to your school email account to find an email from no-reply@EffectiveEducators.com containing a link to set a password. Note: Check your spam/junk email folder if you do not see the email.
10. Click the link in the email or copy and paste the link into an internet browser.
11. Verify that the first name, last name, and email address displayed are correct.
12. *Optional:* If the first name, last name or email address are incorrect type in the corresponding box to correct the information.
13. Type a password in the **Change Password** box.
14. Retype the password in the **Confirm Password** box.
15. Click **Save**.

Email Address: _____

Password: _____

C. Log In – For any user in a district NOT using Single Sign-on

1. Open an **internet browser**.
2. Type www.EffectiveEducators.com in the address bar.
3. Type your username in the **Username** box.
4. Type your password in the **Password** box.
5. Click **Login**.

D. Change Password – For any user in a district that is NOT using Single Sign-on

1. Click **your name** in the top right corner of the screen.
2. Click **My Settings**.
3. Type a password in the **Change Password** box.
4. Retype the password in the **Confirm Password** box.
5. Click **Save**.

E. Forgot Password – For any user in a district that is NOT using Single Sign-on

1. Open an **internet browser**.
2. Type www.EffectiveEducators.com in the address bar.
3. Click the **Forgot your password?** link.

4. Type email address in the **Email Address** box.
5. Click **Submit**.
6. Go to your school email account to find an email from noreply@EffectiveEducators.com containing your username and password. Note: Check your spam/junk email folder if you do not see the email.
7. Click the link in the email or copy and paste the link into an internet browser.
8. Verify that the first name, last name, and email address displayed are correct.
9. *Optional:* If the first name, last name or email address are incorrect type in the corresponding box to correct the information.
10. Type a password in the **Change Password** box.
11. Retype the password in the **Confirm Password** box.
12. Click **Save**.

F. Update User Information – All users

1. Click **your name** in the top right corner of the screen.
2. Click **My Settings**.
3. *Optional:* Edit your first name or last name in the corresponding boxes.
4. *Optional:* Edit your email address in the **Email** box.
Note: Single Sign-on districts: editable items maybe limited based on your district's single sign-on configuration.
5. *Optional:* Check the checkbox to receive information from iObservation.
6. *Optional:* Upload a photo for a profile image by clicking **Browse**, then select a file and click **Open**.
7. *Optional:* Check the checkbox to **Save My Filter Selection(s)**. This will save any filters you apply to a list view.
8. Click **Save**.

G. Update Email Address - For any user in a district that is NOT using Single Sign-on

H. Click **your name** in the top right corner of the screen.

1. Click **My Settings**.
2. Type your new email address in the **Email** box.
3. Click **Save**.

I. Set or Update Email Notification Preferences – All users

1. Click **your name** in the top right corner of the screen.
2. Click **My Settings**.
3. Scroll down to the **Email Notification Preferences** section near the bottom of the page.
4. *Optional:* Check the check box next to any or all of the email notification options.
5. Click **Save**.



Quick Start Guide: Growth Plans

Growth Plan Phases

Phase	Action	User Responsible for Action
Create a Plan	Create a plan by completing a self-assessment, selecting target steps, etc.	Plan creator (teacher or other user)
Waiting for Approval	The plan has been submitted by the creator to the Approver. The Approver has not yet reviewed the plan.	Observer or Administrator with the Approver privilege
Approved	The plan has been approved by an Approver. Action steps may now be updated.	
Returned to Creator	The plan has not been approved by an Approver. Approver may have included comments. Creator may edit plan and resubmit for approval.	
Update a Plan	Update the status of action steps and/or add comments.	Plan creator
Monitor a Plan	View the progress of a plan	Observer or Administrator with the Monitor privilege
Finish a Plan	Plan maybe finished when one of the following is true: 1. Learner meets goal(s) 2. Time period for observations included in the plan expires Finished plans are primarily for districts where plans are scored and used in evaluations.	Observer or Administrator with the Evaluator privilege may click Finish Note: If a user achieves their goal(s) prior to the time period expiration, the Evaluator may want to consider NOT immediately finishing the plan as growth may continue.
Completed Plan	A plan is completed when the active time period for the plan has passed.	A plan does not need to be finished or have achieved the set goals to be considered complete. Only the active time period set during configuration needs to have passed.
Archived Plan	A plan that was created prior to August 2012	

A. Start a Plan

Note: Plan steps and requirements will vary by organization. Please contact your Administrator with any specific questions regarding your plan.

1. Click **Growth**.
2. Click **Plans**.
3. Click **Create New Plan**.
4. Complete each step by clicking the corresponding link and following the on screen prompt(s).
Steps may include:
 - a. Self-Assessment
 - b. Selecting a target element(s)
 - c. Identifying action steps
 - d. Submitting the plan for approval

Target Element Definitions

Type of Element	Definition	Notes
Selected	One or more elements that have been configured by the plan creator to be included in the plan. A single growth plan can have multiple selected elements.	
Required	One or more elements that have been selected by the organization as mandatory. These elements <i>must be</i> configured as a part of the plan.	If the organization has not selected required elements, this area will not display on the Select Target Elements page.
Recommended	Elements where the score is below a specified cut point in the element scale. Example: Recommended elements are elements where the score is developing or lower on a scale of innovating to not using.	If no elements are scored that trigger a recommendation, this area will not display on the Select Target Elements page.
Available	Any elements not listed in Selected, Required or Recommended lists. One or more of these elements maybe configured as a part of the plan.	Focus elements are highlighted using an icon next to the available target element. Focus elements are selected by the organization as areas of importance. Focus elements are not required.

For your security, iObservation has a time limit for inactive users. If you are inactive for more than 25 minutes on the target element set up page or the additional questions page, you will be logged out. Every 20 minutes you will be prompted to verify that you want to stay logged in. If you do not confirm within 5 minutes you will be logged out and any unsaved data will be lost. Confirming that you wish to remain active and logged in will not automatically save your work, but will allow you to continue and save without any loss of data.

B. Edit an Unapproved Plan

1. Click **Growth**.
2. Click **Plans**.
3. **Locate** the Plan in the list.
4. *Optional:* You may search, sort and/or filter to find the Plan in the list.
5. Click **Edit**.
5. Update any step by clicking the corresponding link and following the on screen prompt(s).

C. Submit a Plan for Approval

Note: Plan steps and requirements will vary by organization. Some plans may require that all steps are completed prior to submission for approval, while some may not require approval at all. Please contact your Administrator with any specific questions regarding plan requirements.

1. Click **Growth**.
2. Click **Plans**.
3. **Locate** the Plan in the list.
4. *Optional:* You may search, sort and/or filter to find the Plan in the list.
5. Click **Edit**.
6. Click **Submit for Approval**.

D. Approve or Return a Plan

Note: Only a selected user (Observer and Administrator roles only, with the Approver privilege) may approve a plan.

1. Click **Growth**.
2. Click **Plans**.
3. **Locate** the Plan in the list.
4. *Optional:* You may search, sort and/or filter to find the Growth Plan in the list. Growth plans that

- are available for approval will say "Awaiting Approval"
5. Click **Review**.
 6. *Optional:* Add comments.
 7. **Choose Approve Plan or Return Plan with Comments.**
 8. *Optional:* Type comments.
 9. Click **Save Plan**.

E. Edit a Returned Plan

See **Edit an Unapproved Plan**.

F. Update an Approved Plan

1. Click **Growth**.
2. Click **Plans**.
3. **Locate the Plan in the list.**
4. *Optional:* You may search, sort and/or filter to find the Plan in the list.
5. Click **View**.
6. Updated any steps that have not been 'locked in' by the approval process. Example: Update action steps by clicking Start or Finish to indicate progress.

G. Monitor a Plan

Note: Only a selected user (Observer and Administrator roles only, with the Monitor privilege) may monitor a plan. Only plans that have been approved (or activated in cases where approval is not required) may be monitored.

1. Click **Growth**.
2. Click **Plans**.
3. **Locate the Plan in the list.**
4. *Optional:* You may search, sort and/or filter to find the Plan in the list.
5. Click **View**.

H. Finish a Plan

Note: Only a selected user (Observer and Administrator roles only, with the Evaluator privilege) may finish a plan. Some districts may not utilize the finish feature.

1. Plan may be **finished** when one of the following is true:
 - a. Learner meets goal(s)
 - b. Time period for observations included in the plan expires

2. Click **Growth**.
3. Click **Plans**.
4. **Locate** the Plan in the list.
5. *Optional:* You may search, sort and/or filter to find the Plan in the list.
6. Click **Finish**.
7. *Optional:* Add comments at the bottom of the plan in the "Overall Comments" area.
8. Click **Finish and Submit Growth Score**.

I. View a Completed Plan

1. Click **Growth**.
2. Click **Completed Plans**.
3. **Locate** the Plan in the list.
4. *Optional:* You may search, sort and/or filter to find the Plan in the list.
5. Click **View**.

J. Delete a Plan

Note: Plans may only be deleted by the creator *prior* to being submitted for approval (if required.) Deleted Plans cannot be recovered. Districts may allow plans to be deleted by selected roles with the delete privilege at other times.

1. Click **Growth**.
2. Click **Plans**.
3. **Locate** the Plan in the list.
4. *Optional:* You may search, sort and/or filter to find the Plan in the list.
5. Click **Delete**.

K. Share a Plan

Note: Sharing is an optional feature in iObservation.
Please see **Share and Collaborate QSG**.

L. Remove Sharing from a Plan

Please see **Share and Collaborate QSG**.

M. View a Shared Plan

Note: Shared plans will have a **Shared** indicator in the list view.

1. Click **Growth**.
2. Click **Plans**.
3. **Locate** the Plan in the list.
4. *Optional:* You may search, sort and/or filter to find the Plan in the list.
5. Click **View**.



PERSONNEL REPORT FOR:

July 2019

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective
JEFFRIES, CHRISTINE	ASSISTANT PRINCIPAL	YMS	7/16/2019
WARD, PHILLIP	ASSISTANT PRINCIPAL	YMS	7/16/2019
MITCHELL, HEATHER	PRINCIPAL	PARKLAND ES	7/12/2019

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective
MORGAN, MIKE	HEALTH TEACHER	YMS 7/8	8/8/2019
SCOTT, LISA	6TH ELA	YMS 6	8/8/2019
WILMOTH, AMANDA	TECH/COMPUTER TEACHER	SHES	6/8/2019
AJAYI, ERICA	DISTRICT ASSESSMENT COORDINATOR	ADMINISTRATION	7/11/2019
WILLIAMS, KELSIE	SPED TEACHER	YHS	8/8/2019
PEARSON, MELISSA	1ST GRADE TEACHER	SHEDECK ES	8/8/2019
CRESPO, JESSICA	2ND GRADE TEACHER	SHES	8/8/2019
CHADD, ABBY	2ND GRADE TEACHER	SHES	8/8/2019
EDGAR, KYLIE	6TH GRADE MATH TEACHER	YMS	8/5/2019
JACKSON, KATIE	2ND GRADE TEACHER	SHES	8/8/2019
BASSHAM, CHELSEA	HISTORY TEACHER	YHS	8/8/2019
STEWART, NICHOLAS	ASST BAND DIRECTOR	YHS	8/8/2019
HUMPHREY, CARI	1ST GRADE TEACHER	SHES	8/8/2019
PHILLIPS, CHARLOTTE	SPED TEACHER	SHES	8/8/2019
NELSON, KELLIE	ELEMENTARY ART TEACHER	LES	8/8/2019
BURNETT, BRIANNA	MATH TEACHER	YHS	8/8/2019
OWEN, TRAVIS	HISTORY TEACHER	YHS	8/8/2019
LINDHOLM, LAURELL	SCHOOL PSYCHOLOGIST	ADMINISTRATION	7/31/2019

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective
BRUHWILER, ERICA	SPED PARAPROFESSIONAL	YMS 7/8	8/13/2019
JAY, NETTIE JO	SECRETARY	SHES	7/22/2019
DE ANDA, ALICIA	BILINGUAL ASSISTANT	SHEDECK ES	8/8/2019
WILLIAMS, ERIN	SPED PARAPROFESSIONAL	SHES	8/14/2019
WILKENS, JESSICA	SPED PARAPROFESSIONAL	YHS	8/13/2019
NILES, CORY	IT SUPPORT TECH I	ADMINISTRATION	7/8/2019
SHEPHERD, SARA	PLAYGROUND MONITOR	LES	8/14/2019
FINCHER, TAMMY	SPED PARAPROFESSIONAL	YHS	8/13/2019
BURROUGH, MARISAH	INSURANCE & BENEFITS SPECIALIST	ADMINISTRATION	6/25/2019

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective
SANDERS, BRYCE	TECHNICIAN	YFAC	6/1/2019
WILLIAMS, SYLVANUS	ADULT TECH	YFAC	6/1/2019
CARLSON, DELANEY	SUMMER READING ACADEMY TEACHER	YHS	5/30/2019
LAYTON, KRISTINE	SUMMER READING ACADEMY TEACHER	YHS	6/3/2019
MATTOX, RICK	TECHNICIAN	YFAC	6/1/2019
SPEAR, MACY	PAINTER	MAINTENANCE	6/4/2019
ZERBY, SHIELA	PAINTER	MAINTENANCE	6/4/2019
SPEAR, WENDY	PAINTER	MAINTENANCE	6/4/2019
ZIMMERMAN, ROD	MOWING	ATHLETICS	7/15/2019
ALFORD, JOCELYNN	TECHNICIAN	YFAC	6/6/2019
ZERBY, JOSHUA	PAINTER	MAINTENANCE	6/10/2019
MCCATHERN, LESLIE	CAMP NEXT SUPERVISOR	COMMUNITY ED	5/27/2019
TAYLOR, TONYA	SUMMER READING ACADEMY TEACHER	YHS	5/30/2019
WAHKINNEY, BAILEY	MILLERS AFTERSCHOOL AIDE	COMMUNITY ED	8/12/2019

CHANGE FORM POSITION/HOURS/LOCATION/RATE OF PAY

Name	Position	Site/Dept	Effective	Explanation of Change
GILREATH, BETHANY	KINDERGARTEN TEACHER	SHEDECK ES	8/8/2019	FROM 1ST GRADE
RUSH, TIFFANY	SPED 3 YEAR OLDS	MYERS/CENTRAL	8/8/2019	FROM YHS
WILLINGHAM, CRYSTAL	3RD GRADE TEACHER	SHEDECK ES	8/8/2019	FROM KINDERGARTEN
SPERRY, STACI	KINDERGARTEN TEACHER	CENTRAL ES	8/8/2019	FROM PRE K AIDE
BRYANT, ASHLEY	PRE-K TEACHER	SURREY HILLS ES	8/8/2019	FROM 2ND GRADE
ANKROM, MICHELLE	YPS ASST. ATHLETIC DIR.	YHS ATHLETICS	7/11/2019	FROM YMS ASST. PRINC.

STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:

Name	Position	Site/Dept	Effective
ZOOK, DARNELL	MS SUMMER BAND CAMP	YMS	5/28/2019
BROOKS, TIMOTHY	MS SUMMER BAND CAMP	YMS	5/28/2019
MYERS, TONI	MS SUMMER BAND CAMP	YMS	5/28/2019
MILATZ, ERIN	MS SUMMER BAND CAMP	YMS	5/28/2019
THOMPSON, KYLE	MS SUMMER BAND CAMP	YMS	5/28/2019
FREWALDT, MELISSA	CAMP NEXT SUPERVISOR	LES	5/28/2019
DOWDY, MICHELE	MILLERS @ CAMP SUPV	SKYVIEW	5/27/2019
JORDAN, CHASE	CAMP BUS DRIVER	TRANSPORTATION	6/3/2019
CUSHING, DANIELL	HEAD GIRLS SOCCER COACH	ATHLETICS	8/1/2019
MILLER, KAREN	CAMP BUS DRIVER	TRANSPORTATION	6/3/2019
REGAS, TERRY	CAMP BUS DRIVER	TRANSPORTATION	6/3/2019
YARBOR, BRUCE	CAMP BUS DRIVER	TRANSPORTATION	6/3/2019
BARTON, FREEDOM	MILLERS AFTER SCHOOL SUPERVISOR	COMMUNITY ED	8/12/2019

STIPEND CHANGE

Name	Position	Site/Dept	Effective
NONE			

RESIGNATIONS/RETIREMENTS/SEPARATIONS:

Name	Position	Site/Dept	Effective	Explanation of Change
KINDRICK, HEATHER	PLAYGROUND MONITOR	LES	5/23/2019	RETIRING
BURNETT, REGAN	SOCIAL STUDIES TEACHER	YHS	5/24/2019	ANOTHER SCHOOL IN STATE
MCCLELLAN, KIRSTIE	PARAPROFESSIONAL	YHS	5/23/2019	NO REASON GIVEN
MORRIS, RANI	2ND GRADE TEACHER	SHES	5/24/2019	NO REASON GIVEN
DOXEY, MONICA	7TH GRADE COUNSELOR	YMS	5/30/2019	NO REASON GIVEN
ELIAS, NICOLE	2ND GRADE TEACHER	SHES	5/24/2019	NO REASON GIVEN
SMITH, HAILEE	NOT YET PLACED	SHES	BEFORE HIRE DATE	WORK OUT OF STATE
SPARKS, CRISTOPHER	COACH	YMS	5/24/2019	NO REASON GIVEN
PHILLIPS, BRUCE	AP EURO AND WORLD HISTORY	YHS	5/24/2019	NO REASON GIVEN
JONES, JULIE	MATH TEACHER	YHS	5/24/2019	NO REASON GIVEN
WAVADA, SABRINA	MONITOR	COMMUNITY ED	5/23/2019	NO REASON GIVEN
HERNANDEZ, SONIA	BILINGUAL ASSISTANT	SHEDECK ES	5/24/2019	MATERNITY
BASHLOR, TINA	PARAPROFESSIONAL	MYERS/CENTRAL	5/23/2019	WORK OUT OF STATE
BAYER, MEGAN	ART TEACHER	LES	5/24/2019	ANOTHER SCHOOL IN STATE
PERDUE, JO ANN	BUS DRIVER	TRANSPORTATION	5/24/2019	NO REASON GIVEN
PASCOE, SAMANTHA	SUBSTITUTE	ADMINISTRATION	5/3/2019	OTHER EMPLOYMENT
GRAHAM, RACHELLE	PRE-K TEACHER	SHES	5/24/2019	ANOTHER SCHOOL IN STATE
DUTHILE, CHARLOTTE	SPED TEACHER	MYERS ES	5/24/2019	ANOTHER SCHOOL IN STATE
SPEAR, WENDY	SUMMER BUS DRIVER	TRANSPORTATION	6/12/2019	NO REASON GIVEN
HAWK, CHERIDEN	3RD GRADE TEACHER	CENTRAL ES	5/24/2019	WORK OUT OF STATE
HUMPHREY, CARI	1ST GRADE TEACHER	SHES	BEFORE HIRE DATE	ANOTHER SCHOOL IN STATE
HARRIS, ROY	SUBSTITUTE	ADMINISTRATION	4/29/2019	OTHER EMPLOYMENT



PERSONNEL REPORT FOR:

August 2019

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

September 2019

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

October 2019

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

November 2019

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

December 2019

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

January 2020

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

February 2020

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

April 2020

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

May 2020

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

June 2020

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

July 2019

YPS

EXHIBIT A

**RECOMMENDATION TO HIRE:
ADMINISTRATIVE CONTRACT:**

Name	Position	Site/Dept	Effective
	ASSISTANT PRINCIPAL		7/16/2019
	ASSISTANT PRINCIPAL		7/16/2019
	PRINCIPAL		7/12/2019

**RECOMMENDATION TO HIRE:
CERTIFIED: TEMPORARY CONTRACT**

Name	Position	Site/Dept	Effective
	HEALTH TEACHER		8/8/2019
	6TH ELA		8/8/2019
	TECH/COMPUTER TEACHER		6/8/2019
	DISTRICT ASSESSMENT COORDINATOR		7/11/2019
	SPED TEACHER		8/8/2019
	1ST GRADE TEACHER		8/8/2019
	2ND GRADE TEACHER		8/8/2019
	2ND GRADE TEACHER		8/8/2019
	6TH GRADE MATH TEACHER		8/5/2019
	2ND GRADE TEACHER		8/8/2019
	HISTORY TEACHER		8/8/2019
	ASST BAND DIRECTOR		8/8/2019
	1ST GRADE TEACHER		8/8/2019
	SPED TEACHER		8/8/2019
	ELEMENTARY ART TEACHER		8/8/2019
	MATH TEACHER		8/8/2019
	HISTORY TEACHER		8/8/2019
	SCHOOL PSYCHOLOGIST		7/31/2019

**RECOMMENDATION TO HIRE:
SUPPORT:**

Name	Position	Site/Dept	Effective
	SPED PARAPROFESSIONAL		8/13/2019
	SECRETARY		7/22/2019
	BILINGUAL ASSISTANT		8/8/2019
	SPED PARAPROFESSIONAL		8/14/2019
	SPED PARAPROFESSIONAL		8/13/2019
	IT SUPPORT TECH I		7/8/2019
	PLAYGROUND MONITOR		8/14/2019
	SPED PARAPROFESSIONAL		8/13/2019
	INSURANCE & BENEFITS SPECIALIST		6/25/2019

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective
	TECHNICIAN		6/1/2019
	ADULT TECH		6/1/2019
	SUMMER READING ACADEMY TEACHER		5/30/2019
	SUMMER READING ACADEMY TEACHER		6/3/2019
	TECHNICIAN		6/1/2019
	PAINTER		6/4/2019
	PAINTER		6/4/2019
	PAINTER		6/4/2019
	MOWING		7/15/2019
	TECHNICIAN		6/6/2019
	PAINTER		6/10/2019
	CAMP NEXT SUPERVISOR		5/27/2019
	SUMMER READING ACADEMY TEACHER		5/30/2019
	MILLERS AFTERSCHOOL AIDE		8/12/2019

CHANGE FORM POSITION/HOURS/LOCATION/RATE OF PAY

Name	Position	Site/Dept	Effective	Explanation of Change
GILREATH, BETHANY	KINDERGARTEN TEACHER	SHEDECK ES	8/8/2019	FROM 1ST GRADE
RUSH, TIFFANY	SPED 3 YEAR OLDS	MYERS/CENTRAL	8/8/2019	FROM YHS
WILLINGHAM, CRYSTAL	3RD GRADE TEACHER	SHEDECK ES	8/8/2019	FROM KINDERGARTEN
SPERRY, STACI	KINDERGARTEN TEACHER	CENTRAL ES	8/8/2019	FROM PRE K AIDE
BRYANT, ASHLEY	PRE-K TEACHER	SURREY HILLS ES	8/8/2019	FROM 2ND GRADE
ANKROM, MICHELLE	YPS ASST. ATHLETIC DIR.	YHS ATHLETICS	7/11/2019	FROM YMS ASST. PRINC.

STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:

Name	Position	Site/Dept	Effective
ZOOK, DARNELL	MS SUMMER BAND CAMP	YMS	5/28/2019
BROOKS, TIMOTHY	MS SUMMER BAND CAMP	YMS	5/28/2019
MYERS, TONI	MS SUMMER BAND CAMP	YMS	5/28/2019
MILATZ, ERIN	MS SUMMER BAND CAMP	YMS	5/28/2019
THOMPSON, KYLE	MS SUMMER BAND CAMP	YMS	5/28/2019
FREWALDT, MELISSA	CAMP NEXT SUPERVISOR	LES	5/28/2019
DOWDY, MICHELE	MILLERS @ CAMP SUPV	SKYVIEW	5/27/2019
JORDAN, CHASE	CAMP BUS DRIVER	TRANSPORTATION	6/3/2019
CUSHING, DANIELL	HEAD GIRLS SOCCER COACH	ATHLETICS	8/1/2019
MILLER, KAREN	CAMP BUS DRIVER	TRANSPORTATION	6/3/2019
REGAS, TERRY	CAMP BUS DRIVER	TRANSPORTATION	6/3/2019
YARBOR, BRUCE	CAMP BUS DRIVER	TRANSPORTATION	6/3/2019
BARTON, FREEDOM	MILLERS AFTER SCHOOL SUPERVISOR	COMMUNITY ED	8/12/2019

STIPEND CHANGE

Name	Position	Site/Dept	Effective
NONE			

RESIGNATIONS/RETIREMENTS/SEPARATIONS:

Name	Position	Site/Dept	Effective	Explanation of Change
KINDRICK, HEATHER	PLAYGROUND MONITOR	LES	5/23/2019	RETIRING
BURNETT, REGAN	SOCIAL STUDIES TEACHER	YHS	5/24/2019	ANOTHER SCHOOL IN STATE
MCCLELLAN, KIRSTIE	PARAPROFESSIONAL	YHS	5/23/2019	NO REASON GIVEN
MORRIS, RANI	2ND GRADE TEACHER	SHES	5/24/2019	NO REASON GIVEN
DOXEY, MONICA	7TH GRADE COUNSELOR	YMS	5/30/2019	NO REASON GIVEN
ELIAS, NICOLE	2ND GRADE TEACHER	SHES	5/24/2019	NO REASON GIVEN
SMITH, HAILEE	NOT YET PLACED	SHES	BEFORE HIRE DATE	WORK OUT OF STATE
SPARKS, CRISTOPHER	COACH	YMS	5/24/2019	NO REASON GIVEN
PHILLIPS, BRUCE	AP EURO AND WORLD HISTORY	YHS	5/24/2019	NO REASON GIVEN
JONES, JULIE	MATH TEACHER	YHS	5/24/2019	NO REASON GIVEN
WAVADA, SABRINA	MONITOR	COMMUNITY ED	5/23/2019	NO REASON GIVEN
HERNANDEZ, SONIA	BILINGUAL ASSISTANT	SHEDECK ES	5/24/2019	MATERNITY
BASHLOR, TINA	PARAPROFESSIONAL	MYERS/CENTRAL	5/23/2019	WORK OUT OF STATE
BAYER, MEGAN	ART TEACHER	LES	5/24/2019	ANOTHER SCHOOL IN STATE
PERDUE, JO ANN	BUS DRIVER	TRANSPORTATION	5/24/2019	NO REASON GIVEN
PASCOE, SAMANTHA	SUBSTITUTE	ADMINISTRATION	5/3/2019	OTHER EMPLOYMENT
GRAHAM, RACHELLE	PRE-K TEACHER	SHES	5/24/2019	ANOTHER SCHOOL IN STATE
DUTHILE, CHARLOTTE	SPED TEACHER	MYERS ES	5/24/2019	ANOTHER SCHOOL IN STATE
SPEAR, WENDY	SUMMER BUS DRIVER	TRANSPORTATION	6/12/2019	NO REASON GIVEN
HAWK, CHERIDEN	3RD GRADE TEACHER	CENTRAL ES	5/24/2019	WORK OUT OF STATE
HUMPHREY, CARI	1ST GRADE TEACHER	SHES	BEFORE HIRE DATE	ANOTHER SCHOOL IN STATE
HARRIS, ROY	SUBSTITUTE	ADMINISTRATION	4/29/2019	OTHER EMPLOYMENT



PERSONNEL REPORT FOR:

August 2019

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

September 2019

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

October 2019

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

December 2019

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

January 2020

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

February 2020

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

March 2020

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective



PERSONNEL REPORT FOR:

April 2020

YPS

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT:

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED: TEMPORARY CONTRACT

Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

SUPPORT:

Name	Position	Site/Dept	Effective

SEASONAL STUDENT AND/OR ADULT

Name	Position	Site/Dept	Effective

