



Yukon Public Schools  
Board of Education Regular Meeting Monday, August 4, 2025 6:00 PM  
Yukon Public School District ISD #27 Administration Bldg., Board Room  
600 Maple Street  
Yukon, OK 73099

1. Invocation/Moment of Silence and Flag Salute

Please join me in a moment of silence. The moment of silence is a time to reflect, meditate, pray or engage in any other silent activity that does not interfere with others. The moment of silence shall begin now.

2. Call to Order and Roll Call

Attendance Taken at 6:00 PM.

Mr Jeff Behymer: Present

Mrs. Suzanne Cannon: Present

Mr. Brian Coulson: Present

Mr. Leonard Wells: Present

Mr. Tony Yanda: Absent

3. Reports/ Comments from Superintendent and/or Staff

4. Board Member Communications and Announcements

4.A. Individual Board Member Comments

4.B. Upcoming Meetings/ Events:

AUGUST:

8-4 Board meeting - Administration Building 6pm  
8-5 New Teacher Luncheon - 10 West Main - 11:30am  
8-12 The Breakfast - Canadian County Expo Center - 7:30am  
8-13 First day of school

SEPTEMBER:

9-8 Board meeting - Administration Building 6pm

5. Communications - Request for patrons to address the board - Pursuant to Board Policy AF, comments can be made only by district patrons concerning items listed on this agenda.

No one requested to speak with the board.

6. 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 we approve all business items on the Finance Consent Docket as listed Passed with a motion by Mr. Brian Coulson and a second by Mr. Leonard Wells.

Mr. Tony Yanda: Absent

Mrs. Suzanne Cannon: Yes

Mr. Brian Coulson: Yes

Mr. Leonard Wells: Yes

Mr Jeff Behymer: Yes

6.A. Encumbrances and Change Orders as recommended by Keith Sinor, Superintendent, and Jason Johnson, Chief Financial Officer

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

6.C. Child Nutrition Report

7. Business 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.

Mr. Wells had questions about the contracts concerning the funding for them. He had his questions answered by members of the Leadership Team. Mrs. Cannon asked about the cell phone legislation. Mr. Jewell went over the process for creating the policy and procedures we have come up with. Bell to bell - no cell. No exceptions. (includes all personal electronic devices) Mr. Sinor added that some school districts implemented this before the law went into effect and this has been noted to be a very positive change for them. 1st - 6th hour is considered the school day. 7th hour is after school.

I move we approve all items on the Business Consent Docket as presented Passed with a motion by Mr. Leonard Wells and a second by Mrs. Suzanne Cannon.

Mr. Tony Yanda: Absent

Mrs. Suzanne Cannon: Yes

Mr. Brian Coulson: Yes

Mr. Leonard Wells: Yes

Mr Jeff Behymer: Yes

7.A. Minutes of the July 7, 2025, board meeting

7.B. Activity Funds

7.C. Canadian Valley Technology Center Programs

7.D. Surplus

7.E. Contracts

7.F. Out of State Travel

M.Ankrom and B.Hinson request permission to travel to Tampa, FL, for the Nat'l Athletic Directors Conference December 12-16, 2025. Expenses to be covered by Activity funds.

J.Bowman and D.Beams request permission to travel to drive with 10 FFA students to Indianapolis IN, for a Nat'l FFA program October 28 to November 1, 2025. Expenses to be covered by Ag Booster.

7.G. Sanctioning Applications

7.H. Student-Parent Handbook SY25-26

7.I. Board Policies required by law.

8. Adjunct applications

We were notified that we have to adjunct all non-certified coaches. We have not done that in the past. This is the reason for the additional number of adjuncts.

I move we approve all adjuncts as presented Passed with a motion by Mrs. Suzanne Cannon and a second by Mr. Brian Coulson.

Mr. Tony Yanda: Absent

Mrs. Suzanne Cannon: Yes

Mr. Brian Coulson: Yes

Mr. Leonard Wells: Yes

Mr Jeff Behymer: Yes

8.A. Dasia Givings - Intermediate Math

8.B. James Swigart - Business Education

8.C. Bror Olson - Intermediate Math

8.D. Daxton Keese - Physical Education

8.E. Todd Barnes - Physical Education

8.F. Bobby Barnes- Physical Education

8.G. Amy Bowles- Physical Education

8.H. Azuri Salgado- Physical Education

8.I. Christopher Harrison- Physical Education

8.J. Danielle Scott- Physical Education

8.K. Brock Coppenbarger- Physical Education

8.L. Tyler Wythe- Physical Education

8.M. Rito Palacios- Physical Education

8.N. Kaleb Schroeder- Physical Education

8.O. LeAnn Barney- Physical Education

9. 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.

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 employment of personnel as listed on the attached Exhibit A.

I move we not convene in executive session to discuss the personnel docket Passed with a motion by Mr. Brian Coulson and a second by Mr. Leonard Wells.

Mr. Tony Yanda: Absent

Mrs. Suzanne Cannon: Yes

Mr. Brian Coulson: Yes

Mr. Leonard Wells: Yes

Mr Jeff Behymer: Yes

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

10.C. Discussion and possible action on the attached Exhibit A, Personnel items.

I move we approve all personnel items as presented on Exhibit A. Passed with a motion by Mr. Brian Coulson and a second by Mrs. Suzanne Cannon.

Mr. Tony Yanda: Absent

Mrs. Suzanne Cannon: Yes

Mr. Brian Coulson: Yes

Mr. Leonard Wells: Yes

Mr Jeff Behymer: Yes

11. Adjournment

Time: 6:34pm

I move we adjourn Passed with a motion by Mr. Brian Coulson and a second by Mr. Leonard Wells.

Mr. Tony Yanda: Absent

Mrs. Suzanne Cannon: Yes

Mr. Brian Coulson: Yes

Mr. Leonard Wells: Yes

Mr Jeff Behymer: Yes

PO Revisions FY26

PO Number	Rev No.	Current Vendor	Proposed Vendor	Current Amount	Proposed Amount	Variance	Revision Date
260435	0	Idemia Identity & Security Usa Llc		\$ 2,370.00	\$ 3,555.00	\$ 1,185.00	7/8/2025
260380	0	Canadian Co Juvenile Center	Canadian County Childrens Justice Center	\$ 20,000.00	\$ 20,000.00	\$ -	7/8/2025
260045	0	Wesco Insurance		\$ 4,500.00	\$ 5,000.00	\$ 500.00	7/8/2025
260496	0	Okacte		\$ 75.00	\$ 275.00	\$ 200.00	7/9/2025
260043	0	City Of Yukon		\$ 104,877.00	\$ 181,132.83	\$ 76,255.83	7/15/2025
260036	0	City Of Yukon		\$ 119,849.00	\$ 169,272.03	\$ 49,423.03	7/16/2025
260426	0	Onenet		\$ 10,000.00	\$ 50,000.00	\$ 40,000.00	7/21/2025
260599	0	Hand 2 Mind		\$ 194.04	\$ 654.48	\$ 460.44	7/22/2025
260470	0	Classic Paper Supply, Inc		\$ 5,000.00	\$ 10,800.00	\$ 5,800.00	7/29/2025

Encumbrance Register FY2026

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Budget
260542	11	051	2511	310	000	0000	000	050	2,000.00	7/2/2025	Tyler Technologies	OFFICIAL ADMIN SERVICES	Business Office
260543	11	082	1000	653	100	0000	000	705	6,500.00	7/7/2025	Vacava Inc	TECHNOLOGY - RELATED SUPPLIES	YHS
260544	11	032	1000	653	100	1050	000	130	2,894.25	7/7/2025	Florida Virtual School	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260544	11	032	1000	653	100	1050	000	140	2,894.25	7/7/2025	Florida Virtual School	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260545	11	051	2321	580	000	0000	000	051	500.00	7/7/2025	Keith Sinor	STAFF TRAVEL	Business Office
260546	11	051	2321	860	000	0000	000	051	1,240.00	7/7/2025	American Association Of School Admin Inc	STAFF REGISTRATIONS	Business Office
260547	11	051	2321	860	000	0000	000	051	800.00	7/7/2025	Ossba	STAFF REGISTRATIONS	Business Office
260550	11	063	1000	614	251	0000	000	763	1,950.00	7/8/2025	Mhs Inc	TESTING SUPPLIES & MATERIALS	Gifted
260551	11	031	2213	359	271	0000	000	750	8,400.00	7/8/2025	Houghton Mifflin Company	PROF EE TRAINING & DEV SERVICES	Professional Development
260552	11	032	1000	619	100	4400	000	520	1,349.15	7/8/2025	HEINEMANN BOOKS	SUPPLIES AND MATERIALS	Curriculum
260553	11	013	3300	611	000	0000	000	000	110.00	7/8/2025	Amazon	COPY PAPER ONLY	Daycare
260553	11	013	3300	619	000	0000	000	000	975.00	7/8/2025	Amazon	SUPPLIES AND MATERIALS	Daycare
260553	11	013	3300	651	000	0000	000	000	92.00	7/8/2025	Amazon	APPLIANCES, Furniture and Fixtures	Daycare
260553	11	013	3300	656	000	0000	000	000	32.00	7/8/2025	Amazon	MACHINERY	Daycare
260554	11	013	3300	651	000	0000	000	000	522.00	7/8/2025	Walmart / Capital One Trade Credit	APPLIANCES, Furniture and Fixtures	Daycare
260555	11	376	2660	344	000	0000	000	056	70,000.00	7/8/2025	Direct Protective Services LLC	SECURITY SVCS	SRO Grant
260557	11	013	3300	616	000	0000	000	000	391.00	7/9/2025	Amazon	HEALTH, FIRST-AID AND HYGIENE SUPPLIES	Daycare
260557	11	013	3300	618	000	0000	000	000	374.00	7/9/2025	Amazon	CLEANING AND MAINT SUPPLIES	Daycare
260557	11	013	3300	619	000	0000	000	000	6,895.00	7/9/2025	Amazon	SUPPLIES AND MATERIALS	Daycare
260557	11	013	3300	641	000	0000	000	000	266.00	7/9/2025	Amazon	BOOKS (eBooks)	Daycare
260557	11	013	3300	651	000	0000	000	000	1,201.00	7/9/2025	Amazon	APPLIANCES, Furniture and Fixtures	Daycare
260557	11	013	3300	653	000	0000	000	000	512.00	7/9/2025	Amazon	TECHNOLOGY - RELATED SUPPLIES	Daycare
260558	11	412	2213	580	313	8550	000	705	200.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260558	11	412	2213	580	313	8551	000	705	200.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260558	11	412	2213	580	314	8415	000	705	175.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260558	11	412	2213	580	315	8104	000	520	375.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260558	11	412	2213	580	315	8720	000	705	175.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260558	11	412	2213	580	315	8828	000	150	375.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260558	11	412	2213	580	315	8835	000	520	100.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260558	11	412	2213	580	315	8838	000	520	100.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260558	11	412	2213	580	315	8855	000	145	375.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260558	11	412	2213	580	315	8869	000	140	375.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260558	11	412	2213	580	315	8886	000	705	375.00	7/9/2025	Hampton Inn & Suites	STAFF TRAVEL	Career Tech
260561	11	312	8100	890	000	0000	000	050	2,550.00	7/14/2025	Oklahoma State Dept Of Ed.	REFUND OF PRIOR YEARS REVENUE	National Board Cert
260563	11	013	3300	619	000	0000	000	000	9,222.20	7/14/2025	Experience Early Learning Company	SUPPLIES AND MATERIALS	Daycare
260564	11	032	1000	619	100	0000	000	752	240.00	7/14/2025	Amazon	SUPPLIES AND MATERIALS	Curriculum
260565	11	013	3300	619	000	0000	000	000	150.00	7/14/2025	Walmart / Capital One Trade Credit	SUPPLIES AND MATERIALS	Daycare
260566	11	117	3300	890	000	0000	000	705	350.00	7/15/2025	April White	DRIVERS ED REFUND	Drivers Ed
260567	11	058	2620	619	000	0000	000	758	500.00	7/15/2025	Trumans Fabric & Foam, Llc	SUPPLIES AND MATERIALS	Auditorium
260568	11	058	2620	619	000	0000	000	758	500.00	7/15/2025	Hobby Lobby	SUPPLIES AND MATERIALS	Auditorium
260569	11	058	2620	619	000	0000	000	758	200.00	7/15/2025	Batteries Plus Llc	SUPPLIES AND MATERIALS	Auditorium
260570	11	058	2620	619	000	0000	000	758	1,500.00	7/15/2025	Titan Audio Visual Llc	SUPPLIES AND MATERIALS	Auditorium
260571	11	058	2620	619	000	0000	000	758	1,000.00	7/15/2025	Uline	SUPPLIES AND MATERIALS	Auditorium
260572	11	058	2620	619	000	0000	000	758	600.00	7/15/2025	Sapsis Rigging Inc	SUPPLIES AND MATERIALS	Auditorium
260573	11	058	2620	619	000	0000	000	758	600.00	7/15/2025	Northern Tool & Equipment	SUPPLIES AND MATERIALS	Auditorium
260574	11	058	2620	619	000	0000	000	758	500.00	7/15/2025	Standard Steel Co	SUPPLIES AND MATERIALS	Auditorium
260575	11	058	2620	619	000	0000	000	758	100.00	7/15/2025	O'Reilly Auto Parts	SUPPLIES AND MATERIALS	Auditorium
260576	11	058	2620	619	000	0000	000	758	500.00	7/15/2025	L E Acker Co Inc	SUPPLIES AND MATERIALS	Auditorium
260577	11	058	2620	619	000	0000	000	758	1,500.00	7/15/2025	1000Bulbs.Com	SUPPLIES AND MATERIALS	Auditorium
260578	11	058	2620	619	000	0000	000	758	500.00	7/15/2025	Toucan Productions	SUPPLIES AND MATERIALS	Auditorium
260579	11	058	2620	619	000	0000	000	758	1,000.00	7/15/2025	Video Reality	SUPPLIES AND MATERIALS	Auditorium
260580	11	058	2620	619	000	0000	000	758	1,500.00	7/15/2025	B & H Photo Video	SUPPLIES AND MATERIALS	Auditorium
260581	11	058	2620	619	000	0000	000	758	1,500.00	7/15/2025	Sweetwater	SUPPLIES AND MATERIALS	Auditorium
260582	11	058	2620	619	000	0000	000	758	2,600.00	7/15/2025	Full Compass Systems Ltd	SUPPLIES AND MATERIALS	Auditorium
260583	11	058	2620	619	000	0000	000	758	300.00	7/15/2025	Walmart / Capital One Trade Credit	SUPPLIES AND MATERIALS	Auditorium

Encumbrance Register FY2026

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Budget
260584	11	058	2620	619	000	0000	000	758	500.00	7/15/2025	Locke Supply Co.	SUPPLIES AND MATERIALS	Auditorium
260585	11	058	2620	619	000	0000	000	758	1,500.00	7/15/2025	Synergy Datacom Supply Inc	SUPPLIES AND MATERIALS	Auditorium
260586	11	058	2620	619	000	0000	000	758	1,800.00	7/15/2025	Lowe's Companies Inc	SUPPLIES AND MATERIALS	Auditorium
260587	11	058	2620	619	000	0000	000	758	200.00	7/15/2025	Hunter'S Battery Warehouse Inc	SUPPLIES AND MATERIALS	Auditorium
260588	11	058	2620	619	000	0000	000	758	500.00	7/15/2025	Whitton Supply Co.	SUPPLIES AND MATERIALS	Auditorium
260589	11	058	2620	619	000	0000	000	758	500.00	7/15/2025	Am Supply, Inc.	SUPPLIES AND MATERIALS	Auditorium
260590	11	058	2620	619	000	0000	000	758	500.00	7/15/2025	Carpenter/Ace Hardware	SUPPLIES AND MATERIALS	Auditorium
260591	11	049	2573	860	000	0000	000	140	90.00	7/15/2025	Responsive Learning, LP	STAFF REGISTRATIONS	District Services
260592	11	032	1000	653	100	5000	000	705	6,264.00	7/15/2025	RocketLit Inc.	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260593	11	031	2213	320	271	0000	000	750	3,500.00	7/15/2025	Age of Learning	PROF EDUCATION SERVICES	Professional Development
260593	11	032	1000	653	100	1013	000	105	8,100.00	7/15/2025	Age of Learning	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260593	11	032	1000	653	100	1013	000	115	4,050.00	7/15/2025	Age of Learning	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260593	11	032	1000	653	100	1013	000	120	6,075.00	7/15/2025	Age of Learning	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260593	11	032	1000	653	100	1013	000	125	7,425.00	7/15/2025	Age of Learning	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260593	11	032	1000	653	100	1013	000	130	4,275.00	7/15/2025	Age of Learning	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260593	11	032	1000	653	100	1013	000	135	6,075.00	7/15/2025	Age of Learning	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260594	11	032	1000	619	100	1050	000	140	285.60	7/15/2025	Amplify Education Inc	SUPPLIES AND MATERIALS	Curriculum
260594	11	032	1000	619	100	1050	000	145	190.40	7/15/2025	Amplify Education Inc	SUPPLIES AND MATERIALS	Curriculum
260594	11	032	1000	619	100	1050	000	150	285.60	7/15/2025	Amplify Education Inc	SUPPLIES AND MATERIALS	Curriculum
260594	11	032	1000	619	100	1050	000	520	3,140.20	7/15/2025	Amplify Education Inc	SUPPLIES AND MATERIALS	Curriculum
260595	11	031	2213	860	271	0000	000	125	495.00	7/15/2025	Action Based Learning	STAFF REGISTRATIONS	Professional Development
260596	11	049	2560	580	000	0000	000	050	238.00	7/15/2025	Sydney Gadberry	STAFF TRAVEL	Mileage
260597	11	049	2560	580	000	0000	000	050	238.00	7/15/2025	Kayla Agnitsch	STAFF TRAVEL	Mileage
260598	11	049	2560	860	000	0000	000	050	1,000.00	7/15/2025	Apptegy, Inc.	STAFF REGISTRATIONS	District Services
260599	11	053	1000	619	239	0000	000	753	654.48	7/17/2025	Hand 2 Mind	SUPPLIES AND MATERIALS	Special Education
260601	11	062	3300	611	640	0000	000	062	500.00	7/17/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	Community Engagement
260602	11	053	1000	580	239	0000	000	753	500.00	7/17/2025	Ryan Hughes	STAFF TRAVEL	Special Education
260603	11	053	1000	580	239	0000	000	753	100.00	7/17/2025	Brooke Barton	STAFF TRAVEL	Special Education
260604	11	053	1000	580	239	0000	000	753	100.00	7/17/2025	Meya Case	STAFF TRAVEL	Special Education
260605	11	053	1000	580	239	0000	000	753	1,000.00	7/17/2025	Nathan Ramirez	STAFF TRAVEL	Special Education
260606	11	053	1000	580	239	0000	000	753	100.00	7/17/2025	Savannah White	STAFF TRAVEL	Special Education
260607	11	053	1000	580	239	0000	000	753	300.00	7/17/2025	Joanne Stephanie Cunningham	STAFF TRAVEL	Special Education
260608	11	053	1000	580	239	0000	000	753	300.00	7/17/2025	Danielle Rose Lustro	STAFF TRAVEL	Special Education
260609	11	053	1000	580	239	0000	000	753	1,000.00	7/17/2025	Christine Lyle Jackson	STAFF TRAVEL	Special Education
260610	11	059	2199	619	000	0000	000	059	2,000.00	7/17/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Helping Hands
260611	11	052	2120	320	000	0000	000	752	3,500.00	7/21/2025	Orange Sparrow, LLC	PROF EDUCATION SERVICES	Curriculum
260612	11	572	2213	359	410	0000	000	752	9,000.00	7/21/2025	Kelly B's Consulting, LLC	PROF EE TRAINING & DEV SERVICES	Title III
260613	11	082	1000	653	100	0000	000	705	9,101.50	7/21/2025	Securly Inc	TECHNOLOGY - RELATED SUPPLIES	YHS
260614	11	013	3300	618	000	0000	000	000	125.00	7/21/2025	Sam'S Club Direct	CLEANING AND MAINT SUPPLIES	Daycare
260615	11	081	1000	653	100	2500	000	520	599.00	7/21/2025	Ixl Learning	TECHNOLOGY - RELATED SUPPLIES	YMS
260616	11	081	1000	811	100	3071	000	520	385.00	7/21/2025	Nassp	Membership	YMS
260617	11	063	1000	614	251	0000	000	763	11,440.00	7/21/2025	Riverside Insights	TESTING SUPPLIES & MATERIALS	Gifted
260618	11	063	1000	614	251	0000	000	763	1,950.00	7/21/2025	Mhs Inc	TESTING SUPPLIES & MATERIALS	Gifted
260619	11	063	1000	614	251	0000	000	763	5,610.00	7/21/2025	Psychorp/Pearson	TESTING SUPPLIES & MATERIALS	Gifted
260620	11	561	2573	811	429	0000	000	061	150.00	7/21/2025	National Indian Education Association	Membership	Title VI
260621	11	088	1000	611	430	0000	000	711	720.00	7/21/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	Alt Ed
260622	11	088	1000	619	430	0000	000	711	50.00	7/21/2025	Yukon High School	SUPPLIES AND MATERIALS	Alt Ed
260623	11	088	1000	619	430	0000	000	711	200.00	7/21/2025	Hobby Lobby	SUPPLIES AND MATERIALS	Alt Ed
260624	11	088	1000	619	430	0000	000	711	400.00	7/21/2025	Walmart / Capital One Trade Credit	SUPPLIES AND MATERIALS	Alt Ed
260625	11	088	1000	619	430	0000	000	711	2,000.00	7/21/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Alt Ed
260626	11	088	1000	648	430	0000	000	711	219.78	7/21/2025	Current Events	MAGAZINES	Alt Ed
260627	11	088	1000	320	430	0000	000	711	1,800.00	7/21/2025	House Of Healing Inc	PROF EDUCATION SERVICES	Alt Ed
260628	11	412	2213	580	315	8852	000	705	1,200.00	7/21/2025	Gaylord Opryland Resort & Conv Center	STAFF TRAVEL	Career Tech
260629	11	079	2620	619	000	0000	000	145	700.00	7/21/2025	Westco Laminating Service	SUPPLIES AND MATERIALS	Lakeview
260630	11	079	1000	619	100	0000	000	145	2,750.00	7/21/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Lakeview

Encumbrance Register FY2026

PONumber	FD	PROJ	FUNC	OBI	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Budget
260631	11	079	1000	611	100	0000	000	145	5,000.00	7/21/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	Lakeview
260632	11	412	1000	580	311	8000	000	705	1,440.00	7/21/2025	Holiday Inn Express & Suites	STAFF TRAVEL	Career Tech
260632	11	412	2199	515	311	8000	000	705	2,160.00	7/21/2025	Holiday Inn Express & Suites	Student Out-of-District Travel	Career Tech
260633	11	053	1000	580	239	0000	000	753	600.00	7/21/2025	Kassidy Sanders	STAFF TRAVEL	Special Education
260634	11	053	1000	580	239	0000	000	753	500.00	7/21/2025	Heather M Baldwin	STAFF TRAVEL	Special Education
260635	11	412	1000	811	311	8000	000	705	2,200.00	7/21/2025	Oklahoma Ffa Assoc	Membership	Career Tech
260636	11	412	1000	619	311	8000	000	705	400.00	7/21/2025	Amazon	SUPPLIES AND MATERIALS	Career Tech
260637	11	412	2213	860	314	8411	000	520	225.00	7/21/2025	Okacte	STAFF REGISTRATIONS	Career Tech
260638	11	412	2213	860	315	8104	000	520	325.00	7/21/2025	Okacte	STAFF REGISTRATIONS	Career Tech
260638	11	412	2213	860	315	8830	000	520	325.00	7/21/2025	Okacte	STAFF REGISTRATIONS	Career Tech
260638	11	412	2213	860	315	8835	000	520	325.00	7/21/2025	Okacte	STAFF REGISTRATIONS	Career Tech
260638	11	412	2213	860	315	8838	000	520	325.00	7/21/2025	Okacte	STAFF REGISTRATIONS	Career Tech
260639	11	078	1000	653	100	0000	000	140	800.00	7/22/2025	Teacher Innovations Inc	TECHNOLOGY - RELATED SUPPLIES	Independence
260640	11	412	1000	810	315	8700	000	705	5.00	7/22/2025	National Tsa	DUES & FEES	Career Tech
260640	11	412	1000	810	315	8852	000	705	5.00	7/22/2025	National Tsa	DUES & FEES	Career Tech
260640	11	412	1000	810	315	8874	000	705	5.00	7/22/2025	National Tsa	DUES & FEES	Career Tech
260640	11	412	1000	810	315	8886	000	705	5.00	7/22/2025	National Tsa	DUES & FEES	Career Tech
260640	11	412	1000	811	315	8700	000	705	122.50	7/22/2025	National Tsa	Membership	Career Tech
260640	11	412	1000	811	315	8852	000	705	122.50	7/22/2025	National Tsa	Membership	Career Tech
260640	11	412	1000	811	315	8874	000	705	122.50	7/22/2025	National Tsa	Membership	Career Tech
260640	11	412	1000	811	315	8886	000	705	122.50	7/22/2025	National Tsa	Membership	Career Tech
260641	11	572	1000	653	410	1310	000	105	4,250.00	7/22/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Title III
260641	11	572	1000	653	410	1310	000	110	4,250.00	7/22/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Title III
260641	11	572	1000	653	410	1310	000	115	4,250.00	7/22/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Title III
260641	11	572	1000	653	410	1310	000	120	8,500.00	7/22/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Title III
260641	11	572	1000	653	410	1310	000	125	4,250.00	7/22/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Title III
260641	11	572	1000	653	410	1310	000	130	4,250.00	7/22/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Title III
260641	11	572	1000	653	410	1310	000	135	4,250.00	7/22/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Title III
260642	11	082	1000	619	100	3071	000	705	120.00	7/22/2025	Walmart / Capital One Trade Credit	SUPPLIES AND MATERIALS	YHS
260643	11	082	1000	619	100	3071	000	705	225.00	7/22/2025	Kerry Marsh	SUPPLIES AND MATERIALS	YHS
260644	11	082	1000	619	100	3071	000	705	300.00	7/22/2025	Sam'S Club Direct	SUPPLIES AND MATERIALS	YHS
260645	11	082	1000	619	100	3071	000	705	1,500.00	7/22/2025	Pender'S Music Co	SUPPLIES AND MATERIALS	YHS
260646	11	082	1000	811	100	3071	000	705	280.00	7/22/2025	Nafme (Nat'l Association For Music Educa	Membership	YHS
260647	11	082	1000	619	100	3071	000	705	75.00	7/22/2025	Anchor Music Publications	SUPPLIES AND MATERIALS	YHS
260648	11	082	1000	811	100	3071	000	705	250.00	7/22/2025	Acda	Membership	YHS
260649	11	075	2620	619	000	0000	000	115	750.00	7/22/2025	Westco Laminating Service	SUPPLIES AND MATERIALS	Sheddeck
260650	11	075	2620	619	000	0000	000	115	1,000.00	7/22/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Sheddeck
260651	11	075	2620	619	000	0000	000	115	750.00	7/22/2025	Yukon Trophy & Awards Inc	SUPPLIES AND MATERIALS	Sheddeck
260652	11	075	2220	619	000	0000	000	115	263.00	7/22/2025	Demco	SUPPLIES AND MATERIALS	Sheddeck
260653	11	075	1000	611	100	0000	000	115	3,600.00	7/22/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	Sheddeck
260654	11	083	1000	653	000	0000	000	783	220.00	7/22/2025	Amazon	TECHNOLOGY - RELATED SUPPLIES	Virtual School
260655	11	412	1000	653	311	8000	000	705	1,500.00	7/22/2025	Cev Multimedia, Ltd.	TECHNOLOGY - RELATED SUPPLIES	Career Tech
260656	11	064	2573	860	000	0000	000	705	295.00	7/22/2025	NIAAA/NATIONAL ATH. DIR.CONFERENCE	STAFF REGISTRATIONS	Athletics
260657	11	064	2573	860	000	0000	000	705	295.00	7/22/2025	NIAAA/NATIONAL ATH. DIR.CONFERENCE	STAFF REGISTRATIONS	Athletics
260658	11	049	1000	619	100	0000	000	140	165.00	7/22/2025	Amazon	SUPPLIES AND MATERIALS	District Services
260658	11	049	1000	619	100	0000	000	145	165.00	7/22/2025	Amazon	SUPPLIES AND MATERIALS	District Services
260658	11	049	1000	619	100	0000	000	150	165.00	7/22/2025	Amazon	SUPPLIES AND MATERIALS	District Services
260658	11	049	1000	619	100	0000	000	520	330.00	7/22/2025	Amazon	SUPPLIES AND MATERIALS	District Services
260658	11	049	1000	619	100	0000	000	705	330.00	7/22/2025	Amazon	SUPPLIES AND MATERIALS	District Services
260659	11	077	1000	611	100	0000	000	125	3,500.00	7/22/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	Surrey Hills
260660	11	412	2213	580	313	8551	000	705	950.00	7/22/2025	Convention Management Resources Inc	STAFF TRAVEL	Career Tech
260661	11	053	2213	359	239	0000	000	753	7,047.00	7/22/2025	Crisis Prevention Institute Inc	PROF EE TRAINING & DEV SERVICES	Special Education
260662	11	072	1000	619	100	0000	000	110	2,000.00	7/22/2025	Westco Laminating Service	SUPPLIES AND MATERIALS	Myers
260663	11	072	1000	619	100	0000	000	110	3,000.00	7/22/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	M
260664	11	072	1000	611	100	0000	000	110	900.00	7/22/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	M

Encumbrance Register FY2026

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Budget
260665	11	082	1000	653	100	3071	000	705	235.00	7/22/2025	Oklahoma Choral Directors Asso	TECHNOLOGY - RELATED SUPPLIES	YHS
260667	11	061	1000	653	100	0000	000	050	17,380.00	7/22/2025	Eduskills Llc	TECHNOLOGY - RELATED SUPPLIES	ELL
260668	11	080	1000	619	100	0000	000	150	200.00	7/22/2025	Amazon	SUPPLIES AND MATERIALS	Redstone
260669	11	080	1000	619	100	0000	000	150	1,000.00	7/22/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Redstone
260670	11	412	2213	860	316	8103	000	705	300.00	7/22/2025	Okacte	STAFF REGISTRATIONS	Career Tech
260671	11	412	1000	653	315	8855	000	145	950.00	7/22/2025	Project Lead The Way (Pltw)	TECHNOLOGY - RELATED SUPPLIES	Career Tech
260672	11	412	1000	653	315	8828	000	150	950.00	7/22/2025	Project Lead The Way (Pltw)	TECHNOLOGY - RELATED SUPPLIES	Career Tech
260673	11	052	1000	614	100	1050	000	752	14,485.50	7/22/2025	Act	TESTING SUPPLIES & MATERIALS	Curriculum
260674	11	421	1000	320	334	8400	000	705	5,980.00	7/23/2025	Top Youth Speakers	PROF EDUCATION SERVICES	Carl Perkins Grant
260675	11	421	1000	653	332	8700	000	705	5,450.00	7/23/2025	Youscience, Llc	TECHNOLOGY - RELATED SUPPLIES	Carl Perkins Grant
260676	11	421	1000	320	331	8700	000	705	6,612.00	7/23/2025	SchoolLinks, Inc	PROF EDUCATION SERVICES	Carl Perkins Grant
260676	11	421	1000	653	332	8700	000	705	17,806.64	7/23/2025	SchoolLinks, Inc	TECHNOLOGY - RELATED SUPPLIES	Carl Perkins Grant
260676	11	421	1000	653	340	8700	000	705	6,050.80	7/23/2025	SchoolLinks, Inc	TECHNOLOGY - RELATED SUPPLIES	Carl Perkins Grant
260677	11	076	2132	616	100	0000	000	135	240.00	7/24/2025	Henry Schein, Inc	HEALTH, FIRST-AID AND HYGIENE SUPPLIES	Skyview
260678	11	367	2720	511	427	0000	000	752	1,200.00	7/24/2025	Yps Transportation	STUDENT TRANSP BY ANOTHER DIST IN STATE	Strong Readers
260680	11	049	1000	619	100	0000	000	520	550.80	7/24/2025	Yondr Inc	SUPPLIES AND MATERIALS	District Services
260680	11	049	1000	619	100	0000	000	705	673.20	7/24/2025	Yondr Inc	SUPPLIES AND MATERIALS	District Services
260681	11	071	1000	619	100	0000	000	105	2,500.00	7/24/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Central
260682	11	078	1000	611	100	0000	000	140	10,000.00	7/24/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	Independence
260683	11	076	1000	619	100	0000	000	135	750.00	7/24/2025	Westco Laminating Service	SUPPLIES AND MATERIALS	Skyview
260684	11	076	1000	619	100	0000	000	135	5,000.00	7/24/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Skyview
260685	11	078	1000	619	100	0000	000	140	2,000.00	7/24/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Independence
260686	11	052	1000	619	100	0000	000	705	7,000.00	7/24/2025	The Ups Store #6953	SUPPLIES AND MATERIALS	Curriculum
260687	11	367	1000	619	427	1050	000	105	1,000.00	7/24/2025	Lakeshore Learning Materials	SUPPLIES AND MATERIALS	Strong Readers
260687	11	367	1000	619	427	1050	000	110	2,000.00	7/24/2025	Lakeshore Learning Materials	SUPPLIES AND MATERIALS	Strong Readers
260687	11	367	1000	619	427	1050	000	115	2,000.00	7/24/2025	Lakeshore Learning Materials	SUPPLIES AND MATERIALS	Strong Readers
260687	11	367	1000	619	427	1050	000	120	1,000.00	7/24/2025	Lakeshore Learning Materials	SUPPLIES AND MATERIALS	Strong Readers
260687	11	367	1000	619	427	1050	000	125	2,000.00	7/24/2025	Lakeshore Learning Materials	SUPPLIES AND MATERIALS	Strong Readers
260687	11	367	1000	619	427	1050	000	130	1,000.00	7/24/2025	Lakeshore Learning Materials	SUPPLIES AND MATERIALS	Strong Readers
260687	11	367	1000	619	427	1050	000	135	2,000.00	7/24/2025	Lakeshore Learning Materials	SUPPLIES AND MATERIALS	Strong Readers
260688	11	071	1000	619	100	0000	000	105	600.00	7/24/2025	Westco Laminating Service	SUPPLIES AND MATERIALS	Central
260689	11	541	2213	320	000	0000	000	750	7,980.00	7/24/2025	Amira Learning, Inc.	PROF EDUCATION SERVICES	Title II
260690	11	541	2213	320	000	0000	000	750	134,900.00	7/24/2025	Solution Tree Inc	PROF EDUCATION SERVICES	Title II
260691	11	031	2213	320	271	0000	000	750	1,999.00	7/24/2025	Characterstrong Llc	PROF EDUCATION SERVICES	Professional Development
260692	11	412	1000	619	315	8830	000	520	2,000.00	7/24/2025	Amazon	SUPPLIES AND MATERIALS	Career Tech
260693	11	081	1000	619	100	0000	000	520	5,000.00	7/24/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	YMS
260694	11	412	1000	653	315	8104	000	520	5,019.00	7/24/2025	Certiport, A Pearson Vue Business	TECHNOLOGY - RELATED SUPPLIES	Career Tech
260695	11	081	1000	619	100	1170	000	520	500.00	7/24/2025	Amazon	SUPPLIES AND MATERIALS	YMS
260696	11	054	2720	810	000	0000	000	054	96.50	7/24/2025	Jacob Dillingham	DUES & FEES	Transportation
260697	11	054	2720	619	000	0000	000	054	1,200.00	7/24/2025	Yukon Trophy & Awards Inc	SUPPLIES AND MATERIALS	Transportation
260698	11	054	2740	612	000	0000	000	054	200.00	7/24/2025	Yukon Tag Agency	AUTOMOTIVE & BUS SUPPLIES	Transportation
260699	11	054	2720	619	000	0000	000	054	1,000.00	7/24/2025	Woodall Equipment Company	SUPPLIES AND MATERIALS	Transportation
260700	11	054	2740	612	000	0000	000	054	2,700.00	7/24/2025	United Engines Inc	AUTOMOTIVE & BUS SUPPLIES	Transportation
260701	11	054	2740	445	000	0000	000	054	9,600.00	7/24/2025	Unifirst Corporation	Uniform Services	Transportation
260702	11	054	2740	612	000	0000	000	054	12,000.00	7/24/2025	Truckpro - Okla City	AUTOMOTIVE & BUS SUPPLIES	Transportation
260703	11	054	2740	612	000	0000	000	054	1,000.00	7/24/2025	T & W Tire	AUTOMOTIVE & BUS SUPPLIES	Transportation
260704	11	054	2740	612	000	0000	000	054	42,000.00	7/24/2025	Southern Tire Mart	AUTOMOTIVE & BUS SUPPLIES	Transportation
260705	11	054	2740	439	000	0000	000	054	3,000.00	7/24/2025	Sign It Up	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260706	11	054	2720	619	000	0000	000	054	3,000.00	7/24/2025	Safety Vision Lp	SUPPLIES AND MATERIALS	Transportation
260707	11	054	2740	439	000	0000	000	054	53,000.00	7/24/2025	Ross Transportation Inc	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260707	11	054	2740	612	000	0000	000	054	26,400.00	7/24/2025	Ross Transportation Inc	AUTOMOTIVE & BUS SUPPLIES	Transportation
260708	11	054	2740	612	000	0000	000	054	2,300.00	7/24/2025	Ram Products Ltd	AUTOMOTIVE & BUS SUPPLIES	Transportation
260709	11	054	2740	439	000	0000	000	054	1,000.00	7/24/2025	Perfection Truck Parts And Equip	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260710	11	054	2740	612	000	0000	000	054	8,000.00	7/24/2025	Penley Oil Company	AUTOMOTIVE & BUS SUPPLIES	Transportation
260710	11	054	2740	623	000	0000	000	054	53,000.00	7/24/2025	Penley Oil Company	DIESEL	Transportation

Encumbrance Register FY2026

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Budget
260710	11	054	2740	625	000	0000	000	054	300,000.00	7/24/2025	Penley Oil Company	GASOLINE	Transportation
260711	11	054	2740	612	000	0000	000	054	20,000.00	7/24/2025	O'Reilly Auto Parts	AUTOMOTIVE & BUS SUPPLIES	Transportation
260712	11	054	2740	612	000	0000	000	054	3,000.00	7/24/2025	Oklahoma Tax Commission	AUTOMOTIVE & BUS SUPPLIES	Transportation
260713	11	054	2740	449	000	0000	000	054	100.00	7/24/2025	Oklahoma Corporation Commission	Other Rentals or Lease Services	Transportation
260714	11	054	2740	612	000	0000	000	054	3,000.00	7/24/2025	Okla Tag Of Yukon	AUTOMOTIVE & BUS SUPPLIES	Transportation
260715	11	054	2740	619	000	0000	000	054	5,000.00	7/24/2025	Napa Auto Parts	SUPPLIES AND MATERIALS	Transportation
260716	11	054	2740	439	000	0000	000	054	5,000.00	7/24/2025	MIDWEST BUS SALES INC	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260716	11	054	2740	612	000	0000	000	054	5,000.00	7/24/2025	MIDWEST BUS SALES INC	AUTOMOTIVE & BUS SUPPLIES	Transportation
260717	11	054	2720	442	000	0000	000	054	8,000.00	7/24/2025	Mhc Truck Leasing Llc	Equipment and Vehicle Rental Services	Transportation
260718	11	054	2740	612	000	0000	000	054	7,000.00	7/24/2025	Mhc Kenworth Oklahoma City	AUTOMOTIVE & BUS SUPPLIES	Transportation
260719	11	054	2720	619	000	0000	000	054	2,000.00	7/24/2025	Lowe'S Companies Inc	SUPPLIES AND MATERIALS	Transportation
260720	11	054	2740	612	000	0000	000	054	2,000.00	7/24/2025	Joe Cooper Ford Of Yukon, Llc	AUTOMOTIVE & BUS SUPPLIES	Transportation
260721	11	054	2740	612	000	0000	000	054	600.00	7/24/2025	January Environmental Services Inc	AUTOMOTIVE & BUS SUPPLIES	Transportation
260722	11	054	2720	619	000	0000	000	054	5,000.00	7/24/2025	James Van Horn-2637	SUPPLIES AND MATERIALS	Transportation
260723	11	054	2720	439	000	0000	000	054	1,000.00	7/24/2025	Inland Truck Parts Inc	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260724	11	054	2720	439	000	0000	000	054	1,000.00	7/24/2025	Holt Truck Centers Of Oklahoma Llc	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260724	11	054	2740	612	000	0000	000	054	1,000.00	7/24/2025	Holt Truck Centers Of Oklahoma Llc	AUTOMOTIVE & BUS SUPPLIES	Transportation
260725	11	054	2740	612	000	0000	000	054	7,000.00	7/24/2025	Hoidale Co Inc	AUTOMOTIVE & BUS SUPPLIES	Transportation
260726	11	054	2740	612	000	0000	000	054	2,000.00	7/24/2025	Heritage-Crystal Clean, Llc	AUTOMOTIVE & BUS SUPPLIES	Transportation
260727	11	054	2740	439	000	0000	000	054	5,000.00	7/24/2025	Gerber Collision & Glass	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260728	11	054	2740	612	000	0000	000	054	2,000.00	7/24/2025	Frontier Motor Co	AUTOMOTIVE & BUS SUPPLIES	Transportation
260729	11	054	2720	439	000	0000	000	054	4,000.00	7/24/2025	Fox Brick & Stone Masonry	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260730	11	054	2720	442	000	0000	000	054	3,500.00	7/24/2025	Enterprise Rent-A-Car	Equipment and Vehicle Rental Services	Transportation
260731	11	054	2720	619	000	0000	000	054	300.00	7/24/2025	Elite Promotions Inc	SUPPLIES AND MATERIALS	Transportation
260732	11	054	2720	619	000	0000	000	054	500.00	7/24/2025	Detco Industries Inc	SUPPLIES AND MATERIALS	Transportation
260733	11	054	2740	612	000	0000	000	054	2,000.00	7/24/2025	Cummins Southern Plains Llc	AUTOMOTIVE & BUS SUPPLIES	Transportation
260734	11	054	2740	612	000	0000	000	054	2,500.00	7/24/2025	Chickasaw Personal Communications	AUTOMOTIVE & BUS SUPPLIES	Transportation
260735	11	054	2720	619	000	0000	000	054	3,000.00	7/24/2025	Chalks Truck Parts Inc	SUPPLIES AND MATERIALS	Transportation
260736	11	054	2740	439	000	0000	000	054	2,000.00	7/24/2025	Cavins Wrecker Service, Llc	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260737	11	054	2740	612	000	0000	000	054	200.00	7/24/2025	Carpenter/Ace Hardware	AUTOMOTIVE & BUS SUPPLIES	Transportation
260738	11	054	2720	860	000	0000	000	054	500.00	7/24/2025	Canadian Valley Technology Center	STAFF REGISTRATIONS	Transportation
260739	11	054	2720	860	000	0000	000	054	1,200.00	7/24/2025	Caddo Kiowa Technology Center	STAFF REGISTRATIONS	Transportation
260740	11	054	2720	439	000	0000	000	054	200.00	7/24/2025	Blue Beacon International, Inc	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260741	11	054	2740	612	000	0000	000	054	8,000.00	7/24/2025	Batteries Plus Llc	AUTOMOTIVE & BUS SUPPLIES	Transportation
260742	11	054	2740	612	000	0000	000	054	1,000.00	7/24/2025	Auto Glass Specialist	AUTOMOTIVE & BUS SUPPLIES	Transportation
260743	11	054	2740	612	000	0000	000	054	1,000.00	7/24/2025	Auto Fx	AUTOMOTIVE & BUS SUPPLIES	Transportation
260744	11	054	2720	619	000	0000	000	054	2,000.00	7/24/2025	A/C/E Media Supply, Inc	SUPPLIES AND MATERIALS	Transportation
260745	11	054	2720	439	000	0000	000	054	500.00	7/24/2025	A.C.E Testing Llc	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260746	11	054	2740	439	000	0000	000	054	2,000.00	7/24/2025	A-Z Towing	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260747	11	078	1000	619	100	0000	000	140	300.00	7/28/2025	Yukon Trophy & Awards Inc	SUPPLIES AND MATERIALS	Independence
260748	11	071	1000	550	100	0000	000	105	300.00	7/28/2025	Redlands Community College	PRINTING AND BINDING	Central
260749	11	078	1000	619	100	0000	000	140	500.00	7/28/2025	Westco Laminating Service	SUPPLIES AND MATERIALS	Independence
260754	11	054	2740	612	000	0000	000	054	500.00	7/28/2025	Chappell Supply & Equip Co	AUTOMOTIVE & BUS SUPPLIES	Transportation
260757	11	066	2670	337	000	0000	000	050	500.00	7/28/2025	City Of Okc	OTHER PROFESSIONAL SVCS	Maintenance
260758	11	076	1000	611	100	0000	000	135	3,000.00	7/28/2025	Classic Paper Supply, Inc	COPY PAPER ONLY	Skyview
260760	11	080	1000	619	100	0000	000	150	900.00	7/28/2025	Westco Laminating Service	SUPPLIES AND MATERIALS	Redstone
260761	11	078	2132	616	100	0000	000	140	250.00	7/28/2025	Macgill & Co.	HEALTH, FIRST-AID AND HYGIENE SUPPLIES	Independence
260762	11	078	1000	550	100	0000	000	140	250.00	7/28/2025	Redlands Community College	PRINTING AND BINDING	Independence
260763	11	054	2620	619	000	0000	000	054	2,000.00	7/28/2025	Walmart / Capital One Trade Credit	SUPPLIES AND MATERIALS	Transportation
260764	11	054	2132	336	000	0000	000	054	500.00	7/28/2025	Total Wellness Llc	MEDICAL & PHYS/OCCUP THERAPIST SERVICES	Transportation
260765	11	054	2620	619	000	0000	000	054	2,500.00	7/28/2025	Sam'S Club Direct	SUPPLIES AND MATERIALS	Transportation
260766	11	054	2620	619	000	0000	000	054	2,000.00	7/28/2025	Redlands Community College	SUPPLIES AND MATERIALS	Transportation
260767	11	054	2620	619	000	0000	000	054	3,000.00	7/28/2025	Odp Business Solutions	SUPPLIES AND MATERIALS	Transportation
260768	11	054	2720	336	000	0000	000	054	300.00	7/28/2025	Integris Family Care Yukon	MEDICAL & PHYS/OCCUP THERAPIST SERVICES	Transportation
260769	11	054	2132	336	000	0000	000	054	4,000.00	7/28/2025	Doyle Chiropractic & Family Clinic	MEDICAL & PHYS/OCCUP THERAPIST SERVICES	Transportation

Encumbrance Register FY2026

PONumber	FD	PROJ	FUNC	OBI	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Budget
260770	11	054	2574	337	000	0000	000	054	500.00	7/28/2025	Department of Transportation	OTHER PROFESSIONAL SVCS	Transportation
260771	11	054	2132	336	000	0000	000	054	850.00	7/28/2025	Concentra Medical Centers	MEDICAL & PHYS/OCCUP THERAPIST SERVICES	Transportation
260773	11	051	2511	310	000	0000	000	050	600.00	7/29/2025	Tyler Technologies	OFFICIAL ADMIN SERVICES	Business Office
260774	11	049	2560	580	000	0000	000	050	500.00	7/29/2025	Jason Mcdaniel	STAFF TRAVEL	Mileage
260775	11	080	1000	653	100	0000	000	150	300.00	7/29/2025	Teacher Innovations Inc	TECHNOLOGY - RELATED SUPPLIES	Redstone
260776	11	031	2213	860	271	0000	000	140	2,400.00	7/29/2025	University Of Oklahoma (K20)	STAFF REGISTRATIONS	Professional Development
260777	11	412	1000	619	315	8855	000	145	1,828.88	7/29/2025	Amazon	SUPPLIES AND MATERIALS	Career Tech
260778	11	412	1000	619	315	8855	000	145	733.55	7/29/2025	School Specialty Llc	SUPPLIES AND MATERIALS	Career Tech
260779	11	412	1000	653	315	8852	000	705	3,735.00	7/29/2025	Codehs, Inc	TECHNOLOGY - RELATED SUPPLIES	Career Tech
260781	11	054	2720	810	000	0000	000	054	96.50	7/29/2025	Kale Fouts	DUES & FEES	Transportation
260782	11	054	2720	810	000	0000	000	054	96.50	7/29/2025	John Kolar	DUES & FEES	Transportation
260783	11	054	2720	810	000	0000	000	054	96.50	7/29/2025	Meya Case	DUES & FEES	Transportation
260784	11	054	2720	810	000	0000	000	054	18.00	7/29/2025	Kevin Ritter	DUES & FEES	Transportation
260785	11	054	2720	810	000	0000	000	054	96.50	7/29/2025	Brandon Parker	DUES & FEES	Transportation
260787	11	054	2720	442	000	0000	000	054	2,000.00	7/29/2025	Rush Truck Leasing, Inc.	Equipment and Vehicle Rental Services	Transportation
260788	11	013	3300	619	000	0000	000	000	125.00	7/29/2025	Walmart / Capital One Trade Credit	SUPPLIES AND MATERIALS	Daycare
260789	11	046	2620	410	000	0000	000	051	2,636.64	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	066	1,713.82	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	105	6,262.01	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	110	6,262.01	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	115	6,262.01	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	120	6,262.01	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	130	6,262.01	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	135	7,909.91	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	140	12,194.44	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	145	12,194.44	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	520	20,895.34	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	705	76,462.43	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	711	2,307.06	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260789	11	046	2620	410	000	0000	000	758	1,647.90	7/29/2025	City Of Yukon	UTILITY SERVICES	Utilities
260790	11	046	2620	410	000	0000	000	054	2,100.00	7/29/2025	City Of Okc	UTILITY SERVICES	Utilities
260790	11	046	2620	410	000	0000	000	125	16,200.00	7/29/2025	City Of Okc	UTILITY SERVICES	Utilities
260790	11	046	2620	410	000	0000	000	150	21,000.00	7/29/2025	City Of Okc	UTILITY SERVICES	Utilities
260791	11	078	2640	431	000	0000	000	140	450.00	7/29/2025	Westco Laminating Service	Non Tech Repairs and Maintenance	Independence
260792	11	541	2213	359	000	0000	000	752	23,450.00	7/29/2025	LinkIt!	PROF EE TRAINING & DEV SERVICES	Title II
260793	11	054	1000	764	311	8000	000	705	852.00	7/30/2025	Enterprise Fm Trust	Trucks	Transportation
260793	11	054	2720	761	000	0000	000	050	27,175.76	7/30/2025	Enterprise Fm Trust	Automobiles	Transportation
260793	11	054	2720	765	000	0000	000	050	376.00	7/30/2025	Enterprise Fm Trust	Vans	Transportation
260793	11	117	1000	761	100	2710	000	705	376.00	7/30/2025	Enterprise Fm Trust	Automobiles	Drivers Ed
260795	11	080	1000	860	100	0000	000	150	720.00	7/30/2025	Oklahoma Tsa	STAFF REGISTRATIONS	Redstone
260796	11	051	2321	860	000	0000	000	051	600.00	7/30/2025	Ussa	STAFF REGISTRATIONS	Business Office
260797	11	051	2321	580	000	0000	000	051	1,000.00	7/30/2025	Keith Sinor	STAFF TRAVEL	Business Office
260798	11	051	2300	600	000	0000	000	000	200.00	7/30/2025	LaborLawCenter, LLC	Supplies	Business Office
260799	11	082	1000	810	100	4019	000	705	200.00	7/30/2025	Dramatist Play Service	DUES & FEES	YHS
260800	11	082	1000	810	100	4019	000	705	145.00	7/30/2025	Educational Theatre Association	DUES & FEES	YHS
260801	11	032	1000	653	100	0000	000	520	3,896.10	7/30/2025	Zinc Learning Labs, Inc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260802	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Jade Wythe	DUES & FEES	Transportation
260803	11	053	2152	614	239	0000	000	753	1,395.60	7/30/2025	Wps	TESTING SUPPLIES & MATERIALS	Special Education
260804	11	054	2720	439	000	0000	000	054	5,000.00	7/30/2025	City Trailer Inc	Other Equipment/Vehicle Repairs and Maintenance	Transportation
260805	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Craig Troxell	DUES & FEES	Transportation
260806	11	054	2720	810	000	0000	000	054	56.50	7/30/2025	Karen Miller	DUES & FEES	Transportation
260807	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Randy Stowe	DUES & FEES	Transportation
260808	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Todd Ashley Wood	DUES & FEES	Transportation
260809	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Gregory Whetstone	DUES & FEES	Transportation
260810	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Casey Stuart	DUES & FEES	Transportation

Encumbrance Register FY2026

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Budget
260811	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Todd Summers	DUES & FEES	Transportation
260812	11	054	2720	810	000	0000	000	054	56.50	7/30/2025	Pamela Schwartz Bartz	DUES & FEES	Transportation
260813	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Darin Robert Park	DUES & FEES	Transportation
260814	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Joshua Hardie	DUES & FEES	Transportation
260815	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Sharon R Stanley	DUES & FEES	Transportation
260816	11	054	2720	810	000	0000	000	054	56.50	7/30/2025	Steven Searle	DUES & FEES	Transportation
260817	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Collin Bricker	DUES & FEES	Transportation
260818	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Jared Max Lowmiller	DUES & FEES	Transportation
260819	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Brian Wayne Hinson	DUES & FEES	Transportation
260821	11	054	2720	810	000	0000	000	054	96.50	7/30/2025	Melvin Smith	DUES & FEES	Transportation
260822	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Leslie S Baker	DUES & FEES	Transportation
260823	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Rodney L Zimmerman	DUES & FEES	Transportation
260824	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Ja'Ron Jefferson	DUES & FEES	Transportation
260825	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Aaron McVay	DUES & FEES	Transportation
260826	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Bryan Jarvis	DUES & FEES	Transportation
260827	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	William L Tignor	DUES & FEES	Transportation
260828	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Dakota T Haines	DUES & FEES	Transportation
260829	11	054	2720	810	000	0000	000	054	18.00	7/30/2025	Lauryn Moore	DUES & FEES	Transportation
260830	11	054	2720	580	000	0000	000	054	25.00	7/30/2025	Illinois Tollway	STAFF TRAVEL	Transportation
260831	11	081	1000	653	100	2500	000	520	5,010.00	7/30/2025	Securly Inc	TECHNOLOGY - RELATED SUPPLIES	YMS
260832	11	031	2213	359	000	0000	000	752	4,200.00	7/30/2025	Houghton Mifflin Harcourt Publishing Co.	PROF EE TRAINING & DEV SERVICES	Professional Development
General Fund Total									<u>1,568,898.77</u>				
260548	21	064	2630	438	000	0000	000	705	2,500.00	7/7/2025	Simonize Sports Field Services Llc	Other Building Repairs and Maintenance	Athletics
260549	21	067	1000	653	100	0000	000	767	1,500.06	7/8/2025	Dell Marketing L P	TECHNOLOGY - RELATED SUPPLIES	Technology
260559	21	202	2511	337	000	0000	000	705	3,000.00	7/10/2025	Bancfirst	OTHER PROFESSIONAL SVCS	Financing Costs
260560	21	066	2620	337	000	0000	000	050	3,500.00	7/10/2025	Engineering Solutions LLC	OTHER PROFESSIONAL SVCS	Athletics
260562	21	066	2620	438	000	0000	000	066	100,000.00	7/14/2025	Exterior Solutions Group Llc	Other Building Repairs and Maintenance	Maintenance
260666	21	066	2620	438	000	0000	000	705	14,876.20	7/22/2025	Stryker Asphalt and Sealcoating LLC	Other Building Repairs and Maintenance	Maintenance
260755	21	066	2620	438	000	0000	000	066	12,500.00	7/28/2025	Oklahoma Refrigeration Resources Llc	Other Building Repairs and Maintenance	Maintenance
260756	21	066	2620	437	000	0000	000	066	20,000.00	7/28/2025	Mayabb Plumbing & Welding Inc	Plumbing Repairs and Maintenance	Maintenance
260820	21	066	2620	420	000	0000	000	066	7,500.00	7/30/2025	Fam Employees Services LLC	CLEANING SERVICES	Maintenance
260833	21	066	2620	438	000	0000	000	066	12,500.00	7/30/2025	Warr Services, LLC	Other Building Repairs and Maintenance	Maintenance
Building Fund Total									<u>177,876.26</u>				
260556	31	251	1000	653	100	0000	000	767	43,700.00	7/8/2025	School AI	TECHNOLOGY - RELATED SUPPLIES	Technology
260600	31	271	1000	655	100	3001	000	705	7,100.00	7/17/2025	Palen Music Center	INSTRUMENTS	Band
260679	31	246	1000	619	100	0000	000	105	179.63	7/24/2025	Constructive Playthings	SUPPLIES AND MATERIALS	Curriculum
260679	31	246	1000	619	100	0000	000	115	179.63	7/24/2025	Constructive Playthings	SUPPLIES AND MATERIALS	Curriculum
260679	31	246	1000	619	100	0000	000	120	179.63	7/24/2025	Constructive Playthings	SUPPLIES AND MATERIALS	Curriculum
260679	31	246	1000	619	100	0000	000	125	179.63	7/24/2025	Constructive Playthings	SUPPLIES AND MATERIALS	Curriculum
260679	31	246	1000	619	100	0000	000	130	179.63	7/24/2025	Constructive Playthings	SUPPLIES AND MATERIALS	Curriculum
260679	31	246	1000	619	100	0000	000	135	179.63	7/24/2025	Constructive Playthings	SUPPLIES AND MATERIALS	Curriculum
260750	31	246	1000	653	100	2200	000	105	6,136.37	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260750	31	246	1000	653	100	2200	000	110	6,136.37	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260750	31	246	1000	653	100	2200	000	115	6,136.37	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260750	31	246	1000	653	100	2200	000	120	6,136.37	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260750	31	246	1000	653	100	2200	000	125	6,136.37	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260750	31	246	1000	653	100	2200	000	130	6,136.37	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260750	31	246	1000	653	100	2200	000	135	6,136.37	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260750	31	246	1000	653	100	2200	000	140	6,136.37	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260750	31	246	1000	653	100	2200	000	145	6,136.30	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260750	31	246	1000	653	100	2200	000	150	6,136.37	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum

Encumbrance Register FY2026

PONumber	FD	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE	Amount	PODate	OrderName	AcctDescription	Budget
260750	31	246	1000	653	100	2200	000	705	6,136.37	7/28/2025	Imagine Learning Llc	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260751	31	271	1000	655	100	3001	000	705	3,000.00	7/28/2025	Palen Music Center	INSTRUMENTS	Band
260752	31	246	1000	619	100	5000	000	705	23,166.25	7/28/2025	Dell Marketing L P	SUPPLIES AND MATERIALS	Curriculum
260753	31	251	1000	653	100	0000	000	105	6,877.05	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	110	7,715.25	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	115	7,105.65	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	120	8,991.60	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	125	15,278.10	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	130	6,591.30	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	135	8,763.00	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	140	15,487.65	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	145	12,515.85	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	150	14,839.95	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	520	28,060.65	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260753	31	251	1000	653	100	0000	000	705	58,273.95	7/28/2025	Trafera, Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260759	31	271	1000	655	100	3001	000	705	2,750.00	7/28/2025	Palen Music Center	INSTRUMENTS	Band
260772	31	246	1000	651	100	0000	000	105	795.00	7/28/2025	Schoolgirl Style	APPLIANCES, Furniture and Fixtures	Curriculum
260772	31	246	1000	651	100	0000	000	115	795.00	7/28/2025	Schoolgirl Style	APPLIANCES, Furniture and Fixtures	Curriculum
260772	31	246	1000	651	100	0000	000	120	795.00	7/28/2025	Schoolgirl Style	APPLIANCES, Furniture and Fixtures	Curriculum
260772	31	246	1000	651	100	0000	000	125	795.00	7/28/2025	Schoolgirl Style	APPLIANCES, Furniture and Fixtures	Curriculum
260772	31	246	1000	651	100	0000	000	130	795.00	7/28/2025	Schoolgirl Style	APPLIANCES, Furniture and Fixtures	Curriculum
260772	31	246	1000	651	100	0000	000	135	795.00	7/28/2025	Schoolgirl Style	APPLIANCES, Furniture and Fixtures	Curriculum
260780	31	251	1000	653	100	0000	000	105	6,368.92	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260780	31	251	1000	653	100	0000	000	110	10,931.02	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260780	31	251	1000	653	100	0000	000	115	6,370.06	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260780	31	251	1000	653	100	0000	000	120	10,931.02	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260780	31	251	1000	653	100	0000	000	125	25,667.08	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260780	31	251	1000	653	100	0000	000	130	6,370.06	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260780	31	251	1000	653	100	0000	000	135	10,931.02	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260780	31	251	1000	653	100	0000	000	140	12,833.54	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260780	31	251	1000	653	100	0000	000	145	12,833.54	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260780	31	251	1000	653	100	0000	000	150	12,833.54	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260780	31	251	1000	653	100	0000	000	767	1,189.20	7/29/2025	Amira Learning, Inc.	TECHNOLOGY - RELATED SUPPLIES	Technology
260786	31	251	1000	653	100	0000	000	105	1,329.05	7/29/2025	Capstone	TECHNOLOGY - RELATED SUPPLIES	Technology
260786	31	251	1000	653	100	0000	000	110	1,329.05	7/29/2025	Capstone	TECHNOLOGY - RELATED SUPPLIES	Technology
260786	31	251	1000	653	100	0000	000	115	1,329.05	7/29/2025	Capstone	TECHNOLOGY - RELATED SUPPLIES	Technology
260786	31	251	1000	653	100	0000	000	120	1,329.05	7/29/2025	Capstone	TECHNOLOGY - RELATED SUPPLIES	Technology
260786	31	251	1000	653	100	0000	000	125	1,329.05	7/29/2025	Capstone	TECHNOLOGY - RELATED SUPPLIES	Technology
260786	31	251	1000	653	100	0000	000	130	1,329.05	7/29/2025	Capstone	TECHNOLOGY - RELATED SUPPLIES	Technology
260786	31	251	1000	653	100	0000	000	135	1,329.05	7/29/2025	Capstone	TECHNOLOGY - RELATED SUPPLIES	Technology
260786	31	251	1000	653	100	0000	000	140	1,899.00	7/29/2025	Capstone	TECHNOLOGY - RELATED SUPPLIES	Technology
260786	31	251	1000	653	100	0000	000	145	1,899.00	7/29/2025	Capstone	TECHNOLOGY - RELATED SUPPLIES	Technology
260786	31	251	1000	653	100	0000	000	150	1,899.00	7/29/2025	Capstone	TECHNOLOGY - RELATED SUPPLIES	Technology
260792	31	246	1000	653	100	0000	000	752	56,678.25	7/29/2025	Linkit!	TECHNOLOGY - RELATED SUPPLIES	Curriculum
260794	31	251	1000	653	100	0000	000	767	900.00	7/30/2025	Frontline Technologies Group Llc	TECHNOLOGY - RELATED SUPPLIES	Technology
260832	31	246	1000	653	100	0000	000	752	38,800.00	7/30/2025	Houghton Mifflin Harcourt Publishing Co.	TECHNOLOGY - RELATED SUPPLIES	Curriculum
Bond Fund Total									<u>572,201.63</u>				

YUKON PUBLIC SCHOOLS  
DISTRICT I-27, CANADIAN COUNTY  
TREASURER'S GENERAL LEDGER  
2024-2025

June-25

Assets	Balance	Total Deposits And Collections	Transfers In/<Out>	Drawn and Warrants Paid	Balance
<b>Cash</b>					
0101 YNB - 1910	16,359.71	0.65	0.00	1,509.20	14,851.16
0110 YNB - 9770	2,459,058.99	8,703,170.18	1,000,000.00	10,343,821.32	1,818,407.85
0102 Bank of Oklahoma - Checking	251.23	0.00	0.00	0.00	251.23
0106 Oklahoma Liquid Asset Program	0.00	0.00	0.00	0.00	0.00
0108 Bank of Oklahoma - Insured Cash Sweep (ICS)	70,513,697.60	151,636.17	-31,000,000.00	0.00	39,665,333.77
Deposits/Checks in Transit	0.00	4,158.04	0.00	0.00	4,158.04
Bank Adjustment	-20,306.14	-3,461.57	0.00	-23,767.71	0.00
<b>Total Cash</b>	<b>72,969,061.39</b>	<b>8,855,503.47</b>	<b>-30,000,000.00</b>	<b>10,321,562.81</b>	<b>41,503,002.05</b>
<b>Investments</b>					
0104 CD - Bank of Oklahoma	0.00	0.00	0.00	0.00	0.00
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	30,000,000.00	0.00	30,000,000.00
0107 CD - YNB	20,000,000.00	0.00	0.00	0.00	20,000,000.00
0109 Goldman Sachs	0.00	0.00	0.00	0.00	0.00
<b>Total Investments</b>	<b>20,000,000.00</b>	<b>0.00</b>	<b>30,000,000.00</b>	<b>0.00</b>	<b>50,000,000.00</b>
<b>Total Assets</b>	<b>92,969,061.39</b>	<b>8,855,503.47</b>	<b>0.00</b>	<b>10,321,562.81</b>	<b>91,503,002.05</b>

Liabilities and Fund Balances

2024-25 General Fund	5-11	29,978,833.22	7,253,285.75	433,747.37	9,410,208.04	28,255,658.30
2024-25 General Fund Refund Liability	5-11					
2023-24 General Fund	4-11	433,835.87	0.00	-433,747.37	88.50	0.00
2023-24 General Fund Refund Liability	4-11					
2022-23 General Fund	3-11	0.00	0.00	0.00	0.00	0.00
2024-25 Building Fund	5-21	10,078,377.97	838,720.33	463,792.93	327,508.69	11,053,382.54
2024-25 Building Fund Refund Liability	5-21					
2023-24 Building Fund	4-21	463,792.93	0.00	-463,792.93	0.00	0.00
2024-25 Child Nutrition Fund	5-22	2,711,888.91	672,450.04	0.00	309,748.50	3,074,590.45
2023-24 Child Nutrition Fund	4-22	0.00	0.00	0.00	0.00	0.00
2021 Building Bond	5-31	43,343,845.61	0.00	386,467.28	271,367.07	43,458,945.82
2021 Building Bond	4-31	386,467.28	0.00	-386,467.28	0.00	0.00
2021 Building Bond	3-31	0.00	0.00	0.00	0.00	0.00
2013 Transportation Bond	5-39	1,427,330.98	0.00	0.00	2,642.01	1,424,688.97
2013 Transportation Bond	4-39	0.00	0.00	0.00	0.00	0.00
2024-25 Sinking Fund	5-41	2,795,267.06	91,047.35	0.00	0.00	2,886,314.41
2023-24 Sinking Fund	4-41	0.00	0.00	0.00	0.00	0.00
2024-25 Vision Insurance Plan	5-82	323,032.63	0.00	0.00	0.00	323,032.63
2023-24 Vision Insurance Plan	4-82	0.00	0.00	0.00	0.00	0.00
2024-25 Workers Comp Fund	5-83	29,158.65	0.00	0.00	0.00	29,158.65
2023-24 Workers Comp Fund	4-83	0.00	0.00	0.00	0.00	0.00
2024-25 Casualty/Flood Insurance Fund	5-86	761,385.15	0.00	0.00	0.00	761,385.15
2023-24 Casualty/Flood Insurance Fund	4-86	0.00	0.00	0.00	0.00	0.00
2024-25 Unemployment Comp	5-87	235,845.13	0.00	0.00	0.00	235,845.13
2023-24 Unemployment Comp	4-87	0.00	0.00	0.00	0.00	0.00
<b>Total Liabilities and Fund Balances</b>		<b>92,969,061.39</b>	<b>8,855,503.47</b>	<b>0.00</b>	<b>10,321,562.81</b>	<b>91,503,002.05</b>

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

2024-2025

FY25 CUMULATIVE

Assets		Balance	Total Deposits	Transfers	Drawn and	Balance
		Beg. Of Year	And Collections	In/<Out>	Warrants Paid	
<b>Cash</b>						
0101	YNB - 1910	2,661,900.30	99,592,569.83	-9,069,279.12	93,170,339.85	14,851.16
0110	YNB - 9770	0.00	26,287,776.75	20,469,279.12	44,938,648.02	1,818,407.85
0102	Bank of Oklahoma - Checking	250.38	0.85	0.00	0.00	251.23
0106	Oklahoma Liquid Asset Program	0.00	210,214.08	28,129,326.84	0.00	28,339,540.92
0108	Bank of Oklahoma - Insured Cash Sweep (ICS)	48,613,002.44	1,864,239.99	-39,151,449.58	0.00	11,325,792.85
	Deposits/Checks in Transit	4,114.53	43.51	0.00	0.00	4,158.04
	Bank Adjustment	0.00	-4,075,154.47	0.00	-4,075,154.47	0.00
	<b>Total Cash</b>	<b>51,279,267.65</b>	<b>123,879,690.54</b>	<b>377,877.26</b>	<b>134,033,833.40</b>	<b>41,503,002.05</b>
<b>Investments</b>						
0104	CD - Bank of Oklahoma	0.00	0.00	0.00	0.00	0.00
0104	CD - Bank of Ok. Investment in Transit	0.00	0.00	0.00	0.00	0.00
0105	CDAR's	48,200,000.00	2,175,545.59	-20,375,545.59	0.00	30,000,000.00
0107	CD - YNB	0.00	0.00	20,000,000.00	0.00	20,000,000.00
0109	Goldman Sachs	0.00	2,331.67	-2,331.67	0.00	0.00
	<b>Total Investments</b>	<b>48,200,000.00</b>	<b>2,177,877.26</b>	<b>-377,877.26</b>	<b>0.00</b>	<b>50,000,000.00</b>
	<b>Total Assets</b>	<b>99,479,267.65</b>	<b>126,057,567.80</b>	<b>0.00</b>	<b>134,033,833.40</b>	<b>91,503,002.05</b>
<b>Liabilities and Fund Balances</b>						
2024-25 General Fund	5-11	0.00	89,161,024.82	16,506,068.11	77,413,427.75	28,255,658.30
2024-25 General Fund Refund Liability	5-11		6,825.22	0.00	4,832.10	
2023-24 General Fund	4-11	27,850,080.92	0.00	-16,490,990.91	11,357,096.89	0.00
2023-24 General Fund Refund Liability	4-11		0.00		1,993.12	
2022-23 General Fund	3-11	15,077.20	0.00	-15,077.20	0.00	0.00
2024-25 Building Fund	5-21		8,811,117.86	5,703,685.87	3,461,421.19	11,053,382.54
2024-25 Building Fund Refund Liability	5-21	0.00	121.47	0.00	121.47	
2023-24 Building Fund	4-21	6,275,503.36	0.00	-5,703,685.87	571,817.49	0.00
2024-25 Child Nutrition Fund	5-22	0.00	3,281,597.11	3,195,429.31	3,402,435.97	3,074,590.45
2023-24 Child Nutrition Fund	4-22	3,220,707.79	0.00	-3,195,429.31	25,278.48	0.00
2021 Building Bond	5-31	0.00	2,810,000.00	51,297,233.59	10,648,287.77	43,458,945.82
2021 Building Bond	4-31	52,427,133.29	0.00	-51,293,255.81	1,133,877.48	0.00
2021 Building Bond	3-31	3,977.78	0.00	-3,977.78	0.00	0.00
2013 Transportation Bond	5-39	0.00	450,000.00	1,005,273.66	30,584.69	1,424,688.97
2013 Transportation Bond	4-39	1,005,273.66	0.00	-1,005,273.66	0.00	0.00
2024-25 Sinking Fund	5-41	0.00	21,536,881.32	7,325,545.59	25,976,112.50	2,886,314.41
2023-24 Sinking Fund	4-41	7,325,545.59	0.00	-7,325,545.59	0.00	0.00
2024-25 Vision Insurance Plan	5-82	0.00	0.00	323,032.63	0.00	323,032.63
2023-24 Vision Insurance Plan	4-82	323,032.63	0.00	-323,032.63	0.00	0.00
2024-25 Workers Comp Fund	5-83	0.00	0.00	29,158.65	0.00	29,158.65
2023-24 Workers Comp Fund	4-83	29,277.63	0.00	-29,158.65	118.98	0.00
2024-25 Casualty/Flood Insurance Fund	5-86	0.00	0.00	761,385.15	0.00	761,385.15
2023-24 Casualty/Flood Insurance Fund	4-86	761,385.15	0.00	-761,385.15	0.00	0.00
2024-25 Unemployment Comp	5-87	0.00	0.00	242,259.37	6,414.24	235,845.13
2023-24 Unemployment Comp	4-87	242,272.65	0.00	-242,259.37	13.28	0.00
	<b>Total Liabilities and Fund Balances</b>	<b>99,479,267.65</b>	<b>126,057,567.80</b>	<b>0.00</b>	<b>134,033,833.40</b>	<b>91,503,002.05</b>

INVESTMENT LEDGER - June 2025

Investment Institution	Type	Cusip#	Account #	Purchase Date	Maturity Date	Rate	Current Month Principal	Projected Interest [1]	Par	Interest Payment Frequency	Interest Rcvd	Actual June Interest	Total FY25 Interest
Bank of Oklahoma Bank # 4							0.00	0.00	0.00		EOM BOK Interest \$	- \$	- \$
BOK Investment Total													
BOK CDARS Bank # 5											EOM CDARS Interest \$	- \$	- \$
	CDAR's CD	1031287487		6/5/25	12/4/25	4.35	\$15,000,000.00	\$652,500.00	15,000,000.00	Maturity			
	CDAR's CD	1031287495		6/5/25	6/2/26	4.34	\$15,000,000.00	\$651,000.00	15,000,000.00	Maturity			
BOK CDARS Investment Total													
							\$30,000,000.00	\$1,303,500.00	30,000,000.00				
YNB Inv. Bank # 7											EOM YNB Interest \$	- \$	- \$
	CD	700997920		01/29/25	01/29/26	4.350	20,000,000.00	870,000.00	20,000,000.00	Maturity			
YNB Investment Total													
							20,000,000.00	870,000.00	20,000,000.00				
Total Investments													
							50,000,000.00	2,173,500.00	50,000,000.00		Monthly Interest Earned \$	- \$	\$2,175,545.59
											Interest Earned YTD	\$2,175,545.59	\$2,175,545.59
BOK Maturity Investments													
BOK CDARS Maturity Investments													
	CDARS	1029041136		05/16/24	08/15/24	5.300	6,200,000.00	81,247.25	6,200,000.00				80,270.59
	CDARS	1028526993		02/08/24	02/06/25	4.740	20,000,000.00	945,402.74	20,000,000.00				965,948.16
	CDARS	1029041144		05/16/24	05/15/25	5.150	22,000,000.00	279,369.86	22,000,000.00				1,129,326.84
YNB Maturity Investments													
											\$	- \$	- \$

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

**June Claim  
YUKON PUBLIC SCHOOLS (09-I027) : FY 2025**

<u>Revision Number</u>	<u>Days Operated</u>	<u>Sites Operated</u>	<u>Dates Operated</u>
0	0	3	6/2/2025 - 7/25/2025

<u>Meal</u>	<u>Firsts</u>	<u>Seconds</u>	<u>Rate</u>	<u>Total</u>
Breakfast	0	0	3.0875	
Congregate	0	0		
Non-Congregate	0	0		
Urban & Vended ONLY	4,185	0	3.0300	
Congregate	4185	0		
Non-Congregate	0	0		\$12,680.55
Lunch	0	0	5.4025	
Congregate	0	0		
Non-Congregate	0	0		
Urban & Vended ONLY	5,299	0	5.3150	
Congregate	5299	0		
Non-Congregate	0	0		\$28,164.18
Snack	0	0	1.2800	
Congregate	0	0		
Non-Congregate	0	0		
Urban & Vended ONLY	0	0	1.2500	
Congregate	0	0		
Non-Congregate	0	0		\$0.00
Supper	0	0	5.4025	
Congregate	0	0		
Non-Congregate	0	0		
Urban & Vended ONLY	0	0	5.3150	
Congregate	0	0		
Non-Congregate	0	0		\$0.00

Claim Subtotal                    \$40,844.73



Yukon Public Schools Board of Education Regular Meeting  
Monday, July 7, 2025 6:00 PM  
Yukon Public School District ISD #27 Administration Bldg.  
Board Room, 600 Maple Street, Yukon, OK 73099

1. Invocation/Moment of Silence and Flag Salute

Please join me in a moment of silence. The moment of silence is a time to reflect, meditate, pray or engage in any other silent activity that does not interfere with others. The moment of silence shall begin now.

2. Call to Order and Roll Call

Attendance Taken at 6:02 PM.

Mr. Behymer – Here; Mrs. Cannon – Here; Mr. Coulson – Here; Mr. Wells – Here; Mr. Yanda - Here

3. Reports/ Comments from Superintendent and/or Staff

4. Board Member Communications and Announcements

4.A. Individual Board Member Comments

4.B. Upcoming Meetings/ Events:

**August:**

- 4th 6pm Board Meeting
- 13th First day of school

5. Communications - Request for patrons to address the board - Pursuant to Board Policy AF, comments can be made only by district patrons concerning items listed on this agenda.

There were no requests to speak to the board.

6. 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 we approve all business items on the Finance Consent Docket as listed Passed with a motion by Mrs. Suzanne Cannon and a second by Mr. Brian Coulson.

Mrs. Cannon – Yes; Mr. Coulson – Yes; Mr. Wells – Yes; Mr. Yanda – Yes; Mr. Behymer - Yes

6.A. Encumbrances and Change Orders as recommended by Keith Sinor, Superintendent, and Jason Johnson, Chief Financial Officer

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

6.C. Child Nutrition Report

7. Business 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.

The board requested to remove policy FOB from the list of policies to approve.

I move we approve all items on the Business Consent Docket with the exception of board policy FOB Passed with a motion by Mr. Leonard Wells and a second by Mrs. Suzanne Cannon.

Mrs. Cannon – Yes; Mr. Coulson – Yes; Mr. Wells – Yes; Mr. Yanda – Yes; Mr. Behymer - Yes

7.A. Contracts

7.B. Minutes of the June 2 board meeting

7.C. Surplus

2007 White Chevrolet van vin# 1GNFG15T771173931

2007 Red Chevrolet van vin# 1GNFG15T771174724

2009 White Chevrolet van vin# 1GNFG154191111470

7.D. Continue Lease Revenue Agreement

7.E. 2025-2026 Certified & Specialized Pay Scales

The teachers voted 241-0 to accept the new pay scale.

7.F. Activity Fund Revenue & Expenditure Reports

7.G. Lease Agreement with Together We for Young Minds daycare.

7.H. The following Board Policies have been updated pursuant to legal changes effective July 1st. Normally, we would do the 30 day review period but the changes are all necessitated by legislative updates that are in effect July 1st. These policy updates are found on our website and board policy review sheet. See link below.  
[https://docs.google.com/spreadsheets/d/10qPkKBfHyswsA\\_b\\_3x9NYG9002rIVAsmk6\\_M57-kyz4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/10qPkKBfHyswsA_b_3x9NYG9002rIVAsmk6_M57-kyz4/edit?usp=sharing)

7.I. Athletics Handbooks and Agreements

7.J. Quarterly transfer capacity numbers for July 1st, 2025 (list can be found at [transfer.yukonps.com](http://transfer.yukonps.com))  
 Available at [transfer.yukonps.com](http://transfer.yukonps.com)

Capacity Data Reporting for Quarter 1 - July 2025											
<b>Central Elementary School</b>			<b>Myers Elementary School</b>			<b>Parkland Elementary School</b>			<b>Ranchwood Elementary School</b>		
	Enrollment	Open Seats		Enrollment	Open Seats		Enrollment	Open Seats		Enrollment	Open Seats
PK4	80	0	PK4	0	0	PK4	44	0	PK4	66	0
K	55	0	K	100	0	K	62	0	K	99	0
1st	52	0	1st	108	0	1st	66	0	1st	101	0
2nd	69	0	2nd	100	0	2nd	58	0	2nd	95	0
3rd	88	0	3rd	115	0	3rd	61	12	3rd	107	0
<b>Sheddeck Elementary School</b>			<b>Skyview Elementary School</b>			<b>Surrey Hills Elementary School</b>			<b>Yukon High School</b>		
	Enrollment	Open Seats		Enrollment	Open Seats		Enrollment	Open Seats		Enrollment	Open Seats
PK4	44	0	PK4	66	0	PK4	80	0	9th	745	0
K	71	0	K	92	0	K	166	0	10th	747	0
1st	81	0	1st	96	0	1st	173	5	11th	637	7
2nd	81	0	2nd	107	0	2nd	206	0	12th	619	0
3rd	83	0	3rd	99	0	3rd	162	0			
<b>Independence Intermediate School</b>			<b>Lakeview Intermediate School</b>			<b>Redstone Intermediate School</b>			<b>Yukon Middle School</b>		
	Enrollment	Open Seats		Enrollment	Open Seats		Enrollment	Open Seats		Enrollment	Open Seats
4th	223	0	4th	209	0	4th	308	0	7th	744	0
5th	239	0	5th	194	0	5th	271	0	8th	699	0
6th	282	0	6th	199	3	6th	257	27			

*Enrollment & capacity reflects in-person learning only. Last Updated: 07/01/2025*

8. Vote to convene or not to convene in executive session pursuant to 25 O.S. 307 (B) (3) to discuss the purchase of real property.

I move we convene in Executive Session Passed with a motion by Mr. Leonard Wells and a second by Mrs. Suzanne Cannon.

Mrs. Cannon – Yes; Mr. Coulson – Yes; Mr. Wells – Yes; Mr. Yanda – Yes; Mr. Behymer - Yes

8.A. Acknowledge the board has returned from executive session. Executive session compliance announcement. The board entered into executive session at 6:08pm. In addition to the entire board and the superintendent, Mr. Jason Johnson, CFO were in attendance. The board returned to regular session at 7:00pm.

9. 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 employment of personnel as listed on the attached Exhibit A.

I move we not convene in executive session to discuss the personnel docket Passed with a motion by Mr. Brian Coulson and a second by Mrs. Suzanne Cannon.

Mrs. Cannon – Yes; Mr. Coulson – Yes; Mr. Wells – Yes; Mr. Yanda – Yes; Mr. Behymer - Yes

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

10.C. Discussion and possible action on the attached Exhibit A, Personnel items.

I move we approve all personnel items as presented on Exhibit A. Passed with a motion by Mr. Brian Coulson and a second by Tony Yanda.

Mrs. Cannon – Yes; Mr. Coulson – Yes; Mr. Wells – Yes; Mr. Yanda – Yes; Mr. Behymer - Yes

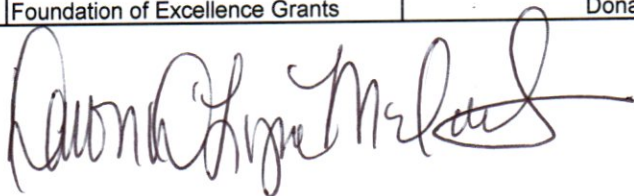
11. Adjournment

Time: 7:01pm

I move we adjourn Passed with a motion by Mr. Brian Coulson and a second by Tony Yanda.  
Mrs. Cannon – Yes; Mr. Coulson – Yes; Mr. Wells – Yes; Mr. Yanda – Yes; Mr. Behymer - Yes

**2025-2026 Community Education Activity Fund Revenue/Expenditures (REVISED)**

ACCT #	ACCOUNT	SOURCE OF REVENUE	AUTHORIZED EXPENDITURES
911	General Fund-Community Ed Classes	CE Classes adult & child, Karate, Drivers Ed, Donations, Facility Rental Fees	Class Fee Refunds, Balance cleared to District
911-002	Curriculum	Student Fees	Refunds, Balance cleared to District
914	General Fund-ChildCare	ChildCare fees, interest	Childcare Refunds, Balance cleared to District
994-001	Community Education	Donations, Product Sales, fees, Interest	Advertising/Marketing, Scholarship, Admissions, Product Cost, Meeting & Office Supplies, Staff/Student Travel, , End of Semester/EOY Expenses, Guest Speaker, Reality Check Supplies/Refreshments, Student Incentives, Food & Refreshments, Professional Development
994-002	Community Enrichment	Fees	Admission
994-003	Childcare Activity	Enrollment Fees, Activity Fees, Donations	Advertising/Marketing, Scholarship, Admissions, Product Cost, Meeting & Office Supplies, Staff/Student Travel, End of Semester/EOY Expenses, Guest Speaker, Activity & General Supplies, Student Incentives, Food & Refreshments, Student Tshirts
994004	Community Ed-The Breakfast Staff Incentives	Donations, Sponsorships, Product Sales	Staff Incentives, Food/Refreshments, Facility Rental, Event Supplies, Guest Speaker, Staff Shirts, Audio & Visual Service/Rental, Table/Chair Rental, Printing Services
994-006	Summer Camp	Enrollment Fees, Activity Fees, Late Drop Fees, Tshirts	Advertising/Marketing, Scholarship, Field Trips & Admissions, Product Cost, Meeting & Office Supplies, Staff/Student Travel, Snacks, End of Summer Expenses, Guest Speaker, Activity & General Supplies, Student Incentives, Food & Refreshments, staff/student tshirts
994-008	Mobile Book Bus	Donations, Product Sales	Books and Supplies, Advertising/Marketing, Student Incentives
994-009	Seniors on the Silo	Donations	Advertising/Marketing, Equipment Rental, Audio-Visual Services, Misc Expenses
994-010	Beautiful Day	Donations	Charitable Contributions
995-001	Community Engagement-Daycare Support	Fees	Snacks, Day Care Supplies
983-001	Foundation of Excellence Grants	Donation	Grant expenses for qualifying Teachers
983-002	Foundation of Excellence Grants	Donations	Charitable Contributions to YPSFE



ACTIVITY FUND

Sub- Account Transfer Request

Date: 7/2/25

FROM:

ACCOUNT NAME: 978001

ACCOUNT NUMBER: Independence Intermediate - Principal Acct

Amount: 120<sup>00</sup>

TO:

ACCOUNT NAME: 976001

ACCOUNT NUMBER: Skylark Elementary -- Principal Acct.

REASON FOR TRANSFER: Deposit was posted to 978001 should  
have been posted to 976001.

Principal: [Signature]

Director: [Signature]

CFO: [Signature]

Superintendent: \_\_\_\_\_

Board of Education: \_\_\_\_\_

ACTIVITY FUND  
Sub- Account Transfer Request

Date: ~~7/23/25~~ 7/23/25

FROM:

ACCOUNT NAME:	<u>Administration</u>	<u>Incentive Interest</u>	
ACCOUNT NUMBER:	<u>989001</u>	<u>988002</u>	TOTAL
Amount:	<u>\$25,223.72</u>	<u>\$12,306.28</u>	<u>\$37,530.00</u>

TO:

ACCOUNT NAME: Staff Incentive Accounts- See attached for individual Accounts.  
 ACCOUNT NUMBER: See attached for individual account numbers.

REASON FOR TRANSFER: To set aside funds for sites to use for their  
staff incentives

Principal: \_\_\_\_\_

Director: \_\_\_\_\_

CFO:  \_\_\_\_\_

Superintendent: \_\_\_\_\_


Board of Education: \_\_\_\_\_



**Business Office**  
**Staff Incentive Funds**  
 Annual Allocation

The District has set aside funds for sites to use for their staff incentives from interest earnings which come to the District. These moneys can be used for staff incentive expenditures beginning November 1, 2024. Additional funds can be raised at the site level at the discretion of the site principal. Note that funds raised for staff incentives can only be raised by and from adults, and must be clearly designated for such purpose when raised. Options for these fundraisers include soliciting donations and merchandise sales to adults by adults. All fundraisers must be board approved.

Site	Total Employees	Base Allocation	Additional \$15.00 per employee	Total Site Allocation
Central	60	\$1000	\$900	\$1900
Myers	47	\$1000	\$705	\$1705
Parkland	46.5	\$1000	\$698	\$1698
Ranchwood	55	\$1000	\$825	\$1825
Shedeck	45	\$1000	\$675	\$1675
Skyview	61.5	\$1000	\$923	\$1923
Surrey Hills	81	\$1000	\$1215	\$2215
Independence	73	\$1000	\$1095	\$2095
Lakeview	64.5	\$1000	\$968	\$1968
Redstone	75.5	\$1000	\$1133	\$2133
YMS	124.5	\$1000	\$1868	\$2868
YHS (includes FAC and NASS)	206	\$1000	\$3090	\$4090
YALE	12	\$1000	\$180	\$1180
BRIDGES	4	\$1000	\$60	\$1060
Athletics	8	\$1000	\$120	\$1120
Transportation	67	\$1000	\$1005	\$2005
Special Education	36	\$1000	\$540	\$1540
District Office (BO, HR, Curriculum, IT & Enrollment)	48	\$1000	\$720	\$1720
Maintenance	15	\$1000	\$225	\$1225
Community Engagement	39	\$1000	\$585	\$1585



6.85 in.

CVUTECH

0.85 in.

**2025-2026**

***Program Information Sheets***

*Dr. Earl Cowan and El Reno Campuses*



**Dr. Earl Cowan Campus**  
1701 S Czech Hall Rd  
Yukon, OK 73099  
(405) 345-3333

**El Reno Campus**  
16505 E HWY 66  
El Reno, OK 73036  
(405) 262-2629

**Information**

About CV Tech ..... 1  
Schedule, Transportation, Industry Certifications , HS/College Credit ..... 2  
Contact Information ..... 3  
Program Counselor and Administration ..... 4

**Program Information Sheets**

Accounting and Business Management ..... 7  
Automotive Collision Technology ..... 8  
Automotive Service Technology ..... 9  
Aviation Maintenance Technology (HS) ..... 10  
Aviation Maintenance Technology (Adult) ..... 11  
Basic Peace Officer Certification (Adult) ..... 12  
Biomedical Science (HS) ..... 13  
Computer Aided Drafting & Design ..... 14  
Computer Information Systems ..... 15  
Computer Programming ..... 16  
Construction Trades ..... 17  
Cosmetology ..... 18  
Criminal Justice ..... 19  
Cybersecurity ... ..... 20  
Diesel Technology ..... 21  
Digital Media Technology ..... 22  
Early Care and Education ..... 23  
Electrical Trades ..... 24  
Esthetician ..... 25  
Firefighter ..... 26  
Graphic Design ..... 27  
Health Careers CNA (HS) ..... 28  
Health Careers AUA+ (HS) ..... 29  
Heating, Ventilation, Air Conditioning & Refrigeration ..... 30  
Industrial Automation ..... 31  
Medical Assistant ..... 32  
Medical Office ..... 34  
Physical Therapy Services ..... 37  
Plumbing (Adult) ..... 38  
Practical Nursing (Adult) ..... 39  
Precision Machining Technology ..... 40  
Pre-Engineering (HS) ..... 41  
Project Connect (HS) ..... 42  
Project Search (Adult) ..... 43  
Service Careers Building and Ground Maintenance ..... 44  
Service Careers Hospitality ..... 45  
Surgical Technology (Adult) ..... 46

## Program Information Sheets (cont)

Teacher Prep (HS) .....	47
Underground Utility Locating Technician (HS) .....	48
Vision Care Technician .....	49
Welding .....	50

## Appendix

Competencies of Computer Technology and OCAS Courses .....	52
Reading and Math Levels .....	57
World of Work Map .....	59
Oklahoma CareerTech Certifications Processes .....	60
Math Requirement Senate Bill / Transcribing .....	61
Transcribing .....	62 Adult
Enrollment Steps .....	63

## Canadian Valley Technology Center

Since 1970, we have been providing educational opportunities for high school students and adults. Our programs and services help you if you're ready to enter the workforce, if you're going to college, if you're an adult ready to make a career change or simply ready to expand your skills. CV Tech is ready to help you focus on your future.

CV Tech's student body is a diverse group of high school students from 14 sending schools and adults from the communities we serve. We have three campuses and offer training in 29 career fields.

Each year, hundreds of students choose to maximize their education by adding Canadian Valley's career-focused curriculum to their class schedules. Students are taught the fundamental concepts of their chosen field and learn to apply them in a professional lab/shop environment, all while learning to apply math, science, literacy, and employment readiness into their studies. This approach helps our students master highly technical procedures and gives them a head start on developing the work ethic employers demand from employees. As a result, our graduates are prepared to keep up with today's rapidly changing job market.

At CV Tech, instructors utilize instructional delivery that consists of individualized, standards-based learning through the use of an online learning management system and hands-on, skills-driven, project-based learning that includes work-based learning opportunities and capstone projects. Employability skills and academic skills instruction are incorporated with occupational skills education throughout the program.



## CV Tech Information

### Schedule

We offer two daytime class sessions:

AM 8:20 - 11:20 PM 12:20 - 3:20

Class sessions are approximately three hours with a ten minute break. Students will spend the

entire time  
in their  
program  
unless they  
are taking a

math class at CV Tech.

### Transportation

Bus transportation is provided from each high school campus or students may choose to drive to campus.

### Industry Certifications


The District

will pay up to \$350.00 per student, per program toward trade-specific certification examinations and licenses related to the student's approved program of study. To receive this benefit, a student must:


- be taking their first attempt; does not count for retakes
- be currently enrolled or recently completed (within the current year)
- be an in district student in good standing

- have the program instructor's recommendation to take the exam.

## High School Credit

Courses that qualify for credit are marked with this symbol  on the program syllabus. They will also be marked with one of the following symbols to identify the type of credit earned.

 = Science Credit  = Computer Science Credit  = Math Credit

All  marked courses qualify for Oklahoma Promise credit. OCAS codes are listed on the program information sheet. Awarding of high school credit for courses shall be at the option of the local independent board of education.

Check ODCTE website for continuous updates.

<https://oklahoma.gov/careertech/educators/ocas-codes.html>

## College Credit

Our current partnership with Southwestern Oklahoma State University does allow students from certain programs to receive dual credits. This information is noted on the applicable program information sheets. For more information contact a CV Tech counselor. Many Oklahoma colleges use Prior Learning Assessments (PLAs) to award college credit for courses taken or certifications earned at technology centers.

See current Statewide PLA Technical Inventory at

<https://showwhatyouknowok.org/careertech-occupational-licenses/>.

## Contact Information

<b>El Reno Campus</b> (405) 262-2629 6505 East HWY 66 El Reno, OK 73036	<b>Program Administrators</b>
	Jennie Croslin (405) 422-2348 Brandon Cary (405) 422-2267 Alan Cook (405) 422-2314 Markus Truelove (405) 422-2383 Corey Herndon (405) 422-2288
	<b>Counselors</b>
	Debra Booth (405) 422-2262 Kristi Stephens (405) 422-2252 Jennifer Davis (405) 422-2384
	<b>Special Needs Coordinator</b>
	Kari Stomprud (405) 422-2284
<b>Outreach and Recruitment Specialist</b>	

	Alexis Graham (405) 422-2344 Katie Voegeli (405) 422-2522
<p align="center"><b>Cowan Campus</b></p> <p align="center">(405) 345-3333 1701 S Czech Hall Road Yukon, OK 73099</p>	<b>Program Administrators</b>
	Joe Meziere (405) 422-2301 Karen Sneary (405) 345-3345
	<b>Counselor</b>
	Carrie Brunk (405) 345-3340
	<b>Special Needs Counselor/Assessment</b>
	Melissa Holcomb (405) 345-3376
	<b>Outreach and Recruitment Specialist</b>
	Alexis Graham (405) 422-2344 Katie Voegeli (405) 422-2522

## **Program Counselor and Administrator**

*Please direct questions to the counselor and/or administrator that supports each program.*

Accounting and Business Management Cowan

Melissa Holcomb Karen Sneary Automotive Collision Technology El Reno Kristi Stephens Alan Cook  
Automotive Service Technology El Reno Kristi Stephens Alan Cook Aviation Maintenance Technology  
(Adult) El Reno Kristi Stephens Brandon Cary Aviation Maintenance Technology (High School) El Reno  
Kristi Stephens Brandon Cary Basic Police Officer Certification El Reno Debra Booth Alan Cook Biomedical  
Sciences Cowan Carrie Brunk Meziere/Sneary Computer Aided Drafting & Design El Reno Debra Booth  
Alan Cook Computer Information Systems El Reno Debra Booth Markus Truelove Computer Programming  
El Reno Debra Booth Markus Truelove Construction Trades El Reno Jennifer Davis Brandon Cary  
Cosmetology El Reno Jennifer Davis Brandon Cary Criminal Justice El Reno Debra Booth Alan Cook Cyber  
Security El Reno Debra Booth Markus Truelove Diesel Technology El Reno Kristi Stephens Alan Cook  
Digital Media Technology El Reno Debra Booth Alan Cook Early Care and Education El Reno Debra Booth  
Brandon Cary Electrical Trades El Reno Jennifer Davis Brandon Cary Esthetician El Reno Jennifer Davis  
Brandon Cary Graphic Design El Reno Debra Booth Alan Cook Health Careers - CNA & AUA Cowan

Melissa Holcomb Meziere/Sneary Heating, Ventilation, Air Conditioning & Refrigeration El Reno Jennifer  
Davis Brandon Cary Industrial Automation El Reno Kristi Stephens Alan Cook Math El Reno All Counselors  
Markus Truelove Medical Assistant Cowan Carrie Brunk Karen Sneary

## **Program Counselor and Administrator (Cont.)**

*Please direct questions to the counselor and/or administrator that supports each program.*

Medical Office Specialist Cowan Melissa

Holcomb Karen Sneary Physical Therapy Services Cowan Melissa Holcomb Joe Meziere Plumbing El  
Reno Debra Booth Corey Herndon Practical Nursing Cowan Carrie Brunk Pam Roberts Precision  
Machining Technology El Reno Kristi Stephens Brandon Cary Pre-Engineering El Reno Krisi Stephens  
Alan Cook Project Connect El Reno Brandi Bird Markus Truelove Project Search Cowan Kari Stomprud  
Joe Meziere Service Careers - Building and Grounds El Reno Kari Stomprud Alan Cook Service Careers  
- Hospitality El Reno Kari Stomprud Alan Cook Surgical Technology Cowan Carrie Brunk Pam Roberts  
Teacher Prep El Reno Jennifer Davis Markus Truelove Underground Utility Locating Technician El Reno  
Kristi Stephens Alan Cook Vision Care Technician Cowan Carrie Brunk Joe Meziere Welding El Reno  
Debra Booth Brandon Cary



# *Programs*

*0.67 in.*

*4.34 in.*

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The Accounting & Business Management program at CV Tech provides students with technology and managerial skills needed for success in competitive business careers as well as valuable prerequisite skills for success in college business majors such as accounting, finance, marketing and management. Students choose an emphasis on either accounting or administrative support.

A focus on professional business communication, office procedures, and advanced Microsoft Office software programs including word processing, spreadsheet, database, and presentation software, assist with college readiness and provide professional training for immediate job placement in positions related to accounting and administrative support.

### Local Program

Accounting Clerk/Administrative Assistant, OCAS 9202/9226

*Option 1: Accounting Clerk*

*Option 2: Administrative Assistant*

120 8169

**Courses Hours OCAS** Fundamentals of Technology

Fundamentals of Administrative

Technologies   120 8103 Office Administration &

Management   120 8105 Business Math 40

Administrative Technologies II   120 8104

Accounting I 120 Accounting II *Option 1*

**Occupations**

Administrative Assistant Receptionist  
Financial Clerk  
Accounts Payable and Receivable Clerk

Human Resources Concepts and  
Digital Marketing *Option 2*

Payroll Accounting *Option 1*  
120

Customer Assistance *Option 2* 120 Capstone 80

**Total Hours 960**

**Resources**

- Microsoft Office
- GCFLearnFree.org
- The Office: Procedures and Technology
- Records Management
- The Office Specialist
- Customer Service

Payroll Clerk

**Entry Level**

**Salary Range** \$15.00 - \$23.00 per hour

**Licensure/Certification** Microsoft Office  
Specialist  
Intuit Certified  
Bookkeeping  
Professional

Quickbooks Certified User

**Suggested Entry Level Skills**

9th grade reading level;  
Basic math skills

- Accounting General Journal
- QuickBooks Pro
- Payroll Accounting
- 

7

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CVTech's Automotive Collision Technology program, an I-CAR affiliate, prepares students for success in the collision repair industry. Students gain hands-on experience in auto detailing, nonstructural and structural repair, refinishing, shop management, and customer service. The program emphasizes industry standards, safety, and precision to develop well-rounded, job-ready technicians.

**Local Program**

Collision Repair Technician, OCAS

<b>Courses Hours OCAS</b> Non-Structural Repair 300	Auto Detailer Refinishing Technician Collision Technician Estimator / Appraiser Service Writer Industrial Refinishing Heavy Truck Collision Repair
Structural Analysis and Damage Repair 40	
Painting and Refinishing 300	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <b>Entry Level</b>
Damage Analysis, Estimating, and Customer Service 70	<b>Salary Range</b> \$10.00 - \$22.00 per hour <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Electrical / Electronics 40	<b>Licensure/Certification</b> I-Car Academy Pro Level 1 I-CAR Academy Platinum Refinishing I-CAR Academy Platinum Nonstructural
Mig (GMAW) Welding 90	
Detailing 30	<i>ODCTE Competency Tests:</i> CRR Non-Structural Analysis & Damage Repair CRR Painting and Refinishing
Capstone Projects 90	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <b>Suggested</b>
<b>Total Hours 960</b>	<b>Entry Level Skills</b> 9th grade reading level; Basic math skills; Algebra, Geometry
<b>Clothing Requirement</b> Body Technician Helper	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Students must wear long pants or shorts, a shirt, and close-toed shoes. No basketball shorts. Must wear clothes that can get dirty; be prepared to get dusty.

**Resources**

- I-CAR Collision Repair PDP Online
- Auto Collision Repair and Refinishing

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The Automotive Service Technology program at CV Tech is a NATEF-certified curriculum designed to prepare students for careers in the automotive industry through hands-on training and technical instruction. The program emphasizes the diagnosis, maintenance, and repair of passenger vehicles and light trucks, including modern, computer-controlled models. Students receive training across key automotive systems, including brakes, steering and suspension, electrical systems, heating and air conditioning, automatic and manual transmissions, drivetrains, and engine repair and performance.

Automotive Technician (NATEF Aligned), OCAS

**Local Program**

9906/9907 **Courses Hours OCAS** Automotive

Brakes 120

Maintenance/Light Repair Tech  
Parts Counter Associate

Automotive Heating and

[Redacted]

Entry Level

Air-Conditioning 120

**Salary Range**  
\$12.00 - \$25.00 per hour

Automotive Electrical/Electronics 120

[Redacted]

Automotive Steering and Suspension 120

**Licensure/Certification** EPA 609 Certification  
*Student ASE:*

Automotive Manual DriveTrain and Axle 120

Brakes  
Suspension and Steering  
Electrical and Electronic  
Systems  
Heating and Air Conditioning  
Maintenance and Light Repair  
Engine Performance  
Engine Repair  
Manual DriveTrain and Axles  
Automatic  
Transmission/Transaxle  
Automobile Service Technology

Automotive Automatic Transmission 120

Automotive Engine Repair 120

Automotive Engine Performance 120

**Total Hours 960**

[Redacted]

Suggested

**Clothing Requirement**

**Entry Level Skills**  
10th grade reading level; Basic  
math skills; Algebra; Geometry

[Redacted]

**Occupations**

[Redacted]

Automotive Technician  
Automotive Service Advisor

Work shirt and work pants; valuable clothing should not be worn, as it could be ruined by contact with dirt and grease. Closed-toe shoes are required; leather, high top, steel toe work shoes, or boots with oil resistant non-slip soles are preferred. Safety glasses are required (1st pair provided).

**Resources**

- CDX Online Fundamentals of Automotive Technology
- AllData website
- ProDemand website

[Redacted]

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The Aviation Structural Technician program is composed of training and course work that helps prepare students for a career as an Aviation Structural Technician. This program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance, and repair. Students prepare for a career as aircraft structural technicians and support personnel. Topics include flight line and shop safety, aircraft structures, metals, hand tools, and measuring devices, aircraft riveting, hardware, technical drawings, forming processes, structural repair and corrosion control.

[Redacted]

**Local Program**

Aviation Maintenance, OCAS 9879/9880 **Occupations** Aviation Structural Technician

[Redacted]

Maintenance   180 8886 Basic Electricity

180 8887

**Licensure/Certification**

Completion of this course may lead to advanced standing in the Adult Aviation program at CVTech.

Aerospace General 200

Aerospace General II 120

**Suggested**

Airframe I 280

**Entry Level Skills**

11th grade reading level; Basic math skills; Algebra, Geometry

**Total Hours 960**

**Clothing Requirement  
Entry Level Salary Range**

Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

**Resources**

- Aircraft Structural Technician (Dale Crane)
- Texas Instruments TI30XIIS Calculator
- A&P Technician General Textbook
- A&P Technician Airframe Textbook
- ASA General Test Guide
- ASA Aircraft Inspection, Repair and Alterations AC43, 13 1B and 2B
- Federal Aviation Regulations

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The Aviation Maintenance Technology program is composed of the training and course work that meet the eligibility requirements to take the Federal Aviation Maintenance (FAA) examinations for Airframe and Powerplant certification.

This FAA-approved program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance and repair. Students are prepared for jobs as aircraft maintenance technicians and support personnel. Topics include general information, basic electricity, airframe structure, airframe systems, reciprocating engines and systems, propeller systems, and gas turbines and systems. The curriculum is structured as follows:

**Local Program**

Aviation Maintenance Technician, OCAS 9901 **Occupations** Aviation Maintenance

Aviation consists of the three areas below. Individual courses for each area are listed on the next page

Airframe 828

**Licensure/Certification**

Preparation for assessment/certifications: FAA Mechanics Certificate with Airframe and Powerplant ratings  
Federal Aviation Administration (FAA, part 147) approved

Powerplant 672

[Redacted] program

**Suggested Entry**

**Total Hours 1980**

**Level Skills**

Minimum scores of 245 in reading and 245 in Quantitative Reasoning, Algebra, and Statistics on the Accuplacer exam.

**Clothing Requirement**

[Redacted]

Technician

**Entry Level Salary**

[Redacted]

**Range**

[Redacted]

\$18.00 - \$25.00

Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe shoes. Students will be expected to wear protective clothing designated by the instructor. Protective clothing includes aprons, hard hats, shoes covering feet, lab coats, gloves, goggles, and safety glasses. Failure to wear such protective clothing can result in dismissal.

**Resources**

- Texas Instruments TI30XIIS Calculator
- Aviation Mechanic Series General
- A&P Technician Airframe Textbook
- A&P Technician Powerplant Textbook
- ASA General Test Guide
- ASA Powerplant Test Guide
- ASA Aircraft Inspection, Repair and Alterations AC43.13 1B and 2B
- Federal Aviation Regulations (FAR-AMT)

[Redacted]

11

- ASA Airframe Test Guide

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The Basic Peace Officer Certification (BPOC) at CV Tech is made possible through a collaborative effort between the Council on Law Enforcement Education and Training (CLEET), the Oklahoma legislature, and Career Tech. The program prepares cadets for a career in law enforcement, corrections, and public safety. Cadets learn a variety of police fundamentals and functions including firearms, investigations, and forensics.

[Redacted]

NIMS 700 2 Traffic 17 SFST 32 Radar / Lidar 4 First  
 Aid for Peace Officers 12 Criminal Investigations 82  
 Patrol 68 Firearms Training 73 Law Enforcement  
 Driver Training 42 Custody and Control 72 EOI  
 Practical Exercises 66 Administrative and Exams 23  
 Physical Training 51 Crisis Intervention Team 40  
 Taser Training 8 LASER 16 Emotional/Financial  
 Planning for LE 4 **Total Hours 706**

Certification

**Resources** 70 OS 3311 CLEET Training

**Suggested Entry Level Skills** 10th grade reading level;  
 Basic math skills

**Prerequisites** Must meet CLEET requirements (background check, fingerprints, physical assessment, POSSE Exam, MMPI, H.S. diploma or GED, age 21, U.S. citizen or resident alien), physical agility test, and physician's assessment.

**Prior**

**Learning Assessment:** Students that complete this program may receive credit from SWOSU for 29 hours of 4000 level course credit.

12  
 Law Enforcement  
 Security  
 Corrections  
 Public Safety

**Entry**

**Level Salary Range** \$39,981- 57,860- Annually



**Licensure/Certification** Basic Peace Officer

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The Biomedical Science program at CV Tech offers students an engaging, hands-on learning experience focused on the human body, cell biology, genetics, disease processes, and related biomedical topics. Utilizing the nationally recognized Project Lead the Way curriculum, the program is complemented by advanced coursework in science and mathematics. Designed for college-bound students, this program provides a strong foundation for those pursuing advanced studies in medicine, healthcare, and related fields.

**Local Program**

Biomedical Sciences STEM Academy, OCAS 9852/9870 **Retention Criteria**

**Courses Hours OCAS Sophomore**

Accelerated Algebra II   120 4412 Accelerated

Chemistry   120 5051

PLTW Principles of Biomedical

Sciences   240 8706 **Junior**

AP Pre-Calculus   120 4614 AP Chemistry or

PLTW Medical Interventions   240 8708 **Senior**

AP Statistics   120 4760 AP Biology   120

5035 PLTW Biomedical Innovation   240 8719

**Total Hours 1440**

**Dual Credit Options:**

CVTech Course: SWOSU Course:

It is recommended that students maintain a C or higher to progress to the next semester.

Credits and

Students are expected to take AP exams and may earn college credit with qualifying scores

**Suggested**

**Entry Level Skills** Completed Biology I, Algebra I, and Geometry in high school with a grade of "B" or better in all math and science courses and a strong interest in the medical field. A grade of "C" or better in accelerated and AP courses. 90% attendance for the previous semester, or supporting documentation for extenuating circumstances.

**Certifications** NOCTI Biotechnology Certification

AP Pre-Calculus College Algebra Anatomy and Physiology Anatomy and Physiology 1

**Resources**

- Biology In Focus: AP Edition
- Human Anatomy and Physiology
- Introductory Chemistry
- Chemistry: A Molecular Approach AP 13

- Pearson Algebra 2
- Practice of Statistics, 6th Ed
- Precalculus: Graphical, Numerical, Algebraic 8th Ed

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The CADD program at CV Tech emphasizes communication design through 3D modeling, texturing, animating, rigging, and game design. Students gain introductory skills in traditional design software (AutoCAD, Revit, Bentley Systems, Inventor) to prepare for skills and techniques of emerging technologies (advanced real-time rendering, interactive design and virtual reality using Twinmotion, Blender, and Unreal). Options are offered in civil, architectural, and mechanical design and drafting.

**Local Program**

Computer Aided Drafting, OCAS 9681/9682

*Option 1 Civil*

*Option 2 Architectural*

*Option 3 Mechanical*

**Courses Hours OCAS**

Fundamentals of Computer Aided Drafting and Design   120 8905

Engineering Computer Aided Drafting and Design   120 8904 Fundamentals and

Applications in CAD 120

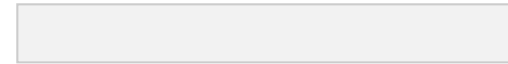
**Licensure/Certification**

AutoDesk-AutoCAD  
AutoDesk-Inventor  
AutoDesk-Revit  
Bentley Systems

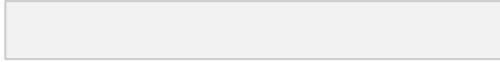
Option 1

**Occupations**

CAD Drafter Designer  
2D Drafter Designer  
3D Drafter Designer



CAD Architectural Option 2 CAD Mechanical Option 3  
230

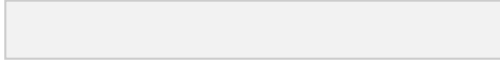


**Suggested Entry Level Skills**

9th grade reading level; Basic

**Entry Level Salary Range**

\$12.00 - \$26.00 per hour



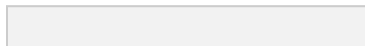
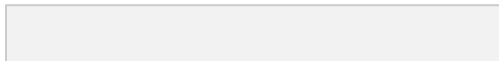
Capstone 180 **Total Hours 960**

**Resources**

- Solid Professor
- Bentley Systems

14

math skills;



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The Computer Information Systems program at CV Tech provides comprehensive training in the installation, maintenance, and repair of personal computers, servers, and network systems. Students gain hands-on experience in building, configuring, upgrading, diagnosing, and troubleshooting workstations, servers, and network infrastructure. The curriculum also includes instruction in assembling and installing Ethernet cabling, configuring and managing network devices such as switches, hubs, and routers, and supporting various aspects of network communication. This program prepares students for careers in IT support, network administration, and systems management.

Network PC Support Technician, OCAS

**Local Program**

9542/9543 Courses Hours OCAS

Entry Level Computer Technician  
Client Support Technician Help Desk Technician  
Network Technician  
PC Technician

Computer Repair & Troubleshooting I   240 8136

Entry Level

Occupations Salary Range \$18.00 - \$20.00 per hour

Licensure/Certification

Computer Repair & Troubleshooting II

All students:  
PC Pro

240 8137 Routing & Switching I   240 8125

Optional:  
CompTIA  
A+  
Network+  
Security+  
Linux+  
ITS  
Device Configuration and Management  
Network Security  
Cybersecurity  
Networking

Routing & Switching II   240 8126

Total Hours 960

Resources

- LabSIM TestOut

15

Suggested Entry Level Skills

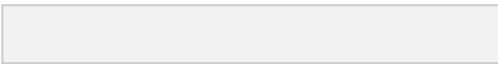
10th grade reading level;

Basic math skills;

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The Computer Programming program at CV Tech provides students with a strong foundation in object-oriented programming and software development. Using a variety of programming languages—including HTML5, JavaScript, Python, C#, MySQL, and others—students design and develop event-driven applications for both Windows and web-based platforms. The curriculum also includes coding for game engines, enabling students to create interactive applications and computer games featuring real-time graphics. This program prepares students for careers in software development, web programming, and interactive media design.

**Local Program**



Web Applications Developer, OCAS

9557/9558 **Occupations**

Web Designer  
.Net/C# Programmer

**Courses Hours OCAS** Fundamentals of Web Design   120 8153 Python   120 8871

Web Scripting Foundations   240 8157

SQL and PL/SQL Database Applications

Development   120 8141 C# Programming   180 8166

Network/Client Operating Systems   120 8121 Employment Readiness (Capstone) 60

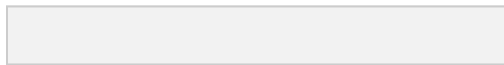
**Total Hours 960**

**Resources**

- W3 Schools Website
- Mozilla
- Stack Overflow
- React.dev
- Gmetrix

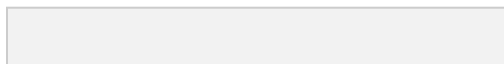
16

Python Developer  
Artificial Intelligence



**Entry Level Salary Range**

\$15.00 - \$28.00 per hour



**Licensure/Certification**

ITS:

HTML5 Application  
Development Fundamentals  
Software Development  
Fundamental - C#  
Introduction to JavaScript  
Introduction to Programming:  
Using HTML and CSS  
Database Fundamentals  
Networking  
Python

**Suggested Entry Level Skills**

10th grade reading level; Basic math skills; Algebra

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The Construction Trades program at CV Tech provides hands-on training in modern commercial and residential building techniques including frame and finish carpentry. Instruction covers roofing, wood and metal framing, siding, doors and trim, cabinetmaking, and basic flooring concepts.

**Local Program**

General Carpenter, OCAS 9098/9099	<b>Occupations</b>
<b>Courses Hours OCAS</b> Core Construction 120	<b>Entry Level Salary Range</b> \$17.50 - \$22.00 per hour
Structural Framing 360 Cabinet Construction 250	
Cabinet Installation 80 Interior Finishing 90	<b>Licensure/Certification</b> OSHA 10 General
Construction Principles 60 <b>Total Hours 960</b>	<b>Suggested Entry Level Skills</b> 9th grade reading level; Basic math skills
<b>Clothing Requirement</b> Carpenter Cabinet Maker's Assistant Equipment Operator	
<input type="text"/>	

Closed-toe shoes (work boots or tennis shoes); no loose-fitting clothing.

**Resources**

- Carpenters International Career Connections
- Project Book 3 Residential and Commercial

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The Cosmetology program at CV Tech prepares students enrolled in the cosmetologist program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation, hair, scalp, nail, and facial treatments. Students must complete 1250 hours of training; high school students may have 250 hours waived if high school courses are successfully completed. Students must register with the State Board of Cosmetology which requires a \$10.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

*High school students may not be enrolled in a pull-out academic class.*

**Local Program**

Cosmetologist Public and Cosmetologist, OCAS 9478/9488

<b>Courses</b>	<b>Hours HS</b>	<b>Hours Adult Occupations</b>	<b>Cosmetologist Nail Technician</b>
Introduction to Cosmetology/Theory	150	125	Esthetician
Scalp Treatments and Shampoo/Conditioning	30	25	
Shaping	180	160	
Hairstyling	120	250	
Hair Color Tints and Bleaching	120	140	
Hair Restructuring / Permanent Waving	180	200	
Basic Manicure/Pedicure	60	70	
Facials	60	130	
Professional Development/ Customer Service/Shop Management	100	150	
<b>Total Hours</b>	<b>1000</b>	<b>1250</b>	
			<b>Entry Level Salary Range</b> \$17.00 - \$35.00 per hour
			<b>Licensure/Certification</b> Cosmetologist License from the State Board of Cosmetology
			<b>Suggested Entry Level Skills</b> 10th grade reading level; Basic math skills; Algebra
<b>Clothing Requirement</b>			

Uniforms are required; the cost is typically between \$50 to \$60 for top and pants and \$20 for shoes.

**Resources**

- Pivot Point Cosmetology
- S/P2 Safety

The Criminal Justice program at CV Tech is designed to prepare students for careers in public safety and emergency response. With a focus on foundational skills and real-world scenarios, students explore roles such as dispatcher, corrections officer, security professional, and are equipped to pursue further education toward becoming a police officer. The program includes training and certification opportunities, helping students develop into well-rounded, service-driven first responders committed to community safety.

**Local Program**

Criminal Justice, OCAS 9629/9638 **Occupations**  
**Courses Hours OCAS** Police Function and  
 Fundamentals 100 First Aid & CPR 9  
 911 Telecommunicator 90 Criminal Law / Procedures  
 105  
 Narcotics and Clandestine Lab  
 Investigations 30  
 Defensive Tactics and Physical Fitness 160  
 Traffic Management & Accident  
 Investigation 40  
 Criminal Investigations and Evidence 195 CLEET  
 Phase 1 135 CLEET Phase II 36  
 Crisis Intervention and the Emotionally  
 Disturbed 60 **Total Hours 960**

Emergency  
 or certifications:  
 Police Officer  
**Entry Level Salary**  
**Range**  
 \$14.00 - \$37.00  
 per hour

**Licensure/Certification**

Basic Life Support  
 Private Security, Phase I Basic  
 Private Security, Phase II Basic  
 Private Investigator, Phase III

**Suggested Entry Level Skills**

10th grade reading level; Basic  
 math skills

**Resources**

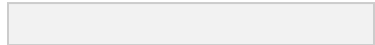
- Forensic Science Fundamentals & Investigations, 3rd Edition
- Law Enforcement I
- Private Security, Phase I Basic
- Private Security, Phase II Basic
- Private Investigator, Phase III

**Clothing Requirement**

Telecommunicator  
 Security Guard  
 Detention Officer

Requires additional education

Students must wear closed-toe shoes for all activities (no sandals allowed). Students are required to wear a uniform that will be purchased in the bookstore. If a hat is worn, the brim must be facing their face.



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The Cybersecurity program at CV Tech prepares students to protect computer networks and digital information by planning, implementing, upgrading, and monitoring security measures. Students learn to assess system vulnerabilities, identify security risks, and develop and implement effective risk mitigation strategies. The program also emphasizes the application of appropriate security controls to safeguard digital files and critical electronic infrastructure.

**Local Program**



Cybersecurity Specialist, OCAS 9530/9564

**Occupations**

**Courses Hours OCAS** Network/Client Operating Systems   120 8121 Enterprise Security

Management 270 Network Security 270 Cyber Forensics   60 8134 Regulatory Compliance &

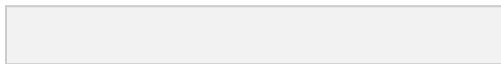
Auditing   120 8186 Ethical Hacking & Pen Testing Essentials 120 **Total Hours 960**

**Resources**

- Ascend
- Cisco Net Academy
- EC-Council
- Hack the Box

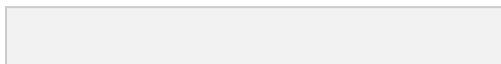
20

SOC Analyst  
Cybersecurity Analyst  
Pentester



**Entry Level Salary Range**

\$20.00 - \$29.00 per hour



**Licensure/Certification**

*All students:*  
CompTIA Security+

*Also Optional:*  
CompTIA PenTest+  
CompTIA CySA+



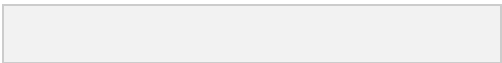
**Suggested Entry Level Skills**

10th grade reading level; Basic math skills



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The Diesel Technology program at CV Tech is a NATEF-aligned curriculum designed to prepare students for careers in diesel maintenance and repair. With a focus on heavy-duty, over-the-road trucks and equipment, students receive hands-on training in servicing diesel engines, powertrain components, fuel and electrical systems, air brake systems, and cab air conditioning.



**Local Program**

Commercial Truck Technician, OCAS 9912/9913

**Courses Hours OCAS**

Fundamentals of Medium/Heavy Diesel

Truck Technology <sup>75</sup>

Medium/Heavy Truck Steering and

Suspension <sup>90</sup>

Medium/Heavy Truck Brakes <sup>105</sup>

Medium/Heavy Truck Preventive

Maintenance <sup>105</sup>

Medium/Heavy Diesel Truck Drivetrain <sup>45</sup>

Medium/Heavy Truck Electricity <sup>220</sup>

Medium/Heavy Diesel Truck Heating

and Air Conditioning Introduction <sup>90</sup>

Medium/Heavy Truck Engine Systems <sup>230</sup>

**Total Hours 960**

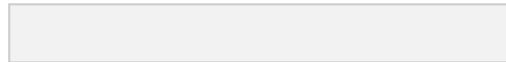
**Clothing Requirement**

Jeans, steel-toe shoes or boots, and safety glasses are required and metatarsal guards are recommended. Lightweight coveralls may be used to protect clothing.

**Occupations**

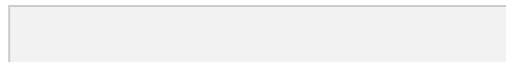
Diesel Technician

Hydraulic Equipment Technician Diesel Drive Hydraulic Technician



**Entry Level Salary Range**

\$17.00 - \$25.00 per hour



**Licensure/Certification**

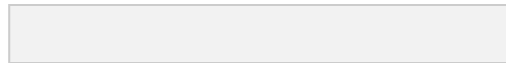
*Student ASE:*

Brakes

Steering and Suspension

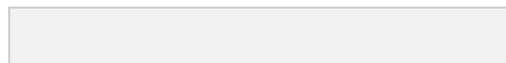
Electrical

Diesel Engines



**Suggested**

**Entry Level Skills** 10th grade reading level; Basic math skills; Algebra; Geometry



**Resources**

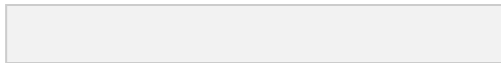
- CDX Medium/Heavy Vehicle
- AllData website
- Truck Pro website

The Digital Media Technology program at CV Tech prepares students for careers in video production and digital communication. Using Apple computers and industry-standard software, students produce a variety of media content while gaining hands-on experience in both creative and technical aspects of digital media. All students receive training in drone operation, with the opportunity to earn FAA commercial drone pilot certification. Video Production students focus on Adobe Premiere Pro and After Effects, while Digital Communications students develop marketing materials using Adobe Photoshop and InDesign, along with strategies for digital marketing through social media platforms.

**Local Program**

Multimedia Specialist, OCAS 9540/9541

- Option 1 Digital Communications*
- Option 2 Video Producer*



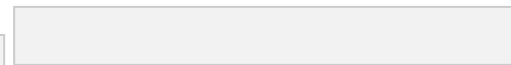
**Occupations**

Production Assistant

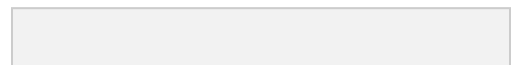
Digital Media Specialist  
Photographer

**Courses Hours OCAS** Fundamentals of Technology

120 8169 Digital Media Production 120



Marketing Assistant **Entry Level Salary Range \$14.00-\$25.00 per hour**



Multimedia & Image Management Techniques

and Graphic Design

120 8150 Digital Editing and Production

**Licensure/Certification**

*Adobe Certified Associate:* InDesign  
Photoshop  
Premiere Pro

Photography 120

Digital Marketing *Option 1*

Broadcast Production *Option 2* 80 Non-Linear

*FAA Certification:*  
Recreational Flyer

Digital Editing *Option 1&2* 80 Desktop Publishing

Commercial Unmanned Aerial Systems (UAS)

*Option 1*

Advertising Strategies *Option 1*

Students will create a professional portfolio or demo reel

Audio Production *Option 2*

120 8149

Non-Linear Digital Production *Option 2* 120 Capstone 80

**Total Hours 960**

**Resources**

- Gmetrix
- AccuSkills
- Stukent

22

**Suggested Entry Level Skills** 9th grade reading level;

Basic math skills

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The Early Care and Education program at CV Tech prepares students for careers in child care and early childhood education. Students gain hands-on experience through rotations at the on-site Child Development Center, accredited by the National Accreditation Commission for Early Care and Education Programs (NAC). The center serves children from six weeks to five years of age. As part of the program, students begin building a professional portfolio toward earning the nationally recognized Child Development Associate (CDA) Credential.

**Local Program**

Early Care Education, OCAS 9480/9489

**Courses Hours OCAS**

Planning a Safe, Healthy Learning Environment 120

Advancing Children’s Physical and Intellectual Development 120

Supporting Children’s Social and Emotional Development 120

Building Productive Relationships with Families 120

Managing an Effective Program 120

Maintaining a Commitment to

Professionalism 120

Observing and Recording Children’s Behavior 120

Understanding Principles of Child Development 120

**Total Hours 960**

**Clothing Requirement**

**Occupations**

Early Care & Education Master Teacher

**Entry Level**

**Salary Range** \$8.00 - \$18.00 per hour

**Licensure/Certification**

*CECPD Certifications:*

Entry Level Child Care Training  
 Sleep Safe  
 Early Learning Guidelines  
 American Heart Association  
 BLS / First Aid

*students who complete the CDA process while working at a child development center may apply for their National Credential.*

**ODCTE Competency Tests:**

Teacher Assistant  
 Master Teacher  
 Pathway to Your National Credential

**Suggested**

**Entry Level Skills** 9th grade reading level; Basic math skills

*After completing this program,*

Closed-toe shoes required in the Child Development Center kitchen. Clothing should be washable and fit to allow for movement, outdoor activities and sitting on the floor with children.

**Resources**

- Working with Young Children
- Child Development

National Credentialing Program and CDA Competency Standards

23

- The Child Development Associate

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The daytime and evening Electrical Trades programs at CVTech are a CareerTech State affiliated program. They provide training in residential and commercial electrical installations. The curriculum covers the National Electrical Code (NEC), blueprint reading, code calculations, safety procedures, and various wiring methods. Graduates of the program earn a certificate recognized by the Oklahoma Construction Industries Board as one year of credit toward the four-year experience requirement for a journeyman electrician license. *The evening program is an adult only program.*

**Local Program**

Electrician's Assistant, OCAS 9058/9086 **Occupations** Electrical Apprentice

**Courses Hours OCAS** General Safety 50 Tools and Junior Electrical Estimator  
 Meters 90 Blueprint Reading 30 Electrical Distribution Generator Installation and  
 in Construction 40 Basic Conduit Theory 100 Maintenance Technician

Alternative Current Theory 60 Electrical Wiring **Entry Level Salary Range**  
 \$16.00 - \$24.00 per hour

Installations 390 Environmental Electrical Practices 60

Electric Motor Control 80 National Electrical Code 100

**Licensure/Certification**  
 OSHA 10 - Construction

**Total Hours 1000**

CIB Apprenticeship License

**Clothing Requirement**

Electric Maintenance  
 Motor Control Apprentice

**Suggested Entry Level Skills**

9th grade reading level; Basic math skills; Algebra; Geometry;

Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes and coveralls or overalls.

**Resources**

- Construction Core Curriculum;
- 221 Trainee Guide
- Modern Residential Wiring
- Modern Commercial Wiring

24

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The Esthetician program at CVTech prepares students enrolled in the esthetician program for the State Board of Cosmetology licensing exam and to work in the cosmetology industry. Students will receive classroom instruction and hands-on training in sanitation and facial treatments. Students must complete 600 hours of training. Students must register with the State Board of Cosmetology which requires a \$10.00 fee and documentation of date of birth (must be 16 years old by November 1st) and social security number prior to attending class.

*High school students may not be enrolled in a pull-out academic class and must commit to attending in June to complete the program.*

**Local Program**

Esthetician/Facialist/Facial Operator, OCAS 9481 **Occupations** Esthetician  
Facialist

**Courses Hours OCAS**

Bacteriology, Disinfection, Sanitation and Safety 80

Sciences: Histology, Dermatology and Physiology of the Skin 180  
Facials 200  
Non-Permanent Hair Removal 40

Salon Development 60

Board Rules, Regulations and Statutes 40

**Clothing Requirement**

Facial Operator  
Skin Care Specialist

**Entry Level**

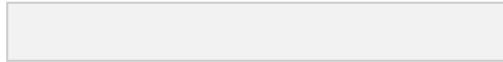
**Salary Range**  
\$18 - \$23 per hour

**Licensure/Certification**  
Esthetician / Facialist License  
from the State Board of  
Cosmetology

**Total Hours 600**

**Suggested**

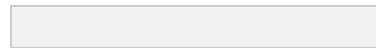
**Entry Level Skills** 10th grade reading level; Basic math skills



Uniforms are required; the cost is typically between \$50 to \$60 for top and pants and \$20 minimum for shoes.

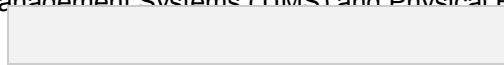
**Resources**

- Pivot Point



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The Firefighting program at CVTech is a one year program targeted to high school seniors. The program provides a foundational understanding of firefighting and hazardous materials response. Through a combination of classroom instruction and hands-on training, students will study fire behavior, fire prevention, suppression techniques, rescue operations, and the use of personal protective equipment that will prepare them for industry certifications. Embedded in this course is CPR, National Incident Management Systems (NIMS), Traffic Incident Management Systems (TIMS) and Physical Fitness.

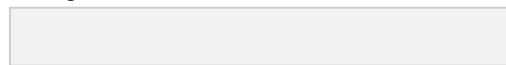


**Local Program**

Firefighter, OCAS 9630/9645 **Occupations**

**Courses Hours OCAS** First Aid and CPR 10

Firefighter

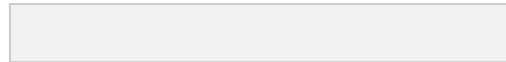


**Entry Level**

National Incident Management Systems 20 Hazardous

**Salary Range** \$21.00 - \$28.00 per hour

Materials Awareness 70 Firefighter I 210 Firefighter



Physical Training 84 Firefighter II 50 Basic Vehicle

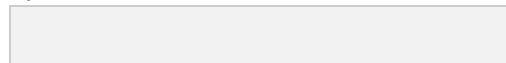
**Licensure/Certification** Basic Life Support  
Firefighter I

Extrication 20 Flammable Liquid and Gas Emergencies

Firefighter II  
NIMS/TIMS

**16 Total Hours 480**

Hazardous Materials  
Operations

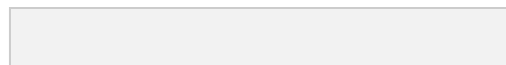


**Suggested**

**Resources**

- Hazardous Materials For First Responders 6th Edition
- Essentials 8 For Firefighting-Firefighter 1 & 2
- 2024 Emergency Response Guide

**Entry Level Skills** 10th grade reading level; Basic math skills



- National Incident Management Systems 100, 200, 700 and 800 online course

**Clothing Requirement**

Students must wear closed-toe shoes for all activities (no sandals allowed). Students are required to wear a uniform for class and for physical training that will be purchased in the bookstore. If a hat is worn, the brim must be facing their face.

The Graphic Design program at CV Tech prepares students for entry-level positions in the graphic design industry, including roles in print shops, sublimation studios, and related fields. Students gain proficiency in Adobe Creative Cloud software—InDesign, Illustrator, and Photoshop—along with various supporting tools used to create and edit visual content.

The curriculum emphasizes core design principles such as composition, color theory, layout, illustration, and typography. In addition, students receive hands-on training with industry-relevant production equipment, including large-format printers, sublimation tools, and banner-making devices, while also developing skills in file management, creativity, and conceptual sketching.

Fundamentals to Portfolio Development 20 **Total**

**Local Program**

Graphic Designer, OCAS 9133/9144

**Hours 960**

**Courses Hours OCAS** Desktop Publishing and

Graphic Design 180 8149

Multimedia & Image Management Techniques 120

8150

Graphics Installation 80 Typography 100 Production

Techniques 140 Illustration 140 Page Layout

Advertising Design 20

Occupations

Introductory Graphic Designer  
Graphic Artist  
Print Shop Associate  
Production Assistant

Sublimation Technician

**Entry Level Salary Range** \$15.00 - \$25.00 per hour

**Licensure/Certification**

*Adobe Certified Associate:* Illustrator  
Photoshop  
InDesign

Students will create a

professional portfolio

**Required Materials**

There is a \$45 materials fee that is required for all students in this program.

**Suggested Entry**

**Level Skills** 10th grade reading level; Basic math skills (understanding the marks on a ruler for example)

**Resources**

- Advertising and Design
- Creative Workshop
- GO: A Kidd's Guide to Graphic Design ● GMetrix
- CONDE Video Training
- The Print Handbook

27

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The first year of the Health Careers program at CV Tech prepares students in core medical knowledge, anatomy, physiology, medical terminology, CPR, health care communication, and long term care aide skills. Students who complete the program will take the certification test for Long Term Care Aide, also known as Certified Nursing Assistant (CNA), and have the opportunity to add Home Health Aide to their certification. Students who receive their CNA may choose from the following for their second year of the program: Advanced Unlicensed Assistant AUA+, Medical Assistant, Vision Care Technician, Physical Therapy Services, or Medical Office.

**Salary Range** \$15.00 - \$16.00 per hour

**Local Program**

Health Careers CNA, OCAS 9301

Anatomy and Physiology   120 5333 HealthCare

**Courses Hours OCAS** Medical Terminology 60

Provider CPR 9

**Occupations** Certified Nursing Assistant  
Home Health Aide

Certified Nursing Assistant  
*includes National Health Science Standards*

**Licensure/Certification**  
AHA BLS Provider CPR Long Term Care Aide LTCA /  
Certified Nursing Assistant CNA

**Entry Level**

*(Core) and a minimum of 16 clinical hours in a long term care facility or setting*  
275

Home Health Aide

**Suggested Entry Level Skills**

Home Health Care Nursing Assistant 16 **Total Hours**

10th grade reading level; Basic

480

Algebra math skills;

**Clothing Requirement**

Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A sweatshirt or jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

**Dual Credit Options:**

CVTech Course: SWOSU Course:

Anatomy and Physiology Anatomy and Physiology 1

**Resources**

- Dean Vaughn Medical Terminology
- Chabner Medical Terminology
- The Human Body in Health and Illness
- Hartman’s Nursing Assistant Care – Long Term Care and Home Care

The Health Careers AUA+ program at CV Tech offers students a comprehensive entry point into the healthcare field, beginning with training and certification as an Advanced Unlicensed Assistant (AUA). Students then advance to focused instruction in EKG technology and phlebotomy.

Those who meet additional qualifications may pursue a specialized track designed to serve as a foundation for nursing education. Each pathway within the program equips students with the knowledge, skills, and experience needed for continued education and long-term career advancement in the healthcare industry. *This program requires that a student has already completed Health Careers CNA.*

<p><b>Local Program</b> Health Careers AUA+, OCAS 9331</p> <p><b>Courses Hours OCAS</b> Advanced Unlicensed Assistant 240</p> <p><i>Option 1</i></p> <table border="0"> <tr> <td>EKG Technician</td> <td>120</td> <td>Provider, CPR</td> </tr> <tr> <td>Phlebotomy</td> <td>120</td> <td>NCCT ECG Technician NCET</td> </tr> <tr> <td></td> <td></td> <td>NCCT Phlebotomy Technician</td> </tr> <tr> <td></td> <td></td> <td>NCPT</td> </tr> </table> <p><i>Option 2</i></p> <table border="0"> <tr> <td>Fundamentals of Nursing I</td> <td>165</td> <td></td> </tr> <tr> <td>Fundamentals of Nursing II</td> <td>75</td> <td></td> </tr> </table> <p><b>Total Hours 480</b></p>	EKG Technician	120	Provider, CPR	Phlebotomy	120	NCCT ECG Technician NCET			NCCT Phlebotomy Technician			NCPT	Fundamentals of Nursing I	165		Fundamentals of Nursing II	75		<div style="border: 1px solid gray; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p><b>Occupations</b> Certified Nursing Assistant Home Health Aide Advanced Unlicensed Assistant Phlebotomist EKG Tech</p> <div style="border: 1px solid gray; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p>Monitor Tech</p> <p><b>Entry Level</b></p> <p><b>Salary Range</b> \$15.00 - \$19.00 per hour</p> <div style="border: 1px solid gray; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p><b>Suggested Entry Level Skills</b></p>
EKG Technician	120	Provider, CPR																	
Phlebotomy	120	NCCT ECG Technician NCET																	
		NCCT Phlebotomy Technician																	
		NCPT																	
Fundamentals of Nursing I	165																		
Fundamentals of Nursing II	75																		
<p><b>Required for Enrollment</b></p>	<p>Licensure/Certification AHA BLS</p>																		



10th grade reading level; Basic

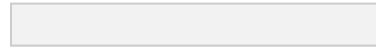
- *For AUA and Option 1 above:* Must have Long Term Care Aide Certificate
- *For AUA and Option 2 above:* Must have Long Term Care Aide Certificate, Score of 250 or higher on Accuplacer Reading and Arithmetic Tests; an 80% or higher in MedTerm and Anatomy and Physiology

**Clothing Requirement**

Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

**Resources**

- Lippincott Acute Care Skills for Advanced Nursing Assistants
- Basic Arrhythmias
- Blood Collection
- Fundamentals of Nursing Care
- The Human Body in Health and Illness



The HVACR program at CV Tech provides an introduction to residential and light commercial systems. Students gain foundational knowledge and hands-on experience in key areas, including workplace safety, mechanical systems, refrigeration principles, electrical systems specific to HVACR, residential and light commercial air conditioning, domestic and commercial refrigeration, and sheet metal fabrication. *The evening program is adult only.*

**Local Program**

Residential and Light Commercial HVACR Technician, OCAS 9059/9080

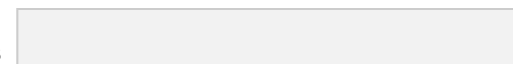
Thermodynamics 195 Electricity for HVAC 50 Heat and Air Flow 105

General Safety 90 Career major Capstone -

**Courses Hours OCAS**

Zoning, Ductless, and Variable Refrigerant Flow Systems 70 Refrigeration Handling and Systems 85 Heat Pumps 45 HVAC System Installation and Start-Up 305 Principles of Heat Transfer and

WBL/Internship 55 **Total Hours 1000**



**Occupations** Apprentice HVAC Technician Sheet Metal Fabrication

Apprenticeship

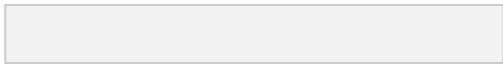
**Entry Level Salary**

**Range**

\$15.00 - \$20.00 per hour

After obtaining a Journeyman's License, employees

may earn \$20.00/hour or more.



**Licensure/Certification**

EPA 608 Certification  
HC/HFO Certification  
Techniques and Regulations for the Safe Handling of  
Flammable Hydrocarbon and Hydrofluoroolefin  
Refrigerants

OSHA 10 General Safety

Gastite Certification

Two years of experience  
toward the 3-years required for a Journeyman License



**Suggested**

**Entry Level Skills** 10th grade reading level; Basic math  
skills; Algebra; Geometry

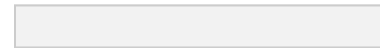


**Clothing Requirement**

Closed-toe shoes and proper PPE are required and long pants are recommended in the shop.

**Resources**

- NCCER Core Curriculum Trainee Guide
- Your Role in the Green Environment
- NCCER HVAC Level 1-4 Trainee Guide
- Refrigerant Charging and Service Procedures for Air Conditioning

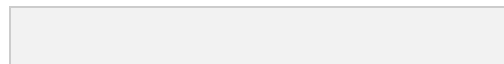


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The Industrial Automation program at CV Tech prepares students for careers in the rapidly evolving manufacturing and automation industries. Career opportunities include roles such as electro-mechanical technician, controls technician, and programmable logic controller (PLC) technician.

Students gain hands-on experience in mechanical systems integration and maintenance, electrical controls, robotic automation, fluid power systems (including hydraulics and pneumatics), and programmable logic controllers. Graduates emerge as multi-skilled professionals equipped to succeed and grow across a wide range of industrial and automation technology fields.



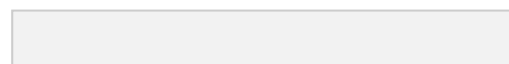
**Local Program**

Industrial Automation, OCAS 9723/9724

**Courses Hours OCAS** AC/DC Electrical Systems  
104 Electric Motor Control 82 Variable Frequency  
Drives 36 Fluid Power 203 Mechanical Systems 122  
Programmable Applications 105 Robot Integration 55  
Mechatronics/Instrumentations Systems 90 Energy  
Transmission and Distribution 65 Capstone -

**Occupations**  
Communication 90 **Total Hours 960**

**Clothing Requirement**  
Programmable Logic Control  
Technician  
Programmable Logic Controller  
Controls Technician  
Electromechanical Technician



**Entry Level**

**Salary Range**  
\$28.00 - \$35.00 per hour

[Redacted]

**Entry Level Skills**  
11th grade reading level;  
Algebra; Geometry;  
Trigonometry

**Licensure/Certification**

OSHA - Lockout/Tagout  
SACA - Silver Level  
Certifications  
Forklift Certification

[Redacted]

[Redacted]

**Suggested**

Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

**Resources**

- Amatrol: Industrial Maintenance Electrical Systems Advanced Manufacturing •
- Universal Robotics UR Academy
- Tech Labs

[Redacted]

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The Medical Assistant program at CVTech prepares students for a dynamic career in healthcare. Students will learn essential clinical skills like assisting with patient exams, performing diagnostic tests, and conducting lab procedures, along with key administrative tasks such as scheduling and electronic health record management. Upon completion, students are eligible to sit for the NCCT Medical Assistant, ECG Technician, and Phlebotomy Technician exams. This program opens doors to employment in clinics, hospitals, and physician offices, and can also serve as a stepping stone toward other careers in nursing.

[Redacted]

**Local Program**

Medical Assistant, OCAS 9326/9388

**Occupations**

**Courses Hours OCAS Medical Terminology 60**

Anatomy and Physiology [ ] [ ] 120 5333 Medical

Assisting Simulation 60

Law and Ethics for Medical Careers 120

Clinical Procedures I 120

Medical Assisting Lab Procedures 120

Pharmacology 120

Clinical Procedures II 120

Administrative Medical Office 60

Medical Assisting Practicum 60

**Total Hours 960**

**Clothing Requirement**

Medical Assistant  
Phlebotomist

[Redacted]

**Entry Level Salary Range**

\$14.00 - \$18.00 per hour

[Redacted]

**Licensure/Certification**

NCCT Certified Medical  
Assistant  
NCCT Phlebotomy Certification NCCT EKG Technician

[Redacted]

**Suggested Entry Level Skills** 9th grade reading level;  
Basic math skills

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs, navy, are required for clinical rotation.

**Resources**

- Comprehensive Medical Assisting Text, Workbook, & MindTap online
- HIPAA Online

The Medical Assistant program at CVTech prepares students for a dynamic career in healthcare. Students will learn essential clinical skills like assisting with patient exams, performing diagnostic tests, and conducting lab procedures, along with key administrative tasks such as scheduling and electronic health record management. Upon completion, students are eligible to sit for the NCCT Medical Assistant, ECG Technician, and Phlebotomy Technician exams. This program opens doors to employment in clinics, hospitals, and physician offices, and can also serve as a stepping stone toward other careers in nursing.

**Local Program**

Medical Assistant, OCAS 9326 **Occupations** Medical Assistant

**Courses Hours OCAS** Medical Terminology 60

Anatomy and Physiology 60

Administrative Procedures 120

Pharmacology 60

Phlebotomy for the Clinical Medical Assistant 60

Clinical Procedures 180

Medical Assisting Clinical Experience 60

**Total Hours 600**

**Clothing Requirement**

Phlebotomist  
EKG Technician

[Redacted]

**Entry Level**

**Salary Range** \$14.00 - \$18.00 per hour

[Redacted]

**Licensure/Certification** NCCT Certified Medical Assistant  
NCCT Phlebotomy Certification  
NCCT EKG Technician  
BLS for Healthcare Providers

[Redacted]

**Suggested**

**Entry Level Skills**

9th grade reading level; Basic math skills

[Redacted]

**Resources**

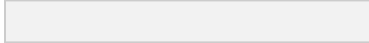
- Comprehensive Medical



Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs, navy, are required for clinical rotation.

**Dual Credit Options:**

CVTech Course: SWOSU Course:  
 Medical Terminology Medical Terminology  
 Anatomy and Physiology Anatomy and Physiology I



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The Medical Coding Specialist program at CV Tech equips students with the knowledge and skills needed for careers in medical billing, coding, and administrative support. The curriculum includes training in administrative medical assisting, medical terminology, basic anatomy and physiology, medical coding, insurance processing, and electronic health records. This training prepares students for employment in medical offices and healthcare facilities in roles such as medical billing specialist, medical coder, or administrative medical assistant.

**Local Program**

Medical Coding Specialist, OCAS 9230

**Courses Hours OCAS** Foundations of Medical

Office 100

Medical Insurance 160

Electronic Health Record 140

Medical Terminology and Disease

Processes for Medical Coding 200

Diagnostic Coding ICD-10-CM 135

Procedure Coding 135

Advanced Diagnostic Coding 135

Advanced Procedure Coding 135

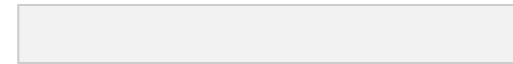
Employment Essentials 120

**Total Hours 1260**

**Dual Credit Options:**

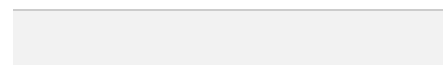
CVTech Course: SWOSU Course: Outpatient Coding

Coding 1 Inpatient Coding Coding 2



**Occupations**

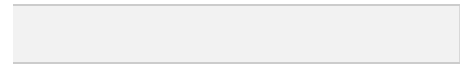
Medical Insurance/Billing  
Specialist  
Medical Coder  
Medical Office Assistant  
Medical Administrative  
Assistant  
Patient Services



Representative

**Range**

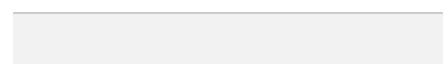
**Entry Level Salary**



\$15.00 - \$19.00  
per hour

**Licensure/Certification**

AHIMA Certified Coding  
Specialist  
AAPC Certified Professional  
Coder  
NHA Certified Billing and  
Coding Specialist  
NHA Certified Electronic Health



Record Specialist

**Suggested Entry**

**Level Skills**

Keyboarding at 35 words per  
minute with 97% accuracy;  
10th grade reading level; Basic  
math skills

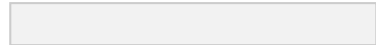
Medical Terminology Medical Terminology

**Prior Learning Assessment:**

Students that receive a certification listed above may receive credit from SWOSU for Coding I, Coding II, and Coding III.

**Resources**

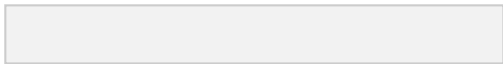
- Administrative Medical Assistant
- Medical Terminology and Anatomy for Medical Coding
- CPT - Step-By-Step
- CPT - Professional
- Icd-10-Cm/Pcs Coding
- Icd-10-Cm Expert for Hospitals • Icd-10-Pcs Expert
- Insurance Handbook for The Medical Office



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The Patient Account Representative program at CV Tech provides adult students with comprehensive training in administrative medical assisting, medical billing, and electronic health records. This program prepares students for employment in medical offices and healthcare settings in a variety of administrative roles. Students may also have the opportunity to earn nationally recognized certifications through the National Healthcareer Association (NHA), enhancing their qualifications and job readiness in the healthcare industry.

**Local Program**



Patient Account Representative, OCAS

9213 Occupations

**Courses Hours OCAS**

Fundamentals of Administrative Technologies 120

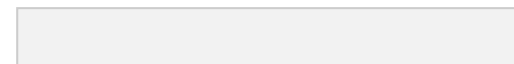
**Total Hours 600**

Medical Terminology 80

**Clothing Requirement**

- Patient Account Representative
- Patient Services Representative
- Medical Office Assistant
- Medical Administrative Assistant

Patient Billing and Medical Insurance 160

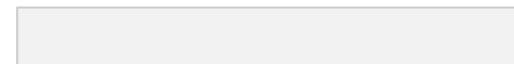


**Entry Level**

Electronic Health Records 120

**Salary Range**  
\$14.00 - \$16.00 per hour

Medical Office Procedures 120



**Licensure/Certification**  
Administrative Medical Assistant CTTC NHA Certified

Electronic Health Record Specialist  
NHA Certified Medical Administrative Assistant

Keyboarding at 35 words per minute with 97% accuracy;  
10th grade reading level; Basic math skills

**Suggested Entry Level Skills**

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

**Resources**

- Medical Terminology Systems
- Kinns Administrative Medical Assistant

35

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The Patient Account Specialist program at CV Tech prepares high school students for careers in healthcare administration through focused training in administrative medical assisting, medical billing, and electronic health records. The curriculum equips students with the skills necessary for employment in medical offices and healthcare facilities in a variety of administrative roles.

Students also have the opportunity to earn nationally recognized certifications through the National Healthcareer Association (NHA) and Microsoft Office. This allows students to demonstrate proficiency in essential software applications commonly used in healthcare environments and enhance students' professional credentials and readiness for both immediate employment and future educational opportunities.

**Local Program**

Patient Account Specialist, OCAS 9230/9231 **Occupations**

**Courses Hours OCAS** Fundamentals of Technology

Business Math 40

120 8169

**Total Hours 960**

Fundamentals of Administrative

Technologies 120 8103

Office Administration and

**Clothing Requirement**

Patient Account Representative Patient Services  
Representative Medical Office Assistant  
Medical Administrative Assistant

Management 120 8105 Medical Terminology 180

Electronic Health Records 100

**Entry Level Salary Range**

\$14.00 - \$16.00 per hour

Patient Billing and Medical Insurance 160

Foundations of Medical Office 120

**Licensure/Certification**

Administrative Medical Assistant CTTC  
 NHA Certified Electronic Health  
 Record Specialist  
 NHA Certified Medical  
 Administrative Assistant

**Entry Level Skills**  
 Keyboarding at 35 words per  
 minute with 97% accuracy; 10th grade reading level;  
 Basic math skills

**Suggested**

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area.

**Resources**

- Medical Terminology Systems
- Kinns Administrative Medical Assistant

36

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The Physical Therapy Services program at CVTech is a one year program designed to prepare students to perform the duties of physical therapy technician. Students will gain knowledge of functional musculoskeletal anatomy, basic evaluation skills, gait training/ambulation/patient transfers, therapeutic modalities, therapeutic functional and sports specific rehabilitation/fitness testing, orthotics/prosthetics, taping/bracing, and patient charting/insurance/billing. They will experience hands-on in class instruction, clinical observations, and perform direct patient care. Students also prepare to earn a physical therapy aide certification from the American Medical Certification Association (AMCA).

**Local Program**

Physical Therapy Aide, OCAS 9382

**Occupations**

<p><b>Courses Hours OCAS</b> Healthcare Provider CPR 15</p> <p>Medical Terminology 45</p> <p>Functional Anatomy 60</p> <p>Essentials of Physical Therapy 60</p> <p>Introduction to Sports Medicine &amp; Therapy Careers 60</p> <p>Therapeutic Modalities &amp; Rehabilitations for the Physical Therapy Aide 90</p> <p>Sports Med &amp; Rehab Essentials 90</p> <p>Physical Therapy Aide Mentorship 60</p>	<p>Physical Therapy Aide          Rehabilitation Technician Aide Occupational Therapy Aide <input type="text"/> <b>Entry Level</b></p> <p><b>Salary Range</b>  <input type="text"/> \$15.00 - \$20.00 per hour</p> <p><b>Licensure/Certification</b>          Physical Therapy Technician/Aide Certification (PTTC)          AHA BLS Provider, CPR, First Aid <input type="text"/></p> <p><b>Suggested Entry Level Skills</b>          9th grade reading level; Basic math skills</p> <p><input type="text"/></p>
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**Total Hours 480**

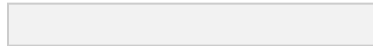
**Clothing Requirement**

Students must wear black jogger style scrub pants with a CVTech t-shirt. CVTech (or sending high school) sweatshirts and jackets are allowed. No torn, ripped, or stained clothing is allowed. Students

must wear healthcare appropriate shoes (athletic/tennis shoes- closed toe that are clean and professional, no Croc type shoes).

**Resources**

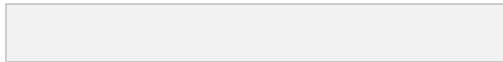
- Sports Medicine Essentials: Core Concepts in Athletic Training
- Physical Therapy Aide
- Introduction to Medical Terminology



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The Plumbing program at CV Tech is designed to prepare students for entry-level employment as plumbing technicians. The curriculum provides a strong foundation in plumbing fundamentals, including trade safety, proper use of tools and equipment, and the responsibilities associated with working in the construction industry.

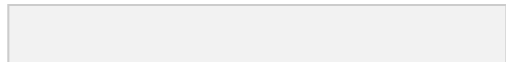
This program serves as an introduction to the plumbing trade and may lead to further education and career advancement, including the pursuit of licensure as a Journeyman Plumber. Students also have the opportunity to earn up to two years of credit toward apprenticeship requirements with the Oklahoma Construction Industries Board, accelerating their path to professional certification. *This is an adult only evening program.*



**Local Program**

Plumbing Technician, OCAS 9067/9095 **Occupations** Commercial or Residential  
Plumbing Apprentice

**Courses Hours OCAS**

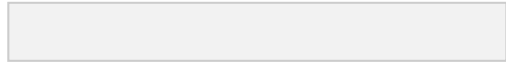


Introduction to Plumbing Tools and Materials 100  
Calculations and Drawings 100

**Licensure/Certification**  
OSHA 10 - General  
Apprenticeship License

Two years of experience toward a Journeyman License

Plumbing Utilities 100  
Rough-In for Final Phase 360



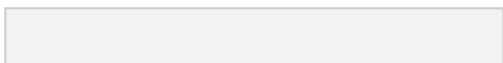
**Suggested**

Plumbing System Repair and Diagnosis 340

**Entry Level Skills**  
10th grade reading level; Basic math skills; Algebra; Geometry  
**Total Hours 1000**

Underground Utilities  
Apprentice  
Commercial or Residential  
Maintenance

**Clothing Requirement**



**Entry Level**



**Salary Range** \$17.50 - \$20.00 per hour

Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes or boots, and long pants are required in the shop.

**Resources**

- PHCC Plumbing 101, 201, 301, and 401

The Practical Nursing program at CV Tech is designed to prepare adult students for a career as Licensed Practical Nurses (LPNs). Upon successful completion of the program, graduates are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN), the required step for obtaining licensure and entering the workforce as a qualified LPN.

<b>Local Program</b>		Practical Nursing, OCAS 9323	<b>Occupations</b>
<b>Courses Hours OCAS</b>	Medical Terminology 45	<b>Practical Nurse Entry Level Salary Range</b> \$12.00 - \$27.00 per hour	
Anatomy & Physiology 120			
Intro to Nursing 40		<b>Licensure/Certification</b> <i>Students able to apply for NCLEX examination for</i>	
Fundamentals of Nursing I 165		Practical Nursing licensure	
Fundamentals of Nursing II 70			<b>Entry Level</b>
Pharmacology and Intravenous Therapy		<b>Skills</b> Minimum scores of 250 in reading and 250 in arithmetic on the Accuplacer exam.	
Skills 60			
Clinical Level II 193			<b>Clothing</b>
Medical Surgical Nursing I 85		<b>Requirement</b>	
Pediatric Nursing 65		Students are required to wear scrubs of any color to class every day. Scrub tops, tshirts, or sweatshirts can be worn with scrub pants. School uniform	
Clinical Level III 276		scrubs (specific color with specific patches) are only required during clinicals and are purchased from the CV Tech bookstore.	
Maternal/Newborn Nursing 65			
Mental Health Nursing 40			
Clinical Level IV 221			
Medical Surgical Nursing II 95			
<b>Total Hours 1540</b>			

**Resources**

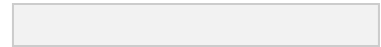
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Licensed

- Medical Terminology 350 (2nd edition)
- Human Body in Health & Illness (7th edition)
- Fundamentals of Nursing Care
- Nursing Leadership
- Calculate with Confidence

- All in One Care Planning

- Practice
- CPR – BLS for Healthcare Provider •
  - CPR Training Mouthpiece
  - Introduction to Maternity and Pediatrics •
  - Mental Health Nursing
  - Understanding Pharmacology

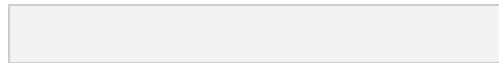


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- Med-Surg Nursing Concepts and



The Manufacturing and Machining program at CVTech prepares students for a career in the machining field. Students learn blueprint reading, math, measuring tools, and setup and operation of manual machine tools such as lathes, grinding machines, mills and are introduced to CNC machining during their first two years in the program. Students may return as an adult to learn Advanced CNC machining where they will set up, operate, and write programs for CNC mills and lathes and complete an introduction to CADD.



**Local Program:** Machinist, OCAS 9679/9680

**Occupati**

**ons**

Machinist

**Courses Hours OCAS** General Safety 30 Industrial

Print Reading 60 Precision Measurement 50

Fundamentals of Manufacturing 190 Manual Milling I

220 Manual Lathe I 220 CNC Machining I 190

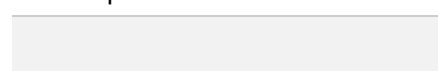
**Total Hours 960**

**Licensure/Certification**

*ODCTE Competency Tests:*

Drill Press Operator

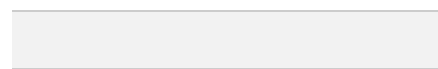
Lathe Operator



CNC Machine Center Operator

**Suggested Entry Level Skills**

11th grade reading level;



Algebra; Geometry; Trig

**Local Program (Adult Only):** CNC Machinist, OCAS 9679

**Resources**

Immerse2Learn

Precision Machining Technology

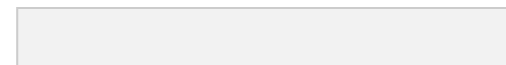
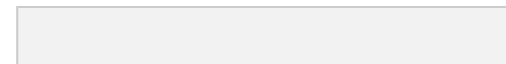
Turning and Machine Center

Programming and Operation

**Courses Hours OCAS** CNC Lathe Programming 240

CNC Mill Programming 240 CADD / Cam 120

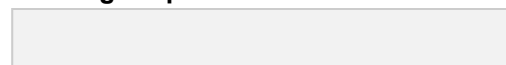
**Total Hours 600**



HAAS

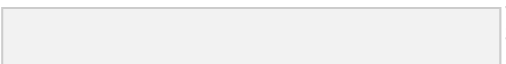
training manual

**Clothing Requirement**

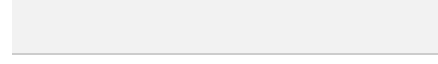


**Prerequisite**

Complete the Machinist program or have comparable,



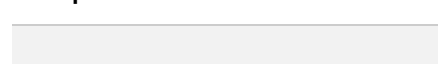
**Entry Level Salary Range**  
\$20.00 -  
\$22.00 per



documented work experience

hour

**Occupations**



CNC Machine

Operator / Programmer

ODCTE Competency Tests:  
CNC Machine Center Operator

**Entry Level Salary Range**

\$22.00 - \$24.00  
per hour

**Licensure/Certification**

Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

40

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The Pre-Engineering program at CV Tech is a college preparatory curriculum designed for sophomores, juniors, and seniors. It integrates advanced mathematics and science with hands-on, real-world applications of engineering principles. Students apply these principles to design, construct, and program a variety of innovative projects. Project-based learning includes robotics, rocketry, circuitry, computer-aided design (CAD), and drone technology. Course placement within the program is determined based on each student's prior coursework completed at their home high school. As a result, individual course schedules may vary.

**Local Program**

Pre-Engineering Academy, OCAS 9862/9871

**Courses Hours OCAS Sophomore**

Accelerated Algebra II   120 4412 Accelerated

Chemistry   120 5051

PLTW Introduction to Engineering and Design   120 8709

PLTW Principles of Engineering   120 8710 **Junior**

Accelerated Pre-Calculus   120 4611 AP Physics I

120 5213 PLTW Aerospace Engineering

120 8715 PLTW Computer Integrated Manufacturing

120 8712 **Senior**

AP Calculus BC   120 4616

AP Physics C - Mechanics   or

AP Physics C - Electricity and Magnetism 120 5216   5217

PLTW Digital Electronics   120 8711 PLTW

Engineering Design and Development 120 8716

**Total Hours 1440**

**Retention**

**Criteria** A student must make a B or higher each semester to progress to the next semester.

**Credits**

Many students earn college credit in the AP courses

Project Lead the Way college credit hours may be earned

**Resources**

Flamingo Math

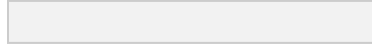
College Physics  
Mechanics and Electricity and Magnetism Physics for Scientists and Engineers  
Algebra 2 Common Core TI-Nspire CX calculator  
TI-Nspire CX2 CAS calculator  
Chemistry: A Molecular Approach

World of Chemistry

**Suggested Entry**

**Level Skills / Academic Criteria**

A student who meets pre-ACT/SAT college readiness benchmarks in STEM or math and science and has a grade B or higher in high school



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Project Connect is an alternative education program designed to help high school students ages 16-19 acquire a marketable skill while earning the credits necessary to receive a high school diploma. The school week includes 15 hours of academic instruction and 15 hours of occupational instruction. During the six hours in the school day, students are in Project Connect for three hours and they are in a tech program for the other three hours.

**Local Program**

Project Connect Students must be referred by partner school principals or

**Goals**

1. Assist students with gaining the knowledge and understanding of required academic courses with 80% accuracy as presented in individual academic contracts.

success in the workplace and society.

**Intake Schedule for the 2025-2026 School Year**  
counselors. **Contact the following to make a referral or submit completed applications:**

2. Practice effective communication and life skills.

Markus Truelove - PC Principal 405.422.2383  
[mtruelove@cvtech.edu](mailto:mtruelove@cvtech.edu)

3. Provide students with the writing, grammar and math skills necessary to become a successful employee.

Brandi Bird - PC Counselor 405.422.2252  
[brandi.bird@cvtech.edu](mailto:brandi.bird@cvtech.edu)

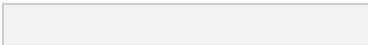
**Diploma Requirements**

4. Provide students with the study skills and critical thinking skills needed to prepare them for higher education and training.

Students must meet graduation requirements of their partner schools. Through one-on-one counseling, students contract to earn the credits needed for a high school diploma. Credits are transcribed by the partner high school.

5. Develop character traits that will contribute to

Start Date: 10/20/25 Applications Due: 9/22/25 Intake Interviews: 9/29/25	Start Date: 01/06/26 Applications Due: 12/01/25 Intake Interviews: 12/08/25	Start Date: 03/23/26 Applications Due: 02/23/26 Intake Interviews: 03/02/26	Start Date: Fall 2026 Applications Due: 04/20/26 Intake Interviews: 04/27/26

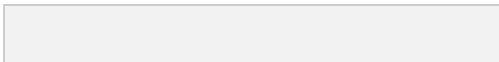


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Project SEARCH provides employment and educational opportunities for post-secondary technology center students with disabilities. This nine-month, non-paid internship program is designed to prepare students for entry-level employment through training and career development. Emphasis is on employability skills and the desire to work.

The Project SEARCH “classroom” is in a business setting provided by INTEGRIS Hospital. Students’ immersion in the workplace encourages teaching and learning to take place through continuous feedback and the acquisition of work skills. Project SEARCH is made possible through a partnership of INTEGRIS Canadian Valley Hospital in Yukon, Canadian Valley Technology Center Cowan Campus, and a variety of support agencies.

**Local Program**



Project Search, OCAS 9321 **Qualifications and Requirements**

**Framework Hours OCAS** Rotation 550

Employability Skills 50

**Total Hours 600**

**Possible Course / Rotations**

Nursing Patient Materials Dietary Building Maintenance

Services Outpatient Surgery Environmental Services

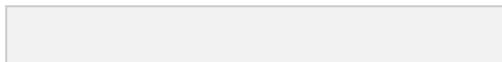
Materials/Warehouse Women’s Center

Admissions Mail Room

Physical Therapy Medical Records **Clothing**

- One-year successful attendance at career tech or work-study during high school
- Preference given to prior CV Tech students
- Active Department of Rehabilitation Services case file
- Basic math, reading, and communication skills
- Employee Health Screening including a drug screen, two Tuberculosis tests, and any other tests requested by INTEGRIS Employee Health Department

**Requirement**



Closed-toe, non-slip shoes are required. Interns will wear washable, properly fitting scrubs that allow for movement and physical activities required by the program. Scrubs will be a designated color and require Project SEARCH and Canadian Valley Technology Center logos. Students must wear a hospital-issued identification badge. If lost or ruined, students are required to pay fifteen dollars (\$15) to replace the badge.

The Service Careers Building and Grounds Maintenance program at CV Tech provides students with hands-on training in horticulture, landscaping, floral design, and facilities cleaning. Students gain practical experience by working in the on-site greenhouse, maintaining the Service Careers garden, and applying landscaping and floral design techniques in real-world settings. The program places a strong emphasis on developing employability skills, including professionalism, a positive attitude, teamwork, and a strong work ethic—qualities essential for success in the building and grounds maintenance industry.

### Local Program

Service Careers - Building and Grounds, OCAS 9071/9076

**Occupations**  
Greenhouse Assistant

**Courses Hours OCAS** Introduction to

**Total Hours 960**

Service Careers 360

#### Clothing Requirement

Entry

Landscape Assistant Custodian  
Florist Assistant  
Home and Garden Store Associate

#### Level Salary Range

\$8.00 - \$15.00 per hour **Licensure/Certification**  
Forklift

Groundskeeping and Tool Operation 300 Facility

*ODCTE Competency Test:*  
Facility Maintenance Tech

Care/Basic Grounds Care 120 Professional

#### Suggested Entry Level Skills

Basic reading and math skills  
but most important is a  
willingness to learn, work, and  
be employable upon  
completion of this program.

Service 180

Closed-toe shoes are required for all activities. Long pants are required for custodial and landscape labs. Students should wear old clothes or may keep a set of work clothes in their lockers.

### Resources

- Teacher Created and Industry-Based

The Service Careers Hospitality program at CV Tech prepares students for entry-level employment in the hospitality and service industries by developing essential skills in customer service, event setup, hotel housekeeping and laundry operations, and office cleaning services. The program also emphasizes effective communication, teamwork, and organizational abilities. A strong focus is placed on the development of employability skills, including a positive attitude, professionalism, and a strong work ethic—qualities highly valued by employers in the hospitality sector.

### Local Program

Service Careers - Hospitality, OCAS 9434/9442	<b>Occupations</b> Housekeeper Event Staff
<b>Courses Hours OCAS</b> Introduction to Hospitality & Tourism 30	Room Service Server Dining Room Attendant
Sanitation and Cleaning 90	<b>Categories</b> <ul style="list-style-type: none"> <li>● Accommodations</li> <li>● Transportation</li> <li>● Food and Beverage</li> <li>● Attractions</li> </ul>
Customer Service 120 Lodging Services 240 Food & Beverage Services 240 Event Services 120	<b>Salary Range</b> \$8.00 - \$18.00 per hour
Employment Readiness 120	<b>Licensure/Certification</b> Hospitabilities
<b>Total Hours 960</b>	<b>Entry Level Skills</b> Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.
<b>Clothing Requirement</b> Breakfast Attendant Laundry Attendant	

Students must wear closed-toe shoes for all activities (no sandals allowed). Students should wear shirts that cover their shoulders (no tank tops allowed). If a hat is worn, the brim must be facing their face.

### Resources

- Teacher created and Industry-Based

The Surgical Technology program prepares competent entry-level surgical technologists through education in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be equipped to provide high-quality healthcare to a diverse patient population, with consideration for individuals of all ages and cultural backgrounds. Students are encouraged to remain engaged in continuing education to stay current with evolving trends in healthcare. Throughout the program, emphasis is placed on developing professional behavior that aligns with legal standards and the ethical principles outlined in the Association of Surgical Technologists (AST) Code of Ethics.

**Local Program**

Surgical Technologist (Accredited Program), OCAS 9343 Occupations

**Courses Hours OCAS** Medical Terminology 40

**Entry Level Salary Range**

Anatomy and Physiology 120

\$20.00 - \$25.00 per hour

Surgical Techniques I 30

**Licensure/Certification**

Introduction of Surgical Technology 60

CST Nationally Certified

Basic Sciences of Surgical Technology 50

Surgical Technologist

Essentials of Surgical Asepsis 120

TS-C Tech in Surgery - Certified CPR

Surgical Case Management 120

**Entry Level Skills**  
9th grade

Surgical Procedures I 120

reading level; Must score 250 in reading and 238 in arithmetic on Accuplacer to

Sutrical Technology Practicum I 210

apply.

Surgical Procedures II 120

**Clothing**

Surgical Technology Practicum II 210

**Requirement**

The Surgical Technology Program dress code requires students to wear black scrubs every day. See classroom rules and ST Policy and Procedure book for any further clothing requirements.

**Total Hours 1200**

**Prerequisite:**

Surgical Technologist

Students must have already completed Medical Terminology and Anatomy & Physiology. A transcript with grade must be submitted as documentation.

**Resources**

- Surgical Technology for the Surgical Technologist: A Positive Care Approach, 6th Ed. with MindTap
- Surgical Case Counts

- Practical Pharmacology for the Surgical Technologist 1st Ed.
- Surgical Instrumentation, 3rd Ed. with MindTap

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The Teacher Prep program at CV Tech is designed to give high school students an early start toward a career in education, whether as a future teacher or in support roles such as a paraprofessional. This one-year program introduces students to a variety of teaching careers and provides valuable hands-on experience through internships in local school classrooms. Students have the opportunity to earn certification as a teacher's aide and build a strong foundation for entry into a college-level teacher education program. The curriculum emphasizes both practical experience and career exploration within the field of education.

**Local Program**

Teacher Prep, OCAS 9241

**Courses Hours OCAS** The History of Education 30

**Occupations Licensure/Certification**  
Praxis Parapro Assessment

Human Growth and Development 90 Instructional

Educator of Tomorrow 60 **Total Hours 480**

Methods 150 Diverse Learners 90 Internship 60

Paraprofessional  
Teaching Assistant

**Prior Learning Assessment:**

**Suggested**

Requires additional education or certifications:  
Teacher

**Entry Level Skills**

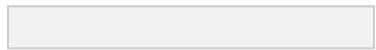
10th grade reading level; Basic math skills

**Entry Level Salary Range**  
\$11.00 - \$15.00 per hour

Students that complete this program may receive credit from SWOSU for Foundations of Education.

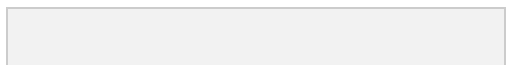
**Resources**

- Teach Oklahoma
- Teaching Textbook, 4th edition
- Teaching Workbook
- First Days of Teaching



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The Underground Utility Locating Technician program at CVTech prepares students with the skills required to be a line locating technician. Students will be introduced to utility types, installation methods and the theory of electromagnetic locating and will apply their knowledge of safe work techniques and industry best practices. Students will learn how locating underground utilities is necessary for the excavation and construction industry not only to keep excavators and homeowners safe while digging but also to prevent the disruption of vital utility services such as electric, gas, phone, cable, and fiber optics.



**Local Program**

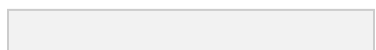
Underground Utility Locating Technician, OCAS 9736

<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	<b>Industry</b>	<b>Occupations</b>
			Orientation 30	<b>Salary Range</b> \$20.00 per hour
Theory of Electromagnetic Locating	50		Equipment	
Orientation	50		Cable TV Facilities 40 Telephone	<b>Licensure/Certification</b> OSHA 10 - General Industry Basic Life Support (CPR)
Facilities	40		Electric Facilities 50 Natural Gas Facilities	
50 Fiber Optic Facilities	50		Capstone - Work Based	<b>Suggested Entry Level Skills</b> 10th grade reading level; Basic math skills; Algebra; Geometry
Learning	120	<b>Total Hours</b>	<b>480</b>	<b>Requirements:</b> • Must have a valid driver's license and a good driving record • Must be able to pass a DOT-level drug screening.
<b>Clothing Requirement</b>			Underground Utility Locating Technician	
			<b>Entry Level</b>	

Personal Protective Equipment (PPE) including safety glasses and closed-toe shoes

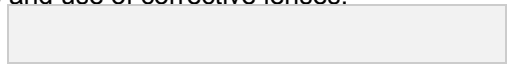
**Resources**

- USIC: U.S. Infrastructure Corporation



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The Vision Care Assistant program at CV Tech prepares students for entry-level positions in the eye care field through comprehensive training in diagnostic testing, clinical assistance, and administrative support. Students learn to perform and document a variety of diagnostic procedures under physician supervision, record patient information and medical history using electronic medical records, and maintain ophthalmic instruments. The program also emphasizes supporting physicians during patient appointments, delivering exceptional customer service, and providing patient care. In addition, students gain skills in patient instruction and education regarding the proper care and use of corrective lenses.



**Local Program**

Vision Care Assistant, OCAS 9346

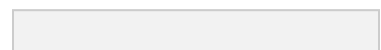
<b>Courses</b>	<b>Hours</b>	<b>OCAS</b>	<b>Occupations</b>
Vision Care Introduction	30		Ophthalmic Assistant Optometric Assistant Ophthalmic Photographer
Optics	120		
Ocular Anatomy and Physiology	80		<b>Entry Level Salary Range</b> \$16 - \$19 per hour
Ocular Medical Terminology	40		
Photography and Imaging	80		<b>Licensure/Certification</b> AHA BLS Provider, CPR, First Aid
Ocular Disease and Ocular Pharmacology	60		<b>Suggested</b>
Clinical Skills	70		<b>Entry Level Skills</b> 10th grade reading level; Basic Algebra
<b>Total Hours</b>	<b>480</b>		

**Clothing Requirement**

Students must wear scrubs every day (gray); you may wear a CV Tech t-shirt instead of a scrub top in class but a full set of scrubs is required for clinicals. A sweatshirt (no hoodies) or jacket is allowed with a CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes). Long fingernails can interfere with completing the skills of a technician, please keep nails to a modest length; consider no more than a quarter of an inch beyond your fingertip.

**Resources**

- The Ophthalmic Assistant
- Anatomy & Physiology Overview



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The Welding program at CV Tech prepares students for careers in the welding and metal fabrication industry. The program offers hands-on training in a variety of welding processes, including Shielded Metal Arc Welding (SMAW/Stick), Gas Metal Arc Welding (GMAW/MIG), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW/TIG). Students also receive instruction in oxy-fuel cutting and weld shop blueprint reading, equipping them with the foundational skills needed for success in industrial, construction, and manufacturing settings. *The evening program is for adults only.*

**Local Program:**

Pipe/Structural Welder/Fitter, OCAS  
9707/9708 **Occupations** Welder

**Courses Hours OCAS** Fundamentals of Metal

Fabricator  
Fitter  
Inspector  
Retail Sales

Fabrication 240

Shielded Metal Arc Welding 120 Advanced Shielded

**Entry Level Salary Range**  
\$15.00 - \$30.00 per hour

Metal Arc Welding 120

Gas Tungsten Arc Welding 120

**Licensure/Certification**  
Certified Welder

GMAW *option 1*

FCAW *option 2* 120 Advanced Metal Cutting and

Fabrication 240

**Suggested Entry Level Skills**  
9th grade reading level; Basic  
math skills

**Total Hours 960**

**Clothing Requirement**

Steel-toe high-top boots, welding shirt or jacket, safety glasses, welding cap and welding gloves.  
Adult students must purchase a welding hood.

**Resources**

- Welding Technology Fundamentals
- Hobart Institute of Welding Technology Step-by-Step Books
- Miller Open Book Online



# *Appendix*

*0.67 in.*

*4.28 in.*

*Secondary students who complete a CareerTech program at CVTech will have gained the set of competencies in computer technology listed below. All CV Tech programs are using Canvas as their Learning Management System.*

### **Program**

Auto Collision Technology

Auto Service Technology

Accounting and Business  
Management

Aviation Maintenance Technician

Velocity Frame Analysis System  
AllData

Management  
● 8104 Administrative  
Technologies II

**Programming,  
Diagnostic Tools,  
Software, etc**

CDX  
Auto Diagnostic Technology  
Scan tools to pull diagnostic  
trouble codes  
Alignment Diagnostic Machine  
Oscilloscope for Wave Forms  
AllData  
ProDemand

Microsoft Office  
GCFLearnFree.org  
Quickbooks Pro  
Canva  
Gmetrix  
Knowledge matters  
TestOut

Eddy Current Flaw Detectors  
Electronic Sonogram Machine  
Electronic Multimeters

**OK Promise Credit with  
OCAS Code**

iCar  
PPG OneTouch Paint Mixing  
Software  
CCC1 Estimating Software

● 8169 Fundamentals of  
Technology  
● 8103 Fundamentals of  
Administrative Technologies ●  
8105 Office Administration &

● 8886 Applied Sciences of  
Aircraft Maintenance  
● 8887 Aviation Electricity

Basic Peace Officer Certification

Google Apps for Education  
Milo Range Simulator

Biomedical Sciences  
TI-Nspire Logger Pro  
● See program information  
sheet for a full list

Lab Pro  
Systems

Construction Trades

52

**Program**

Computer

**Programming,  
Diagnostic Tools,  
Software, etc**

Computer Aided Drafting  
and Design

Programming

AutoCAD  
Revit  
Civil 3D  
AutoDesk Vault  
Maya  
Stingray  
3DS MAX  
Solid Work Professor  
Bentley Systems

Computer Information

Google Apps for  
Education LabSim  
Test Out  
Packet Tracer  
Hardware Labs  
Complex Cisco

**with OCAS Code**

Switching I • 8126 Routing & Switching II

W3 Schools  
Gmetrix  
Stack Overflow  
Mozilla  
React.dev  
Multiple Programming Language

- 8905 Fundamentals of Computer Aided Drafting and Design
  - 8904 Engineering Computer Aided Drafting and Design

- 8153 Fundamental of Web Design
- 8871 Python
- 8157 Web Scripting Foundations
- 8141 SQL and PL/SQL Database Applications
- 8166 C# Programming
- 8121 Network/Client Operating Systems

Laser Level  
NCCER Testing Center  
Kapp IQ  
Construction Master  
Calculator

- 8136 Computer Repair & Troubleshooting I
- 8137 Computer Repair & Troubleshooting II
- 8125 Routing &

**OK Promise Credit**

Cosmetology Google Apps for Education Pivot Point

Google Apps for Education  
Two-way radios  
Dispatch software

Criminal Justice  
Digital Cameras  
Ultraviolet flashlights  
Amplivox systems  
Sirens/emergency lights on vehicles

Electrical Trades

**Program**

Digital Media Technology

**Programming, Diagnostic Tools, Software, etc**

Cybersecurity

Early Care Education

Wireshark  
tcpdump  
Nmap  
Netcat  
Traceroute  
Splunk  
Software:  
VMWare  
Kali Linux  
Metasploit  
Burp Suite  
John the Ripper

Diesel Technology

Hydra  
Snort

Auditing

CDX  
Bosch HD Scanner  
System Snap-On Solus  
Pro Scanner AllData  
Tractor Trailer Pro

Programmable Logic  
Controller Alarm System  
Fire Alarm System  
NCCER Testing Center

**OK Promise Credit with  
OCAS Code**

Photoshop  
Indesign  
Adobe Premiere Pro  
Gmetrix

- 8169 Fundamentals of Technology
- 8149 Desktop Publishing and Graphic Design
- 8150 Multimedia & Image Management Techniques

Presentation  
Safe Sleep  
Center for Early Childhood PD

- 8121 Network/Client Operating Systems
- 8134 Cyber Forensics
- 8186 Regulatory Compliance &

Esthetician Google Apps for Education Pivot Point

Google Apps for Education  
National Incident Management

Firefighter

- 8149 Desktop Publishing and Graphic Design
- 8150 Multimedia & Image Management Techniques

Graphic Design  
Systems  
IFSTA Study Guide App  
Canvas Firefighter Program  
site

Medical Assistant

**Program**

Medical Office Specialist

Photoshop  
Indesign  
Illustrator  
GMetrix

Health Careers

Physical Therapy

Heating, Ventilation, and  
Air Conditioning

Services

## Software, etc

EKG Machine  
Sonogram Machine  
Pass Assured system  
Patient Care database  
Anatomage table

ECM Tester  
Digital Thermostats  
Control Boards on furnaces  
and AC  
Load Calculation  
System NCCER

Amatrol  
Programmable Logic

Controllers Universal Robot  
Hytrol Conveyance  
Systems Multimeters  
Oscilloscopes  
Vibration Analysis Tool

Advise Diagnostic  
Station EKG Machine  
MOSS Medical Records  
Hemocue 801 Analyzer  
Coag-Sense Analyzer  
Centrifuge, Glucometers

Google Apps for  
Education Microsoft  
Office Suite  
Electronic Health Records

Google Apps for  
Education Goniometer  
Various Exercise  
Equipment Therapeutic  
Modalities  
Assistive Devices  
Pulse Oximeters / BP Monitors

## **OK Promise Credit with OCAS Code**

- 5333 Anatomy and  
Physiology

Plumbing Google Apps for Education Plumbing  
Diagnostic Tools

Google Apps for Classroom  
EDGT  
Evolve

Practical Nursing

ATI  
YouTube  
Anatomage Table

Precision Machining  
Technology  
iTunes U

CNC Programming Ink  
Scape  
BobCAD

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Pre-Engineering	Robot C Programming Lab Pro 3D Printer TI-Nspire AutoDesk Inventor / CAD Logger Pro Multi SIM Virtual Circuitry Word Processing Spreadsheets EBSCO Google Patent	<ul style="list-style-type: none"> <li>● 8709 Introduction to Engineering Design</li> <li>● 8710 Principles of Engineering</li> <li>● 8712 Computer Integrated Manufacturing</li> </ul>
Service Careers - Building and		See Syllabus for complete list
	Grounds Google Apps for Education Service	
	Careers - Hospitality Google Apps for Education	
Surgical Technology	Google Apps for Education YouTube USIC Truck Technology  Google Apps for Classroom Anatomage table Blooket Computerized Diagnostic Equipment for Vision Care	
Underground Utility Locating Technician	Plasma Cutter Programming Auto CAD Mach 3 Sheet Cam	
Vision Care Technician		
	Welding	
AORN Association of Surgical Techs JOMI Anatomage Table		
Electromagnetic Locating Equipment Ground Penetrating Radar		

*Below are the suggested entry level skills for each program in reading and math.*

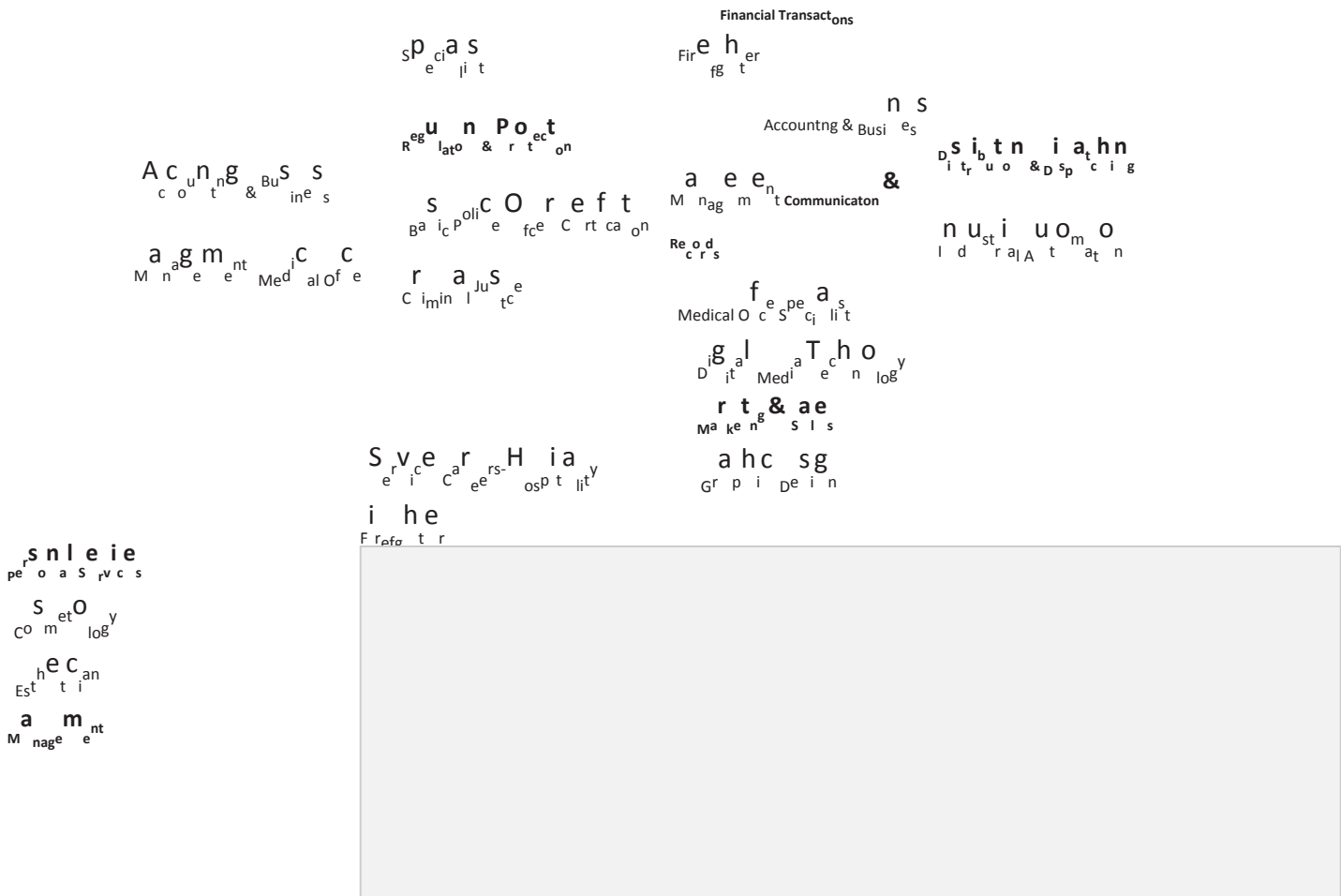
**Program Reading Math Level** Accounting and Business Management 9 Basic Math  
Automotive Collision Technology 9 Algebra, Geometry Automotive Service Technology 10  
Algebra, Geometry Aviation Maintenance Technology (Adult) 11 Algebra, Geometry Aviation  
Maintenance Technology (HS) 11 Algebra, Geometry Basic Peace Officer Certification 10  
Basic Math Biomedical Sciences 11 Algebra, Geometry Computer Aided Drafting & Design 9  
Basic Math Computer Information Systems 10 Basic Math Computer Programming 10 Algebra  
Construction Trades 9 Basic Math Cosmetology 10 Basic Math Criminal Justice 10 Algebra,  
Geometry Cybersecurity 10 Basic Math Diesel Technology 10 Algebra, Geometry Digital  
Media Technology 9 Basic Math Early Care and Education 9 Basic Math Electrical Trades 11  
Algebra, Geometry Esthetician 10 Basic Math Firefighter 10 Basic Math Graphic Design 10  
Basic Math Health Careers 10 Algebra  
Heating, Ventilation, Air Conditioning, & Refrigeration 10 Algebra, Geometry  
Industrial Automation 11 Algebra, Geometry Medical Assistant 9 Basic Math

*(continued)*

**Program Reading Math Level** Medical Office 10 Basic Math Physical Therapy  
Services 9 Basic Math Plumbing 10 Basic Math Practical Nursing 10 Algebra Pre-Engineering  
11 Algebra, Geometry Precision Machining Technology 11 Algebra, Geometry Project Connect  
8 Basic Math Project Search 3 Basic Math Service Careers 3 Basic Math Surgical Technology  
9 Algebra Teacher Prep 10 Basic Math Underground Utility Locating Technician 10 Algebra,  
Geometry Vision Care Technician 10 Algebra Welding 9 Basic Math

# World-of-Work Map and U.S. Department of Education Career Clusters

U.S. Department of Education 16 Career Clusters CV Tech Local Programs



**a<sub>si</sub>c l<sub>ice</sub> f<sub>ce</sub> Crfao**  
 B<sub>po</sub> O<sub>ce</sub> r e t c t n

**u m v S r i T n o**  
 A t o o t e e v c e e c h o l g y

**i o n a n n e c o g**  
 A v t M i t e a c T e h n l o y

**e e h o o**  
 D i s e l T c n l g y

**a n r p t o R l t**  
 T r s p o o e r a n & e a e d

**P y a l T h r y**  
 h s i c l T h e a p

**h a t c H e t a e C e u c o**  
 H e l h a r e a l h c r e s r & E d a t n

**e h r p r i a J t**  
 T a c e r e p C i m n l u s c e

**u a o T r n a m u n e i**  
 E d c t n & a i n i g E r l y C o m n t y s r v c e s

**u a u n & P c s i g T e c n l y W e l d i n g**  
 M a n f c t r i g r o e s n

**r i a i n s**  
 P e c s i o n M c h i n g G r d

**u o C j i o e n o y**  
 A t o m t v e o l s n T c h n l o g y

**a g V n l t n A C r g a o**  
 H e t n , e t a o , & R e f i e r t n

**v a o M i n n e h o g**  
 A i t n a i t e a c T e c n l o y

**e n a & e r c S e a**  
 M c h a i c l E c t i a l p c l t e s

**n t i a n e a S i e**  
 l d u s r a l M i t n n e e r v c e

**u o t c e T o**  
 A t m a o e c h n l o g

**u o y**  
 A t o m t v

**d a d a o &**  
 M e i c l i i g n s i s

**r a m e n t H h**  
 T e t m e n t e a l t

**e r P y c l**  
 C a r e s h s i a

**h a c h a**  
 T e r p y T e h i c i n

**V c e**  
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**c r l a e**  
 E l e t i c a T r d s

**r - g n e r**  
 P e E r i e i n g

**Medical Technologie<sup>s</sup>**  
**BioMedical Science<sup>s</sup>**

Oklahoma based the above model on the ACT World-of-Work Map in order to crosswalk the 6 ACT Career Clusters to the 16 U.S. Department of Education Clusters. This version does not imply endorsement by ACT or the U.S. Department of Education. 59

CareerTech Certifications and High School Transcripts HB 3218 (2016) Any business or industry recognized endorsements must be reported on the transcript as provided by the local Career Technology Center. Course vendor identifiers (i.e., “PLTW” for Project Lead The Way) should not be placed on the transcript alongside the course title. Use approved course titles and course codes for transcript purposes.

*\*This is from Page 15 of the Oklahoma State Dept of Education 2024-25 Academic Advisement and Policy Guidebook booklet “Show What You Know.”*

**Question: What business or industry endorsements do I put on a transcript?**

**Answer:** On the Oklahoma Department of Career and Technology Education website under “Educators” and then “Certificates and Badging,” the division of the CareerTech Testing Center, has an easy-to-read credentialing book. This and the students' technology center are the most accurate resources. The credentials booklet shows these abbreviations in the “Type” box: IA, Industry Aligned; IE, Industry Endorsed; and IR, Industry Required; those types of endorsements and certifications should be listed on a transcript.

**Example of a transcript statement: OSCHA 10, name of technology center, April 2023**

**Additionally:**

- Each K-12 student information system has its own locations where information can be placed on transcripts. The SIS vendor and school will need to determine the best method of adding the information.
- A best practice would be to enter certifications at least twice a year or when grades are added.
- An additional resource is the website supported by the Regents of Higher Education. On this website there is a guide to industry credentials that count toward degrees at Oklahoma’s two- and four-year institutions.
- For more guidance or if you have specific questions, please contact the student’s technology center or the Oklahoma Department of Career and Technology Education.

*Obtained from the Counseling and Career Development Division at the Oklahoma Department of Career and Technology Education*

## Using CareerTech to Satisfy 3rd Math for Core Graduation Requirements

**S.B. 1370 (2018) allows for the acceptance and completion of one (1) year of a full-time, three-hour career and technology program *leading* to an industry credential/certificate (endorsed or aligned) to satisfy a third math to meet graduation requirements for students on the CORE curriculum.**

### Conditions for Using S.B. 1370 Regarding Math

- For students under the age of 18, school districts shall require a parent or legal guardian of the student to meet with a designee of the school prior to enrollment in the **CORE** curriculum. All parties must sign off.
- CareerTech programs cannot satisfy both CORE Math and a computer credit in the same year.

### ***How to show on the transcript, from SDE:***

***Question:*** A student on the Core Diploma Pathway has opted to take one year of a full-time, three-hour career and technology program in place of a third mathematics credit. What subject code belongs on this student's transcript?

***Answer:*** If a student is on the Core Diploma pathway and is taking a three-hour career and technology course in place of a third math credit, the subject code for the course they are taking is recorded on the transcript. Then, a comment may be added to the transcript stating that the third math requirement for graduation has been satisfied by [course name/code]. ***Example:***  
*9707 Welding MN*

***3rd math credit has been satisfied by 9707 Welding MN***

### ***Additionally:***

- S.B. 1370 is **NOT** the same as a student taking a pull-out math course at Career Tech. • Students taking an SDE-coded math course at a CareerTech should have grades transcribed as if the course were taken at the student's local high school. • Satisfying math **may not** meet college entrance requirements. Satisfying math **does not** meet the OK Promise requirements.
- Although this is available for students, all students should be encouraged to take SDE or CT math courses when available. (Historically, 52% of our students attend college or university)

From the Counseling and Career Development Division at the Oklahoma Department of Career Tech. For additional questions, please contact 405.744.5110

On March 26, 2015, the Oklahoma State Board of Education approved certain math and science courses taught at technology centers and selected high schools to count for academic credit on high school transcripts. On June 8, 2015, the Oklahoma State Regents for Higher Education approved the PLTW Pre-Engineering and PLTW Biomedical courses to count for academic credit on the College Prep/Work Ready curriculum and to count for OKPromise. CTE Biotechnology courses will count as a science course on the CORE curriculum and will count as electives on the CollegePrep/WorkReady curriculum. Additional courses were approved in December 2016.

In order for students to receive credit for these courses, it is imperative that schools follow these guidelines:

1) Technology Centers must submit these courses to their partner schools' boards of education for approval to count these courses as academic credit for graduation purposes.

2) NCAA – High schools will need to submit to the NCAA course syllabi for the courses approved by the local BOEs that meet the requirements for math or science credit. Technology Centers will need to work with their partner schools to supply the information needed by the NCAA.

3) It is **very important** that the technology centers send their partner schools the correct OCAS code when listing courses receiving academic credit. (Just as technology centers have been doing for Human Anatomy/Physiology in Health and for courses already on the OKPromise list of approved courses.) It is also **very important** that high schools use these same codes when adding the courses to the students' transcripts. The correct OCAS codes for the science and math courses are listed in the chart below.

4) Additional computer education courses approved for OKPromise and the CollegePrep/WorkReady curriculum are listed under **CTE Academics and Transcribing**. Here is the link to the list of courses on the SDE's website:

<https://oklahoma.gov/careertech/educators/ocas-codes.html>



## How do I apply?

### **Step 1: Submit your testing waiver or complete placement testing.**

*Do I qualify for a testing waiver? The following can be used as a testing waiver for enrollment. Test scores are valid for 5 years from the test date.*

- ACT: Composite of 19 or higher
- SAT: Composite of 980 or higher
- Pass at least 12 hours of level one college courses or Associate Degree (within the last 5 years). Students must be in good standing with the previous school. ● Bachelor or Master's Degree (can be older than 5 years, no time restriction) ● Prior Assessment
  - Accuplacer Next Gen scores: 235 in Reading; 238 in Arithmetic
  - Workkeys: 3 in all areas
  - ASVAB: 65 or higher

*If you do not meet any of the above criteria, schedule the Accuplacer Assessment ●*  
 Call: El Reno Campus (405) 422-2318; Cowan Campus (405) 422-2382. The first test is free; retest or no show will result in a fee.

- Cut scores: Reading 235 / Arithmetic 238
  - Exceptions: Practical Nursing program: Reading 250; Arithmetic 250  
 Surgical Technology: Reading 250; 238 Arithmetic  
 Aviation Maintenance Technician: 245 Reading; 245 QRAS
- If accommodations are needed: Prior to scheduling your assessment, Call:  
 El Reno Campus (405) 422-2284 ; Cowan Campus (405) 345-3376

Once you submit your testing waiver or complete your accuplacer testing, you will meet with the appropriate program counselor. At this point, you will be enrolled, placed on a waiting list, or offered remediation.

## **Step 2: Payment options**

- Students may complete the FAFSA application online:  
<https://studentaid.gov> Use school code: 009965
- Determine if you qualify for the Next Step Scholarship.
  - Are you 23 years of age or younger?
  - Do you have a high school diploma or GED?
  - Do you live in one of our partner school districts?
  - All adult students must complete the FAFSA in order to be considered for the Next Step Tuition waiver from CVTech.
- Self pay or other scholarships awarded.

<b>Title</b>	<b>Author</b>	<b>Standard Num</b>	<b>Reason</b>
Baseball : great	Borth, Teddy.	ISBN: 978-1-62	Poor Condition/Damage
Basketball : gre	Borth, Teddy.	ISBN: 978-1-62	Poor Condition/Damage
Cool baseball f;	Clay, Kathryn.	ISBN: 978-1-42	Poor Condition/Damage
Cool basketball	Czeskleba, Abb	ISBN: 978-1-42	Poor Condition/Damage
Cool BMX racin	Donovan, Sand	ISBN: 978-1-42	Poor Condition/Damage
Cool pro wrestl	Kaelberer, Angi	ISBN: 978-1-42	Poor Condition/Damage
Cool soccer fac	Czeskleba, Abb	ISBN: 978-1-42	Poor Condition/Damage
Diary of a wimę	Kinney, Jeff.	ISBN: 978-0-81	Poor Condition/Damage
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Hockey : great	Borth, Teddy.	ISBN: 978-1-62	Poor Condition/Damage
Horrid Henry	Simon, Frances	ISBN: 978-1-40	Infrequent Circulation
Horrid Henry a;	Simon, Frances	ISBN: 1-402217	Infrequent Circulation
Horrid Henry a;	Simon, Frances	ISBN: 1-402217	Infrequent Circulation
Horrid Henry a;	Simon, Frances	ISBN: 1-402267	Infrequent Circulation
Horrid Henry w	Simon, Frances	ISBN: 978-1-40	Infrequent Circulation
Horrid Henry's	Simon, Frances	ISBN: 1-402277	Infrequent Circulation
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Stars of footba	Schuh, Mari C.,	ISBN: 978-1-47	Poor Condition/Damage
Stars of hockey	Doeden, Matt.	ISBN: 978-1-47	Poor Condition/Damage
Stars of pro wr	Marx, Mandy R	ISBN: 978-1-49	Poor Condition/Damage
Stars of stock c	Schuh, Mari C.,	ISBN: 978-1-49	Poor Condition/Damage
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RSA Base Race, Really Good	Infrequent Circulation
RSA Base Word Really Good	Infrequent Circulation
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RSA Baseball V Really Good Stuff	Infrequent Circulation
RSA Beat the C Lakeshore	Infrequent Circulation
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RSA Beginning Lakeshore	Infrequent Circulation
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RSA Beginning Lakeshore	Infrequent Circulation
RSA Blend Cub Learning Resources	Infrequent Circulation
Building Fluenc Lakeshore	Infrequent Circulation
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RSA Change-A- Really Good	Infrequent Circulation
Chunks : The Incredible Word Building Game.	Infrequent Circulation
RSA Connect 3 Really Good Stuff	Infrequent Circulation
RSA Consonant Smart Kids	Infrequent Circulation
RSA Consonant Smart Kids	Infrequent Circulation
RSA Consonant Lakeshore	Infrequent Circulation
RSA Copycat Sy Really Good Stuff	Infrequent Circulation
RSA Counting Syllables & Sounds Skill 20 and F	Infrequent Circulation
RSA CVC Word: Didax	Infrequent Circulation
RSA Digraph Rc Really Good	Infrequent Circulation
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RSA Flip Books Skill 1 and PA	Infrequent Circulation
RSA Flip Books Skill 3 & 4 and PA	Infrequent Circulation
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RSA Flip Books Skill 6	Infrequent Circulation
RSA Flip Books Skill 9	Infrequent Circulation
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RSA Flip Books Skill 14	Infrequent Circulation
RSA Flip Books Skill 16 & 17	Infrequent Circulation

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Fluency & Com Lakeshore	Infrequent Circulation
RSA Get in "Shē Really Good	Infrequent Circulation
RSA Getting thē Educational Insights	Infrequent Circulation
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RSA Lowercase Learning Resources	Infrequent Circulation
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RSA Mapping v Really Good	Infrequent Circulation
RSA Match & B Lakeshore	Infrequent Circulation
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RSA Matching Sounds Flip Books: Skills 9 &11	Infrequent Circulation
Nonfiction: Re Lakeshore	Infrequent Circulation
RSA Onset & Ri Really Good Stuff	Infrequent Circulation
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RSA Phonics 1 I Creative Edge	Infrequent Circulation
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RSA Plastic Ma; Really Good Stuff	Infrequent Circulation
RSA Plinko: Ph; Lakeshore	Infrequent Circulation
RSA Pop & Mat Lakeshore	Infrequent Circulation
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RSA Ready-To-Go Sorting Chart Blends and Dig	Infrequent Circulation
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RSA Ready-To-Go Sorting Chart Vowels Sound:	Infrequent Circulation
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RSA Research a Lakeshore	Infrequent Circulation
RSA RGLClB: Sil Really Good Stuff	Infrequent Circulation
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RSA RGLClB:Br; Really Good Stuff	Infrequent Circulation
RSA Rhyming Li Lakeshore	Infrequent Circulation
RSA Rhyming Li Lakeshore	Infrequent Circulation
RSA Rhyming Li Lakeshore	Infrequent Circulation
RSA Rhyming Words Activity Flip Books Skill 5	Infrequent Circulation
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RSA Roll & Rea; Lakeshore	Infrequent Circulation
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RSA Hot Dots Phonics Flash Cards.	Infrequent Circulation
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RTI Build a Paragraph Flip book.	Infrequent Circulation

RTI Build a Story Flip book.	Infrequent Circulation
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RTI comprehension strategies teaching charts.	Infrequent Circulation
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RTI EZread magnetic Picture Sorting Tiles.	Infrequent Circulation
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RTI magnetic sound sorting board.	Infrequent Circulation
RTI magnetic sound sorting board.	Infrequent Circulation
RTI magnetic sound sorting board.	Infrequent Circulation
RTI Make a Word Building Set.	Infrequent Circulation
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RTI Make a Word Building Set.	Infrequent Circulation
RTI Math Problem Solving Strategies Overhead	Infrequent Circulation
RTI Math Problem Solving Strategies Overhead	Infrequent Circulation
RTI Phonics Flip Books.	Infrequent Circulation
RTI Phonic's Lab.	Infrequent Circulation
RTI Phonic's Lab.	Infrequent Circulation
RTI Problem Solving Card Bank.	Infrequent Circulation
RTI Problem Solving Card Bank.	Infrequent Circulation
RTI Problem Solving Flip Chart.	Infrequent Circulation
RTI Problem Solving Flip Chart.	Infrequent Circulation
RTI Read Naturally Kit.	Infrequent Circulation
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RTI Read Naturally Kit.	Infrequent Circulation
RTI Sounds Abound.	Infrequent Circulation
RTI Sounds Abound.	Infrequent Circulation
RTI Unifix Card Decks.	Infrequent Circulation
RTI Unifix Make a Word Building Cards.	Infrequent Circulation
RTI Word Family Flip Books.	Infrequent Circulation
RTI Word Family Flip Books.	Infrequent Circulation
RTI Writing Practice Magic Board.	Infrequent Circulation
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RSA Singular & Didax	Infrequent Circulation
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RSA Surfing Syl Really Good Stuff	Infrequent Circulation
RSA Syllable Sp Really Good Stuff	Infrequent Circulation
RSA The Incred Smart Kids	Infrequent Circulation
RSA Twist & Tu Lakeshore	Infrequent Circulation
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RSA Uppercase Learning Resources	Infrequent Circulation
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RSA Vowel Sou Smart Kids	Infrequent Circulation
RSA Word Fam Lakeshore	Infrequent Circulation
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RSA Word Fam Learning Resources	Infrequent Circulation
RSA Word Fam Lakeshore	Infrequent Circulation
RSA Word Fam Lakeshore	Infrequent Circulation
RSA Word Fam Lakeshore	Infrequent Circulation
RSA Word Race Teacher Created Resources	Infrequent Circulation















Deanne Rowe <deanne.rowe@yukonps.com>

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## Library Furniture Surplus

1 message

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**Desarae Witmer** <desarae.witmer@yukonps.com>

Mon, Jul 21, 2025 at 12:47 PM

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

Cc: Mike Workman <mike.workman@yukonps.com>, James Edwards <james.edwards@yukonps.com>

Deanne,

Please add "library furniture surplus" to the August BOE agenda for the following sites:

Surrey Hills  
Shedeck  
Myers  
Ranchwood

Thank you

*Desarae A. Witmer*

Assistant Superintendent of Curriculum, Instruction & Assessment  
Yukon Public Schools  
600 Maple Street  
Yukon, OK 73099  
405-354-6608  
desarae.witmer@yukonps.com

*Great things take time to grow.*

**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
**August 4, 2025**

**TOPIC:** For Yukon Public Schools and Gayle Jones to collaborate, together in order to provide quality life skill support groups to Yukon Public Schools' students pre-kindergarten through eighth grade.

**ADMINISTRATIVE RECOMMENDATION:** : The Administration recommends approval of the partnership between Yukon Public Schools and Gayle Jones, School Group Facilitator. Full program proposal is attached. There were 15 groups conducted this past school year that translated into 108 actual sessions conducted throughout 5 of our Yukon school sites and involved 87 students that received this support.

**RATIONALE FOR RECOMMENDATION:** To provide quality support groups for students experiencing grief, loss, or needing support with life skills, anger management, conflict resolution, impulse control, peer relationships, or incarcerated parents in PK-8.

**OPTIONS:**

1. Approve contract with Gayle Jones for Connections Support Groups.
2. Do not approve a contract with Gayle Jones for Connections Support Groups.

**FISCAL NOTE:** Will not exceed \$9,200 for the year. A cost of \$50 per hour in grades PK-8 will be billed on a monthly basis supported by the district's general fund account.

**CONTACT PERSON:** Scott Hein, Executive Director of Elementary Education

# **Proposal for Collaboration between Yukon Public Schools and Connections Support Groups by Gayle Jones, School Group Facilitator For the 2025-2026 School Year**

**Objective:** Yukon Public Schools and Gayle Jones to partner to provide quality life skill support groups to Yukon Public Schools' students, pre-kindergarten through eighth grade.

**Rationale:** Support groups help children whose lives have been significantly impacted by loss due to the death of a loved one, divorce, military deployment, incarceration, and other major family challenges, such as frequent moves, foster care, and blended families. When children are grieving or stressed, they often find it difficult to focus or concentrate in school which would affect their academics and relationships and behavior. Inability to regulate emotions interferes with their learning, and healthy peer relationships.

These support group sessions provide children with a safe place to identify and discuss their feelings and learn healthy ways of coping and taking care of themselves while adjusting to change. Children often find it easier to focus on the classroom and to communicate their thoughts and feelings with their teachers, classmates, and families after completing a life skills support group. Support groups are not therapy, nor counseling. However, they will be conducted by a certified teacher with 31 years of experience in education, grief and trauma recovery and violence prevention.

**Interventions:** Life skills support groups (Connections) will be provided by Gayle Jones, School Group Facilitator.

## **Benefits for Yukon Public Schools:**

- YPS will control the referrals of its students.
- As many as 36 face-to-face support group hours will be provided monthly at no cost to YPS students.
- Support group sessions provide children the opportunity to:
  - Increase their feelings word vocabulary to express what they are experiencing in a safe place in an appropriate manner
  - Identify their individual strengths and areas of challenge
  - Improve their communication skills, i.e., listening, verbal and written expression
  - Learn coping skills and healthy ways of taking care of themselves
  - Become more empathetic to others experiencing similar challenges
  - Learn they are not alone emotionally and that peers are learning and healing also.

## **Yukon Public Schools Will Identify Needs of Students:**

Gayle Jones would like to enter into an agreement with Yukon Public Schools to provide the following services for the 2025-2026 school year at a rate of \$50 per session not to exceed \$9,200 for the 2025-2026 school year.

- Groups – 8 hours per week (on average) on a rotating schedule, offered at all PK-8 sites.
  - Successful onsite life skill support groups must be developed at the PK-8 grade levels in 6 to 8 week rotations.
  - Sign-in sheets will be available at the end of each group for attendance and invoicing purposes for the school counselor's review and signature.

- Age-Appropriate educational materials, documentation, and development of confidentiality protocols.
- Demonstrate appropriate group management skills needed for facilitation.
- Communicate with a designated YPS contact in case of suicidal/homicidal ideation, self-mutilation or other concerns as needed.
- Communicate with parents, if necessary, in collaboration with the designated YPS contact.
- Potential types of support groups:
  - Grief and Loss issues
  - Life Skills
  - Anger management/conflict resolution/impulse control
  - Peer Relationships
  - Students with incarcerated parents

**Potential additional services that may be determined as needed by YPS:**

- Additional support group hours as needed.
- Staff training - basic mental health of grieving children
- Parent University at targeted sites

**Plan:**

- Life Skill Support Groups: A Yukon Public Schools counselor or other designated faculty member will make a referral for a student to participate in a life skills support group. The YPS School Counselor or designee will work with the parent to receive a signed consent form for participation before beginning the group. The YPS School Counselor or designee will coordinate the schedule of groups with Gayle Jones, make any necessary copies for students provided ahead of time via Gayle, and plan for students the day of each group session in a confidential setting. Support groups will be a minimum of five students and a maximum of eight students. An attendance sign in sheet will be available to the counselor for each group, each week. At the conclusion of each life skill support group, Gayle Jones will report the progress made by students in the groups as indicated by student surveys to the site Counselor(s) or designees. Gayle will inform the counselor concerning any unusual reactions, remarks or disclosures made that might affect a student's well-being or safety.
- Insurance: Gayle Jones will provide a background check and documentation of professional liability insurance to Yukon Public Schools before beginning support groups.
- School Calendar: Gayle Jones will be aware of our school calendar and when school is out of session or when counselors inform her the students are unavailable for group time. School may also be cancelled due to weather or other events which may not be predicted. In these cases, groups will not be able to meet. Gayle Jones will work with the school counselor to make up the group times.

**Expenses:**

- Life Skills Support Groups, \$50/hour
- Cost will not exceed \$9,200.
- Group sessions will be itemized and billed on or before the last Friday of the month.

# Gayle Robertson Jones

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11501 Willow Way, Oklahoma City, Oklahoma 73162  
(405) 720-8480 Email: <Grj51@sbcglobal.net>

## HIGHLIGHTS OF QUALIFICATIONS

- Experienced, certified teacher, adult trainer, program coordinator and facilitator
- Relates enthusiastically with people and communicates ideas easily
- Detailed-oriented and resourceful organizer
- Creative writer and resource development consultant and presenter

## EMPLOYMENT EXPERIENCE

### **August 2021 – current**

- Contracted with Yukon Public Schools to facilitate grief and loss and life skill support groups in elementary, intermediate and middle school working closely with each school counselor.

### **April 2019 – 2021 School Support Group, Independent Facilitator**

- Contracted with three school districts in fourteen school sites for grief and loss and life skill support groups

### **January 2012 – April 2019 School Group Facilitator for Calm Waters Center for Children and Families**

- Conducted over 600 Support groups on grief and loss and life coping skills for children ages 4 to 19 in public schools, involving over 2,000 students.
- Wrote life skills curriculum with multiple activities for each developmental age level
- Created handouts for students for support groups and resource sheet for parents
- Presented to UCO student teachers each semester for 12 years on school violence prevention, school safety issues, bullying prevention and intervention, and grief and loss issues.
- Presented to four UCO classes on children and grief issues as guest speaker.

### **1999 – Oct 2011 Safe and Drug-Free Schools Director, Oklahoma State Department of Education, School Improvement Division**

- Instructed Safe and Drug-Free Schools program coordinators in 542 school districts on federal guidelines and principles of effectiveness for use of Title IV Federal Funds
- Reviewed over 400 school district grant applications for Title IV funding annually
- Provided technical assistance on substance abuse, violence prevention programs and recommended curriculum and program implementation strategies
- Presented training statewide on anger management, bullying prevention, safe school planning, conflict resolution, and school safety issues
- Recommended staff development trainers for schools, communities, coalitions, youth conferences and faith community

- Presented to parent groups, youth agencies, community organizations on prevention issues and asset building development
- Participated in training and conferences for working with high-risk youth school security, safe school planning, crisis management, substance abuse, violence prevention strategies and community coalition-building
- Served as a resource for grant writers and developed resource library
- Enforced federal guidelines using Title IV Safe and Drug-Free Schools fund with school districts with compliance reviews and monitoring
- Served as consultant on statewide task forces on suicide prevention, bullying prevention, violence prevention, safety and substance abuse issues
- Prepared and wrote revision of the *Safe Schools Guide: A Prevention and Intervention Guide* for school safety, violence prevention, crisis management and recovery and distributed to over **3,000** school administrators and counselors
- Assisted in coordination efforts of five Governor's Safe School Summits and the Crystal Darkness Meth Prevention statewide media campaign
- Planned and facilitated meetings for the former State Superintendent's Task Force on School Violence for community leaders, legislators, and law enforcement
- Made television appearances on the former State Superintendent's education program and Oklahoma City Mayor Cornett's THE VERDICT television program  
Distributed and presented training on the USDE's Office of Civil Rights manual, "*Protecting Students from Harassment and Hate Crime*" to over 3,500 school administrators and counselors  
Coordinated statewide training on inhalants and club drugs for 650 adults;
- Arranged **90** monthly videoconference distance learning training to ten state-wide sites on mental health issues, substance abuse prevention, legal and legislative issues, crisis preparation and recovery and school safety issues reaching over 1,000 educators, school administrators, law enforcement, school counselors, nurses, and school board members.
- Planned 12 statewide *Safe and Healthy School Conferences* for Oklahoma School District teachers, administrators, health/PE educators, School Resource Officers, school counselors and youth-serving agency personnel. The last conference had 800 attendees and 25 workshops and a Speaker from the U.S. Department of Education from Washington, D.C.

### **2010 – 2011 Grant Administration**

Directed the Title IV Safe and Drug-Free Schools and Communities Act grant program, wrote and was awarded a U.S. Department of *Education's Building State Capacities Grant* for the SDE's Safe and Drug-Free Schools office in partnership with three state agencies. **Oklahoma's grant application received the second highest score of 26 states that were awarded that year.**

### **1996 – 1999 Violence Prevention Coordinator, Oklahoma City Public Schools**

- Implemented violence prevention programs for K-12 students, staff, and parents
- Facilitated training in anger management, decision-making, conflict resolution, peer mediation for counseling staff, classroom teachers, and students
- Created resource center of prevention materials for school and community use
- Designed and edited violence prevention brochures and flyers
- Served with community professionals planning workshops and conferences  
Set up professional development training for Oklahoma City Schools Staff and parent education opportunities; and completed training in several research-based prevention programs

**1996 Community Liaison for Project Heartland Recovery Counseling Center, Oklahoma City Public Schools (FEMA Grant following OKC Murrah Building Bombing)**

**1989 – 1999 Founded PRESENTATIONS Educational Consulting and Speakers Bureau, Oklahoma City**

Developed a business plan to serve non-profit organizations with professional trainers and speakers involving over 15 organizations. This included: Developing a database, designing programs, contracting with trainers, brochure design and editing, media relations, handling registrations, coordinating staff duties, arranging locations and audiovisual needs equipment, designing forms for evaluation, developing and monitoring budgets, negotiating contracts, and making annual reports.

**1991- 2009 Coordinator of Adult Special Ministries, United Methodist Church of the Servant, Oklahoma City**

Created and coordinated the DISCOVERIES Adult community education program three times a year involving over 800 workshops and 9,500 participants in the areas of health, self-improvement, art, human dynamics, parenting, relationship issues, psychological and spiritual growth, hobbies and more. Selected workshops, hired instructors, created and designed brochures, wrote news releases, scheduled rooms and equipment, designed forms and evaluation tools, collected data, handled program finances, purchased materials, wrote articles for promotion purposes in newsletters, and maintained a database for mailing brochures.

**1992 – 1993 Program Coordinator, American Diabetes Association, Oklahoma City**

Program development, volunteer recruitment and training, and youth camp planning, fund raising, and media relations

**1982 – 1998 Director of OMNIBUS, Adult Community Education Program, Westminster Presbyterian Church**

Created 1,000 mini-university workshops for over 10,000 students for 16 years in Oklahoma, Cleveland, and Canadian counties

**1983 – 1987 Administrative Assistant for Group Life/Health Agent and Receptionist for Cole, Paine & Carlin Insurance Agency**

**1981 – 1982 Office Manager/Administrative Assistant, American Federation of Teachers, Oklahoma City Chapter**

**1980 Candidate for Oklahoma City Public Schools Board of Education**

**1973 – 1979 Classroom Teacher, Oklahoma City Public Schools, Wilson Elementary**

#### **EDUCATION**

1963-1969 Harding/Northeast High School, Oklahoma City, Graduated with Honors

1969-1972 Oklahoma City University, Graduated Cum Laude, with Bachelor's degree in Education with Psychology emphasis

Graduate Hours in Multicultural Education, UCO, Edmond

## ADDITIONAL TRAINING

Completed continuing education training in the areas of: human dynamics, asset building in communities, adolescent growth and development, substance abuse prevention, tobacco use prevention, grief, trauma, and recovery issues, crisis incident management, classroom management, mental health issues, communication skills, stress management, anger management, mentoring, violence prevention, bullying prevention, internet safety, suicide prevention, safe school planning, and the Oklahoma City Police Department Citizens Academy training.

Completed *Training of Trainers* Curriculum Programs:

Postponing Sexual Involvement	Botvin Life Skills (Substance abuse)
Reducing the Risk	Discover Skills for Life
PROS Program (Peer Mediation)	Hazelden No Bullying Program
QPR (Suicide Prevention)	Get Real About Violence

## PRESENTATIONS MADE FOR STATE CONFERENCES

Oklahoma State Career Technology Department  
Substance Abuse Prevention Conference, Oklahoma Department of Mental Health  
Children's Behavioral Health Conference, Oklahoma Department of Mental Health  
Change to Change Foundation  
Oklahoma Student Assistance Program Conference (OALSAP)  
School Nurses Summer Institute, University of Central Oklahoma  
Oklahoma Education Association (OEA)  
Alternative Education Conference, Oklahoma State Department of Education  
Encyclomedia and Curriculum Conference, Oklahoma State Department of Education  
Character Education Conference, Oklahoma State Department of Education  
Superintendent's Leadership Conference and Innovation 2011,  
Oklahoma State Department of Education  
Oklahoma Bar Association Youth Summit  
Oklahoma Juvenile Authority Social Workers Institute  
Oklahoma Chiefs of Police Association Summer Conference  
DHS School Based-Social Workers, OU Center for Management  
Oklahoma City National Memorial Educator's Summer Conference  
Southeastern States National Pupil Transportation Summer Conference  
Innovation 2011 (State Superintendent Conference)  
Oklahoma Department of Mental Health and Substance Abuse Suicide Prevention- 2021

## AWARDS/AFFILIATIONS – SOCIAL/PROFESSIONAL

Blue Key National Honor Society Member, Oklahoma City University  
Alpha Chi Omega Sorority Officer, OCU  
Outstanding Young Woman of America Award  
Recognition Certificate, Project Heartland, FEMA funded Project through Oklahoma Department of Mental Health (following Murrah Building Bombing)  
Volunteer Recognition, American Cancer Society, Great American Smokeout

Volunteer Recognition, Club Chill (Teen Mentoring and Prevention Activity)  
Certificate of Achievement Award, Oklahoma City Police Department  
Certificate of Appreciation, Oklahoma Phi Beta Lambda Chapter  
Certificate of Appreciation, Oklahoma Bar Association for Youth Law Day  
Employee of the Month Award, December 2010, by Sandy Garrett, Oklahoma State Superintendent of Public Instruction  
Former Board Member, American Cancer Society, Starting Right! Organization,

Oklahoma Council on Violence Prevention, Oklahoma Council for Suicide Prevention  
Designee for State Schools Superintendent on District Attorney's Council, Justice Assistance Grant Board  
(JAG), Tobacco Advisory Council, Youth Suicide Prevention Legislative Council,  
Legislative Task Force on Methamphetamine, Legislature's Gang Prevention Task Force and  
Advisory Council, and the Oklahoma City National Memorial Education Committee and Oklahoma  
Injury Prevention Advisory Committee for Oklahoma State Department of Health  
Current Member of Oklahoma City National Memorial Education Committee

References available upon request.



## **Proposal for Yukon Public Schools and Oklahoma Counseling Group Collaboration 2025-2026 School Year**

**Objective:** For Yukon Public Schools (YPS) and Oklahoma Counseling Group (OCG) to partner together in order to provide quality mental health counseling and supplemental mental health services for Yukon Public Schools' students 4th through 12th grades.

**Rationale:** Partnering together allows for OCG to assist in meeting YPS students mental health needs. Working together, YPS and OCG will be able to provide psychoeducational and/or processing groups to students ranging from ages 9-18, as well as, same day Crisis Assessment Interventions. Traditionally, groups start durubg at 7th grade, but OCG hopes that by adding groups into the intermediate schools we will be able to help the staff there address coping skills, trauma responses, and daily living skills. We hope to see that by starting groups at an earlier age, we are able to see changes in behaviors and reactions to those behaviors which will allow for more instructional time in the classroom disruption free.

As each school year changes, so does the needs of each individual school. While planning site groups, we will establish a relationship that allows each individual site to have their individual needs met. OCG is proposing groups to be held at all 3 intermediate schools, the middle school, and high school. OCG currently has 37 LPC, LMFT, and LCSWs employed/contracted, as well as 10 clinical interns that will be able to provide services for the district. OCG is proposing to continue with 1 group at each intermediate school (3 total,) 6 at the middle school (including one for their behavioral program,) and 6 at the high school as needed. YPS will control the amount of groups held at each location but we would like to have the ability to work with the administration at the district level, site level, and counselors at each site to meet each site's needs.

OCG is proposing same day Crisis Assessments for all district sites. While it is easy to see the need for older students to be assessed for needing a higher level of care in both intensive outpatient and inpatient settings. We are beginning to see a continued rise in students from 8up also needing those services. We would like to include the meetings with leadership to see how to best meet the needs of each school and how to contact each other for referrals to ensure same day assessments are completed.

**Interventions:** Mental health services will be provided by Oklahoma Counseling Group in the form of psychoeducational or processing groups and same day Crisis Assessment Intervention. Psychoeducation groups are grounded in learning. Using Cognitive Behavioral Therapy and other psychological theories, we set goals for students to learn coping skills, appropriate reactions to their feelings, and basic daily living skills based on the needs identified at each site. Processing groups will allow students to explore their emotions as they are controlling behaviors. While processing, students will have the opportunity to get more in depth to the triggers in their environment and how those are affecting their ability to function in their identified role. We hope that since we will have an established relationship with each site we will be able to tailor each group to each school's particular needs as they change through the year.

**Benefits for Yukon Public Schools:**

- YPS will control the referrals of its students.
- YPS will receive the mental health services of clinicians who will see students with mental health needs by conducting psychoeducational and processing groups and will provide same day crisis assessment intervention services when needed.
- An agreed upon number of face-to-face group counseling will be provided weekly at no cost to the YPS students.
- Oklahoma Counseling Group will create data for YPS to identify the number of student receiving services over the 2025-2026 school year. The data will show what type of services were utilized by YPS students and help to plan for the following year.

**Yukon Public Schools Identified Mental Health Needs for Students:**

Oklahoma Counseling Group would like to enter into an agreement with Yukon Public Schools to provide the following services by Licensed Professional Counselors (LPC), Licensed Professional Counselor Candidates, Clinical Interns, Licensed Clinical Social Workers (LCSW), and Licensed Marriage and Family Therapists (LMFT) for the 2025-2026 school year at the rate of \$63,000 per year.

**Oklahoma Counseling Group will conduct Crisis Assessments and follow-up for suicide/homicide ideation.**

- Assessments must be performed on the same day, at either the school site or one of OCG's offices located in Yukon.
- Appropriate educational materials, documentation and confidentiality protocols will be provided by YPS.
- Communication with designated YPS contact.
- **Groups -**
  - Provide onsite groups at the intermediate schools, middle school (MS) level (7-8th grade students and YES program). High school groups (9-12) with Special Education students and small groups for general education students.
  - Sign-in sheets collected at the end of each group for attendance and invoicing purposes.
  - Appropriate educational materials based on each site's needs, documentation and development of confidentiality protocols.

- Demonstrate appropriate group management skills needed for facilitation.
- Communicate with a designated YPS contact in the case of suicidal/homicidal ideation, cutting or other concerns as needed.
- Communicate with parents in collaboration with the designated YPS contact.
- Potential types of groups:
  - Anxiety and Depression
  - Grief
  - Life Skills
  - Anger Management
  - Students with Incarcerated Parents
  - Coping Skills
  - LGBTQ+
  - Support groups for students returning to school after being absent for mental health treatment or inpatient services.

**Plan:**

- **Crisis Assessment:** A Yukon Public Schools counselor or other designated faculty member will initiate contact with Oklahoma Counseling Group for a same-day assessment. Oklahoma Counseling Group will communicate that same day with the YPS designee with an action timeline for the assessment and steps to take if the assessment cannot be performed for some reason that same day on site or at Oklahoma Counseling Groups office. Oklahoma Counseling Group will keep a record of Crisis Intervention Services provided throughout the year and this report will be included with the invoice each month for payment.

Oklahoma Counseling Group will provide recommendations based on assessment that the child be sent for inpatient assessment, directly to the inpatient hospital, or if the child does not meet criteria. YPS will receive a copy of this report to identify that students are being assessed by proper medical facilities or if a DHS report for medical neglect needs to be made. This will be a collaborative effort by YPS and Oklahoma Counseling Group.

- **Group Counseling:** A Yukon Public Schools counselor or other designated faculty member will make a referral to Oklahoma Counseling Group for a student to participate in either a psychoeducational group or processing group. The initial agreement is for up to 15 groups held at any site. YPS will contact OCG if deemed that there are needs for additional groups The YPS School Counselor or designee will work with the parent to receive a signed consent form for participation before beginning the group. The YPS School Counselor or designee will coordinate the schedule of groups with contacts at Oklahoma Counseling Group in addition to make arrangements for students the day of each group session. A student sign-in sheet will be collected for each group, each week and will be included with the invoice each month for payment. At the conclusion of each psychoeducational or processing group, Oklahoma Counseling Group will report the progress made by students in the groups as indicated by pre and post group assessments.

- **School Calendar:** Oklahoma Counseling Group will be aware of school calendar and know when school is out of session. School may also be canceled due to weather or other events that cannot be predicted. In those cases, groups will not be able to meet.

Documents Oklahoma Counseling Group will Provide: Oklahoma Counseling Group will provide the following documentation for each counselor that is contracted:

- Copy of license or supervision agreement
- Copy of malpractice insurance
- Copy of OSBI background check (performed within the last 12 months)
- Signed Release of Liability
- Oklahoma Counseling Group Release of Liability (YPS is not responsible for any worker's compensation claims)

Expenses:

- Oklahoma Counseling Group is proposing \$63,000 for the 2025-2026 school year based on the administrative and professional costs associated with providing a licensed therapist for group therapy weekly. The cost includes clinical record keeping, collaborations, and follow up with the YPS on services provided. This cost also included Oklahoma Counseling Group keeping licensed therapists on-call to provide suicide risk assessments as needed by YPS. Oklahoma Counseling Group will invoice YPS at the end of the month for 9 months making the monthly responsibility of YPS, \$7000.
- Expenses will be itemized and billed on or before the last Friday of the month beginning September of 2025 ending May of 2026.

**Potential additional services that may be determined as needed by YPS:**

- Additional Groups at the Elementary Level Sites. Costs will be established together. When polling the Elementary counselors they have requested additional groups on top of their grief groups that are already established with another agency.
- Develop and train Registered School Based Play Therapists. Costs will be established together.
  - OCG is currently continuing to work towards being an approved trainer from the Association of Play Therapy to allow us to train the first school based play therapist in the state. This allows us to train school counselors to have the credentials and training to really implement techniques.
- Develop and create an EAP type agreement to allow for sessions for employees and their families at a reduced rate. While the medical insurance provided for educators is great when it comes to employee medical needs, dental needs, and optical needs, mental health is very expensive and tough to afford for everyone. Healthchoice often has copays of 175, BCBS is over 100, and Aetna can be up to 65 with a variety of max out of pockets needed. By developing this you will allow your employees to have 6-10 sessions free of charge before having to look at their insurance. Costs will be established together.

- OCG has experienced growth to where we are limited on the amount of services that we can provide in office. We currently have 10 interns and counting, but have had to turn away 2x as many that were interested. OCG would love to collaborate with the district to implement and manage additional interns that would provide services on campus during the school year and be managed on campus by OCG therapists. Our hope is that working together we can provide services on site as well as continue those sessions either on or off campus on breaks for students so they don't lose weeks of therapy as well as allowing us to work with the families during the evening if needed. OCG sees this opportunity as one way to really get more out of the school day where we are able to meet the students' needs while maybe helping a bit more with less loss of instructional time since those interns would already be onsite. Costs/needs will be established together.



**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
August 4th, 2025

**TOPIC:** Oklahoma Counseling Group

**RATIONALE FOR RECOMMENDATION:** This is a continuing contract to provide quality mental health group counseling for students in need of support as well as homicide/suicide assessments for students in crisis. Agreement contains full outline of services gained.

**FISCAL NOTE:** This is an increase in cost from the 24-25 contract with Oklahoma Counseling Group from last year. Earlier this Summer, Mr. Hein and I met with Mr. Pierce, to discuss the price increase, as well as services. The increase in price comes from the needs of our students. We are looking at adding 3-4 more groups to the Middle School, and 1-2 more groups at the High School from the previous year's contract. The total cost of the contract will not exceed \$63,000 for the 25-26 school year. A majority of the funding will continue to come from Title IV (552).

**OPTIONS:**

1. Approve this contract with Oklahoma Counseling Group
2. Do not approve this contract with Oklahoma Counseling Group

**CONTACT PERSON:** Adam Jewell  
Executive Director of Secondary Education



**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
August 4th, 2025

**TOPIC:** Peaceful Family Oklahoma

**RATIONALE FOR RECOMMENDATION:** This is a new contract to provide child-centered prevention and resilience programming to all students and provide universal prevention strategies, in regards to drug and alcohol use. This is a pilot program for our 5th grade students in all 3 Intermediate schools. Agreement contains full outline of services gained.

**FISCAL NOTE:** There is no cost for this partnership or program. Expansion of this program could come from grant application(s), however, we would like to get through this pilot year before making any financial commitment at this time.

**OPTIONS:**

1. Approve this contract with Peaceful Family Oklahoma
2. Do not approve this contract with Peaceful Family Oklahoma

**CONTACT PERSON:** Adam Jewell  
Executive Director of Secondary Education



# Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) is entered into as of July 2, 2025, between **Yukon Public Schools** and **Peaceful Family Solutions, Inc. dba Peaceful Family Oklahoma** (an independent nonprofit 501(c)(3) organization) to provide school programming and supports for students.

The undersigned parties (hereinafter referred to as the "**District**" and the "**Organization**") agree to provide collaborative services for students. Both parties agree to work together in good faith to fulfill their respective missions:

The District's mission is "to empower learners to be self-sustaining, successful contributors to life and the global community."

The Organization's mission is "to bring help, hope, and healing to children impacted by addiction in their families."

## TERM

This Agreement will be effective as of the date signed by both parties and will continue until ended by either party with a courtesy 30 days' written notice for any reason. This Agreement will be effective as of the date signed by both parties and will continue until ended by either party with a courtesy 30 days' written notice for any reason. **Once a program has begun at a school site, it is expected to be carried out to completion in accordance with the approved schedule and in the best interest of participating students, unless interrupted by mutual agreement or due to a substantiated safety concern.**

## LOCATION

Location(s) where the program will be conducted are outlined in the Site-Specific Addendum to this MOU.

## PROGRAM DESCRIPTION

The Organization's child-centered prevention and resilience programming is delivered to all students and offers essential support through evidence-based, peer-to-peer, age-appropriate, trauma-informed, and hope-centered care. While rooted in supporting children impacted by drug or alcohol addiction in their families, the program provides universal prevention strategies that benefit all students. These programs are implemented by highly qualified mental health and education professionals. Through grade-level learning outcomes covering the Oklahoma Academic Standards for Health Education, students learn to identify safe individuals for help, prioritize their well-being, and feel less isolated. By participating in the Organization's Secondary Program for Schools, students gain vital life skills to build a healthy future and make healthy, informed decisions. The program includes harm reduction strategies that promote safer choices without judgment, ensuring children have practical tools to navigate difficult situations and build long-term resilience.

Peaceful Family Oklahoma’s School-based Program was originally developed through an Oklahoma State Department of Education (OSDE) Oklahoma Competitive Grant to Address Learning Loss, funded by federal COVID-19 recovery dollars. Since that time, the program has been significantly expanded and enhanced. While its initial development was publicly funded, all current curriculum and materials are the proprietary intellectual property of the Organization and are not considered public domain.

The curriculum itself was originally developed by the U.S. Department of Health and Human Services’ Substance Abuse and Mental Health Services Administration (SAMHSA) and has been refined over a decade with practitioner and participant input.

In a comprehensive evaluation by the Treatment Research Institute (TRI), Peaceful Family Oklahoma’s program—originally used in Hazelden Betty Ford Addiction Treatment Centers—was found to reduce behavioral and emotional problems in participating children. The study reported: “Significant improvements were seen with respect to these dimensions of child functioning. Moreover, similar gains were seen with regard to the measure used to assess family functioning as a whole.” Additionally, “children who participated in the program gained an accurate view of the complex and chronic nature of alcoholism and other drug addiction.”

## **ROLES AND RESPONSIBILITIES**

Responsibilities of the Organization:

- Provide access to curriculum materials to District administrators for review and evaluation purposes only. This agreement does not grant permission to copy, reproduce, distribute, or use any portion of the curriculum for implementation or any other purpose outside of Organization-led programming.
- Facilitate and implement the program with no fewer than two professionals.
- Provide all necessary resources and materials.
- Train District staff or volunteers if applicable.
- Conduct a site visit with the District site prior to the beginning of the program.
- Collect data to measure outcomes and share aggregated, de-identified data with the District consistent with privacy laws and policies.
- Carry out a follow-up visit with District administrators to ensure objectives were met and offer additional supports.
- Provide family resources and digital materials as applicable.
- Continue to provide resources for one academic year following completion, including but not limited to digital materials, camp schedules, referral opportunities, program updates, and professional development.
- Communicate with District administrators regarding scheduling conflicts, closures, or delays.

Responsibilities of the District:

- Provide access to facilities with reasonable accommodations for program implementation.

- Collaboratively develop a program schedule with the Organization no later than two weeks prior to the start of the academic quarter.
- Select participating students/classes with input from the Organization.
- Provide families with any necessary opt-out forms or communication in accordance with District policy.
- Collaborate in program evaluation and feedback.
- Share relevant student-level or school-wide data, consistent with privacy laws and policies, to support program implementation and evaluation.
- Communicate the program schedule and partnership to relevant staff and families.
- Distribute family resources and digital materials as applicable.
- Communicate with Organization staff in the event of school closures or delays.

### **PROGRAM FACILITATION**

Frequency, duration, and additional site-specific implementation details are outlined in the Site-Specific Addendum to this MOU.

Unless otherwise agreed upon in the Site-Specific Addendum, a minimum of 100 students must be scheduled to participate in the program at each site.

### **EXPECTATIONS**

- A District staff member must be present during all sessions.
- A reasonable break must be scheduled for Organization staff if onsite more than three hours.
- Both parties will maintain a safe environment and coordinate regarding reschedules due to weather, emergencies, or other disruptions.
- Both parties will comply with all relevant laws, including mandatory reporting.

### **CHILD SAFETY AND MANDATORY REPORTING**

Oklahoma law (10A O.S. 1-2-101) requires any person who suspects child abuse or neglect to report to DHS immediately. The District and the Organization are committed partners in maintaining the safety and well-being of children. Together, both parties will cooperate in upholding this obligation and follow all relevant statutes regarding abuse, neglect, harassment, and maltreatment in a collaborative and responsive manner.

### **MONITORING AND EVALUATION**

At the time of this agreement, the Organization is measuring the following outcomes. The District agrees to support and advance these efforts:

1. **Increased Knowledge:** Improved understanding of addiction, unhealthy family dynamics, and the science behind addiction.

2. **Improved Emotional Regulation:** Development of strategies such as mindfulness, physical movement, and music therapy to recognize, understand, and manage emotions. These strategies reduce chronic stress and promote physical and mental well-being.
3. **Resilience and Empowerment:** Strengthened self-worth and confidence, improved ability to set boundaries, and increased likelihood of seeking help.
4. **Breaking the Cycle of Addiction:** Improved understanding of addiction as a chronic illness and increased awareness of risk factors and harm reduction strategies.
5. **Safe and Supportive Relationships:** Increased access to trusted adults and peers for emotional support and problem-solving.

The Organization will conduct pre- and post-program surveys and provide outcome reports to the District within 30 days of program completion. Both parties agree to share relevant, permissible data to assess program impact, following all applicable policies and state laws. These five outcomes reflect and align with the Oklahoma Academic Standards for Health Education and provide a framework for both prevention and student development.

#### **INTELLECTUAL PROPERTY**

All curriculum materials, including lesson plans, student worksheets, activities, and digital content, are the sole intellectual property of the Organization. Access to these materials is granted solely for the purposes of program evaluation and review. This MOU does not grant the District or its employees any rights to use, copy, adapt, or implement any portion of the curriculum outside of Organization-facilitated programming. Any reproduction, dissemination, or integration into District programming requires prior written consent from the Organization.

#### **INSURANCE**

The Organization will maintain general liability insurance in the amount of at least \$1,000,000 at all times.

#### **COST AND FUNDING CONSIDERATIONS**

This MOU does not constitute a financial obligation by either party. Any cost-sharing, funding arrangements, or financial commitments will be defined separately in a written agreement or contract as applicable. The District and the Organization may work together to explore and pursue funding opportunities, including public grants, mental health allocations, or private philanthropic contributions—that support sustainability and expand access to future services.

Should the District desire future programming, it may explore funding options such as grants or mental health allocations to support continued access. Such contributions would enhance sustainability and expand the reach of these services.

**COMMUNICATION AND STUDENT FEEDBACK**

The Organization and the District will maintain open, collaborative communication regarding student engagement, participation, and general feedback. While the Organization does not provide therapy or collect protected health information, it will share relevant insights and classroom-based student work when appropriate and beneficial to school staff. Both parties are committed to supporting student growth in a transparent and student-centered manner.

**SCHOOL SITE IMPLEMENTATION DETAILS**

Each participating school site will complete a Site-Specific Addendum to this MOU. The Addendum will include:

- School Site Name
- Principal or Site Administrator Name
- Program Start and End Dates
- Days and Times of Implementation
- Estimated Number of Participating Students or Classrooms
- Designated Site Contact for Coordination
- Notes on Facilities, Schedules, or Special Considerations
- Site-Specific Financial Details

This addendum will be reviewed and signed by both parties and considered part of this MOU upon execution.

**DURATION AND RENEWAL**

This MOU may be modified by mutual written consent. It will remain in effect until terminated by either party with 30 days' written notice. It will automatically renew for one-year terms unless either party provides written notice of intent not to renew at least 30 days before the current term ends.

Additional school sites or program cycles may be added under this agreement through mutually signed Addenda. These Addenda will outline the specific terms for each site or program and will be considered extensions of this MOU without requiring a new full agreement.

**For Yukon Public Schools**

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

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

**For Peaceful Family Oklahoma**

Signature: \_\_\_\_\_ Title: President & CEO

Name: Lisa Reed, MSW Date: \_\_\_\_\_



## **ADDENDUM: SITE-SPECIFIC DETAILS**

**School Site Name:** Redstone Intermediate

**Principal or Site Administrator Name:** Adam Jewell and Tracy Sowinski

**Program Start and End Dates:** Wednesday – August 27 - September 17

**Days and Times of Implementation:** Wednesday – August 27, September 3, September 10, September 17

**Estimated Number of Participating Students or Classrooms:** no less than 100 students.

**Designated Site Contact for Coordination:** Adam Jewell and Tracy Sowinski

**Notes on Facilities, Schedules, or Special Considerations:** 5<sup>th</sup> grade

### **Site-Specific Financial Details**

For Fall 2025 program delivery at this school site, the Organization is providing the program at no cost to the District. The estimated cost of delivering this four-week program is \$12,500, supported by a combination of private donors and public grant funding. This arrangement applies only to the current program cycle and does not imply future cost arrangements.

This addendum will be reviewed and signed by both parties and considered part of this MOU upon execution.

### **For Redstone Intermediate**

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

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

### **For Peaceful Family Oklahoma**

Signature: \_\_\_\_\_ Title: President & CEO

Name: Lisa Reed, MSW Date: \_\_\_\_\_



## ADDENDUM: SITE-SPECIFIC DETAILS

**School Site Name:** Independence Intermediate

**Principal or Site Administrator Name:** Adam Jewell, Ryan McLaughlin

**Program Start and End Dates:** Wednesday – August 27 - September 17

**Days and Times of Implementation:** Wednesday – August 27, September 3, September 10, September 17

**Estimated Number of Participating Students or Classrooms:** no less than 100 students.

**Designated Site Contact for Coordination:** Adam Jewell, Ryan McLaughlin

**Notes on Facilities, Schedules, or Special Considerations:** 5<sup>th</sup> grade

### Site-Specific Financial Details

For Fall 2025 program delivery at this school site, the Organization is providing the program at no cost to the District. The estimated cost of delivering this four-week program is \$12,500, supported by a combination of private donors and public grant funding. This arrangement applies only to the current program cycle and does not imply future cost arrangements.

This addendum will be reviewed and signed by both parties and considered part of this MOU upon execution.

### For Independence Intermediate

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

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

### For Peaceful Family Oklahoma

Signature: \_\_\_\_\_ Title: President & CEO

Name: Lisa Reed, MSW Date: \_\_\_\_\_





## **ADDENDUM: SITE-SPECIFIC DETAILS**

**School Site Name:** Lakeview Intermediate

**Principal or Site Administrator Name:** Adam Jewell and Sam Summers

**Program Start and End Dates:** Wednesday - November 12 - December 10

**Days and Times of Implementation:** Wednesday - November 12, November 19, December 3, December 10

**Estimated Number of Participating Students or Classrooms:** no less than 100 students.

**Designated Site Contact for Coordination:** Adam Jewell and Sam Summers

**Notes on Facilities, Schedules, or Special Considerations:** 5<sup>th</sup> grade

### **Site-Specific Financial Details**

For Fall 2025 program delivery at this school site, the Organization is providing the program at no cost to the District. The estimated cost of delivering this four-week program is \$12,500, supported by a combination of private donors and public grant funding. This arrangement applies only to the current program cycle and does not imply future cost arrangements.

This addendum will be reviewed and signed by both parties and considered part of this MOU upon execution.

### **For Lakeview Intermediate**

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

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

### **For Peaceful Family Oklahoma**

Signature: \_\_\_\_\_ Title: President & CEO \_\_\_\_\_

Name: Lisa Reed, MSW \_\_\_\_\_ Date: \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING (MOU)

Red Rock Behavioral Health Services

and Yukon Public School District/Shedeck Elementary

1. This MOU is entered into between Red Rock BHS and Yukon Public School District/Shedeck Elementary. The following terms and conditions shall apply to this agreement.
2. The purpose of this agreement is to partner with Red Rock in providing BISS services according to state guidelines including but not limited to a dedicated Behavioral Health Aid.
3. Responsibilities:
  - a. Red Rock BHS will:
    - i. Provide an on-site dedicated Behavioral Health Aid (BHA).
    - ii. Provide clinical supervision for the BHA and clinical oversight for all Red Rock client cases.
    - iii. Assist with on-site crisis intervention when needed.
    - iv. Participate and help oversee regular Multi-Disciplinary Team (MDT) meetings.
    - v. Provide professional support for school staff and parents.
    - vi. Provide timely screening, assessment, and treatment of identified students.
    - vii. Maintain malpractice liability insurance coverage which shall be maintained in an amount not less than \$1,000,000.00 per occurrence and \$3,000,000.00 general aggregate and shall, upon request, provide Yukon Public School District/Shedeck Elementary with a copy of malpractice insurance policies in force at all times during the term of this contract.
    - viii. Any and all records, documents, materials, reports, etc., created by RED ROCK as part of the duties or requirements of the contract, will be the property of RED ROCK.
    - ix. RED ROCK agrees to comply with the requirements of the Civil Rights Act of 1964, and the Rehabilitation Act of 1973, as amended, including but not limited to, giving equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, or handicap, and that RED ROCK will establish as policy to abide by the State and Federal Law and Regulations on confidentiality of records related to mental health, alcohol, drug, and other clients, and will abide by the requirements of 42 CFR Part II.
  - b. Yukon Public School District/Shedeck Elementary will:
    - i. Provide office space.

- ii. Will allow staff time for staffing and collaboration.
  - iii. Provide technical support (copier and use of school phone).
  - iv. Inform Red Rock of any BHA performance concerns including attendance.
  - v. Have dedicated appropriate staff to help run and oversee regular MDT meetings.
4. Each party shall be solely and entirely responsible for the acts of their employees. The parties agree to work in good faith to fulfill their responsibilities under this MOU.

RED ROCK BHS

4400 N. Lincoln Blvd

OKC, OK 73105

*Rachel Freeman*

Signature

Rachel Freeman , General Counsel

Date: 07/29/2025

Yukon Public School District/Shedeck Elementary

600 Maple Ave / 2100 S. Holly Ave  
Address

Yukon, OK 73099  
City/State/Zip

*[Signature]*  
Yukon Public School District/Shedeck Elementary Signature

Executive Director of Elementary Education / Principal

Print Name/Title

Date: 7/28/2025

**ITEM OF INFORMATION**  
**Board of Education Meeting**  
**August 4, 2025**

**TOPIC: MOU With Red Rock Behavioral Health Services**

**RATIONALE:** The purpose of the agreement is to continue our partnership with Red Rock in providing BISSS (Behavioral Intervention Services and Supports in Schools) services according to state guidelines including providing a Behavioral Health Aide to Shedeck Elementary School for the 2025-2026 school year.

**FISCAL NOTE:** This agreement carries no additional cost to the Yukon Public Schools.

**CONTACT PERSON: Scott Hein - Executive Director of Elementary Education**





**ITEM FOR INFORMATION**  
**Board of Education Meeting**  
**July 29, 2025**

**TOPIC: LEA Agreement between Big Five Community Services, Inc. and Yukon Public Schools**

**ADMINISTRATIVE RECOMMENDATION:** The Administration recommends approval of a **Renewal** LEA Agreement between Big Five Community Services Inc. and Yukon Public Schools

**RATIONALE FOR RECOMMENDATION:** The purpose of this agreement is to perform the services listed in the agreement.

**OPTIONS:**

1. Approve the LEA Agreement with Big Five Community Services, Inc.
2. Do not approve the Agreement with Big Five Community Services, Inc.

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





1502 N. 1st Ave | Durant, OK 74701 | [www.bigfive.org](http://www.bigfive.org)

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**To:** Yukon Public Schools

**From:** Big Five Community Services

**Date:** June 25, 2025

Dear Sir / Madam:

Enclosed is our 2025-2026 LEA Agreement. This is a written agreement with the local education agency (LEA) to coordinate and collaborate to best meet the needs of children on an IEP or IFSP and their families. Please have the appropriate administrator sign both copies of this agreement and send both original copies back to us in the enclosed self-addressed envelope. Once I receive your signed copy back, I will obtain Mr. Girten's signature and return it back to you. If you have any questions regarding the LEA Agreement, please contact Paula Jackson.

Respectfully Yours,

*Paula Jackson*

Paula Jackson  
Mental Health & Disabilities Specialist  
Big Five Community Services, Inc., Head Start  
510 E. Main  
Holdenville, OK 74848  
405-379-2000 - Office  
405-434-6828 - Cell

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**Board Chairman: J.D. Spohn**

**Tel: (580) 924-5331**

**Executive Director: Kent Watson**

**Fax: (580) 920-2004**

Big Five Community Services, Inc.  
An Equal Opportunity Employer

LOCAL EDUCATION AGENCY (LEA) AGREEMENT  
Big Five Community Services, Inc. and Yukon Public Schools  
2025-2026

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in implementation of the Individuals with Disabilities Act (IDEA) Amendments of 1997 (34 CFR300), Head Start program Performance Standards, and the Head Start Reauthorization Act of 1997 and 2008.

Each Head Start program must have a written agreement with the local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

Yukon Public Schools is the local education agency covering a designated area of Canadian County.

**I. LEA Responsibilities:**

- A. The LEA ensures that IDEA Part B section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in Head Start are expended in accordance with the requirements of Individuals with Disabilities Act (IDEA).
- B. Upon referral from Head Start, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards, including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.
- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related service to those eligible children with disabilities under IDEA enrolled in the Head Start Program with those services documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible children with disabilities served in the LEA and by the Head Start Program.

**II. Local Head Start Responsibilities:**

- A. Head Start shall provide screening and assessments for all children enrolled in the Head Start Program as required by Head Start Performance Standards (45 CFR 1308 and 1304), shall participate in Child Find activities under IDEA with the LEA and in coordination with the LEA shall provide parents with their rights under these programs.
- B. Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.

- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation process, IEP development, implementation of the portions of the IEP identified for the Head Start Program, and the IEP review as appropriate.
- D. Head Start will provide a support system for families and children with disabilities through training, information, dissemination, and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Program Disabilities Specialist, or another program representative shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. Head Start will provide the number of children receiving IEP services to the LEA for the Child Find Count Reports prior to October 1, annually.
- G. Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.
- H. Head Start will schedule a meeting with the schools' representatives to complete a Service Coordination Work Plan which addresses the responsibilities of each entity in accomplishing the goal of providing services for children with disabilities.

The Service Coordination Work Plan will address the following four areas:

- III. **Coordination of Cost Sharing:**
- IV. **Coordination of Required Paperwork:**
- V. **Coordination of Screenings:**
- VI. **Coordination of IEP Review:**
- VII. **Coordination of In-service Training:**

The LEA and the Head Start Program will agree to coordinate in-service training **when feasible**. Considerations for top priority training include:

- 1. IDEA procedural safeguards training for both entities.
- 2. Overview of Head Start program requirements.
- 3. Overview of LEA Special Education Program and requirements.
- 4. Identified local training needs.
- 5. Individual child needs.

**VIII. Resolution of Dispute:**

In the event of disputes between the Head Start Program and the LEA Special Education Program, the following process will be followed for resolution:

- A. The dispute will be brought to the attention of the LEA Special Education Director or LEA Superintendent and the Head Start Director and/or the Disabilities Specialist to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA Special Education Director or LEA Superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VII-B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards (45 CFR 1308), the matter will be submitted in writing to the Office of Head Start Region VI office.

It is further agreed:

1. Strict confidentiality of all program information will be maintained.
2. Staff from both programs will confer when needed for exchange of information, updates, problem solving, etc.
3. This agreement will be reviewed yearly by the Superintendent and the Early Childhood Division Director or Designee for any corrections, additions, deletions, or changes.
4. Termination of this agreement will be preceded by at least 60 days' advance notice.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**LOCAL EDUCATION AGENCY:**  
YUKON PUBLIC SCHOOL DISTRICT  
CANADIAN COUNTY, OKLAHOMA  
500 SOUTH INDEPENDENCE  
ENID, OK 73701

Amy Beams  
Name:

Exec. Director of  
Title  
Special Services

**HEAD START PROGRAM:**  
BIG FIVE COMMUNITY SERVICES, INC.  
1502 NORTH 1<sup>ST</sup> AVE., OKLAHOMA  
DURANT, OK 74702

\_\_\_\_\_  
Jim Girten

Head Start / Early Head Start Director  
Title

# SCHOOL RESOURCE OFFICER CONTRACT

## City of Yukon and Yukon Public Schools

This contract is made by and between the City of Yukon Police Department; herein "City", and the Yukon Public School District; herein "District" for the purpose of establishing the terms under which the City shall provide the District with School Resource Officers and the compensation.

### Witnesseth

For and in consideration of the mutual undertakings herein set forth, the City and District agree as follows:

#### A. Assignment and Selection of School Resource Officers

1. City agrees to provide police officers to serve as a School Resource Officer (SRO) at each of the following District secondary school locations:
  - a. Yukon High School 9 – 12 Campus, (2) officers
  - b. Yukon Middle School 6 – 8 Campus, (2) officers
2. The School Resource Officers shall be initially screened by the Yukon Police Department. A list of approved candidates will be forwarded to the Principals of the aforementioned schools; each principal shall make a selection from the list of approved candidates to serve as SROs. If a Principal is not satisfied with the performance of the School Resource Officer assigned to his or her school, he or she may request the Chief of Police or his Designee to replace the officer and the Chief or his Designee shall make every attempt to do so.
3. The City shall assign the School Resource Officers to the schools as their primary duty assignment and will not regularly be assigned additional police duties. However, the City reserves the right to reassign these officers in the event of an emergency or for training.

#### B. Job Responsibilities of the School Resource Officer

1. The primary function of the School Resource Officers shall be to insure the safety of the students and faculty and provide campus security. Specifically, the School Resource Officer shall:  
assist in limiting access to the school grounds to authorized persons, provide police protection of school property, personnel, and students, investigate criminal acts on school grounds and serve as liaison between the school, the police department, juvenile officials, probation officials, courts, and other agencies of the juvenile justice system.
2. The Principal shall retain his or her authority regarding all school issues. The School Resource Officer shall determine all law enforcement issues. The School Resource Officer shall communicate with the Principal regarding all law enforcement incidents on the campus or at school-related activities, and the Principal shall be involved in the decision-making process involving custodial arrests. The School Resource Officers are solely responsible to the Chief of Police but shall work directly and in cooperation with the Principal of the school to which they are assigned.

3. The School Resource Officer shall attend professional development training as required by the City, District, and School Resource Officers' training.
4. The School Resource Officers shall be available as a resource to provide information on topics on which the officers have special competence due to their law enforcement training. The School Resource Officers shall also attempt to identify and counter deviant behavior and any other behavior that would be disruptive or unsafe to the students, faculty, or district property.
5. The School Resource Officers shall make themselves visible in a public relations role in order to provide a highly visible crime deterrent on school property and to effectively promote security and order in the schools.
6. The School Resource Officers shall also attempt to provide guidance and direction for students, parents, and staff when appropriate; to work with the school administrators to resolve school-police problems; and to work with parents of troubled youth.
7. The Principal of the school to which an officer is assigned and the Chief of Police may agree to establish and modify, as needed, rules and regulations concerning the School Resource Officers' duties and schedule, so long as they both agree on such changes.

#### C. Hours of Work

1. Unless otherwise directed by the Principal, City shall assign officers to work during the instructional days of the school year, Monday through Friday, eight hours a day, with Saturday and Sunday off. Subject to the approval of the Chief of Police, each Principal shall be responsible for determining a consistent eight-hour schedule per day for the School Resource Officer assigned to that Principal's campus.
2. Any hours scheduled by the Principal outside of the standard eight-hour day for the School Resource Officer shall be paid to the office by the District at the current security rate of pay for school activities.
3. The School Resource Officer will not work on District professional development days, during summer school, or during student holidays unless requested by the District. The School Resource Officers will not routinely work during the summer vacation. If the School Resource Officers are utilized during summer school or summer break, the District will provide a request for the officer ten (10) days in advance and shall pay the City for the time worked.

#### D. Consideration

1. The District agrees to pay the City for the use of the four (4) School Resource Officers a total sum of \$300,000.00 (three hundred thousand dollars) for the period of ten (10) months, August to May, of the contract term. The District will pay the City \$30,000.00 (thirty thousand dollars) a month after each completed month of service. The City will pay any remaining balance of the Officer's yearly salary and benefits.

2. The City will provide law enforcement training and certifications, vehicle and police equipment, including communications equipment needed to allow the officer to contact headquarters and other officers. The District may provide any radio equipment needed to allow the officers to communicate with school staff, if desired by the District.

3. In the event that an SRO is not on campus due to required training, the City will deduct the cost for those officers from the monthly amount. The deduction for each SRO absent will be calculated at \$38.00 per hour for the period the officer(s) were absent.

#### E. Term

1. This Contract shall be effective July 1st of 2025 to June 30th of 2026. Either City or District may cancel this contract by giving the other party thirty (30) days written notice of cancellation. If this contract is terminated prior to the end of the contract year, District shall be entitled to a pro-rata reimbursement of unused funds paid by the District.

#### F. Indemnification

1. The City waives, releases, indemnifies, and holds harmless to the extent authorized by law, the District from any and all claims, damages, injuries, causes of action, or lawsuits arising out of the acts, or failures to act, of the School Resource Officers, whether such acts or failures to act occurred on or off District property.

#### G. Miscellaneous

1. This Contract supersedes all prior agreements and representations concerning the School Resource Officers and constitutes the complete agreement between the parties.

2. City and District agree that no promise or agreement which is not herein expressed has been made to either party and that neither party is relying upon any statement or representation other than the terms stated in this Contract.

3. No amendments to this Contract shall be binding unless reduced to writing and signed by both parties.

4. The City will maintain all official records of incidents and reports that are generated as a result of police action or requests for police services from any person upon the property of the District.

5. Records of the performance and service provided by the City will be maintained by the City and stored at the police department.

6. Office space and furniture, as well as computer equipment and electronic devices, may be provided by the District to allow the officers and Administrators of the District to communicate better. Police equipment shall only be used by the School Resource Officers.

**AGREED TO:**

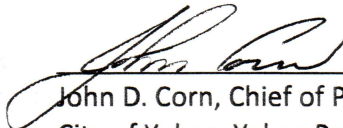
City of Yukon



Brian Pillmore, Mayor

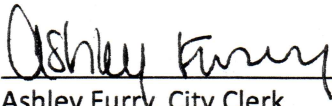
**AGREED TO:**

City of Yukon, Yukon Police Department

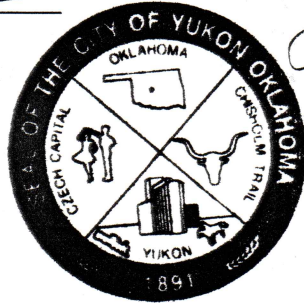


John D. Corn, Chief of Police  
City of Yukon, Yukon Police Department

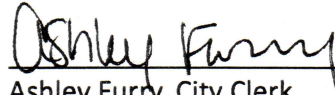
**ATTEST:**



Ashley Furry, City Clerk



**ATTEST:**



Ashley Furry, City Clerk

**AGREED TO:**

Yukon Public Schools

\_\_\_\_\_  
YPS Board of Education

**AGREED TO:**

Yukon Public Schools

\_\_\_\_\_  
Keith Sinor, Superintendent  
Yukon Public Schools

**ATTEST:**

\_\_\_\_\_  
Administrative Assistant  
Yukon Public Schools

**ATTEST:**

\_\_\_\_\_  
Administrative Assistant  
Yukon Public Schools

**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
**August 4<sup>th</sup>, 2025**

**TOPIC:** School Based Family Specialists

**ADMINISTRATIVE RECOMMENDATION:** The administration recommends approval of a contract between Canadian County Board of County Commissioners, Oklahoma Department of Human Services and Yukon Public Schools. This is a continuing contract.

**RATIONALE FOR RECOMMENDATION:** The purpose of this agreement is to provide School Based Family Specialist services for the district. The agreement is for three School Based Family Specialists to serve families in feeder pattern zones. The School Based Family Specialists will be responsible for linking families and children with helpful services, providing support, and fostering a collaborative environment between the school, families, and Oklahoma Human Services (OKDHS) and Canadian County Juvenile Justice Center.

**OPTIONS:**

1. Approve this contract with the Canadian County Board of County Commissioners and Oklahoma Human Services
2. Do not approve this contract with the Canadian County Board of County Commissioners and Oklahoma Human Services

**FISCAL NOTE:** This contract should be zero cost to the district as the BOCC is covering 20% of the total cost of the three School Based Family Specialists. The other 80% of the cost for the three School Based Family Specialists is covered by separate contracts with the Oklahoma Department of Human Services (OKDHS).

**CONTACT PERSON:** Diana Lebsack, Assistant Superintendent of Human Resources and Clay McDonald, supervisor of the School Based Family Specialists.





## AGREEMENT BETWEEN CANADIAN COUNTY AND YUKON PUBLIC SCHOOLS (YPS)



**THIS AGREEMENT** is made and entered into this \_\_\_ day of \_\_\_\_\_, 2025, by and between Canadian County Board of County Commissioners (BOCC), and the Independent School District No. 27 of Canadian County, OK dba Yukon Public Schools (YPS);

### **THE PARTIES ACKNOWLEDGE AS FOLLOWS:**

**THAT** The Canadian County Children's Justice Center desires to expand and strengthen its school attendance program by placing family support specialists in schools to engage with students and their families and address issues in the home or school that could affect the student's school attendance or success in school; and,

**THAT** YPS believes that school-based specialists will have a positive impact on its students and desires to enter into this agreement to facilitate the use of school-based family specialists in the Yukon Public School district.

### **NOW, THEREFORE, THE PARTIES AGREE AS FOLLOW:**

1. YPS will participate in the School-Based Services Program (SBFS) of the Oklahoma Human Services (OHS) and will enter into a separate contract with OHS for that program. Pursuant to that program OHS will reimburse YPS 80% of the costs of each School-Based Family Specialist.
2. The School-Based Family Specialists will be employees of Yukon Public Schools and will be paid by Yukon Public Schools and receive benefits as an employee of Yukon Public Schools.
3. The recommended annual salary of the SBFS is no less than \$39, 571 annually for full- time, 12-month employees. The Children's Justice Center agrees to pay Yukon Public Schools 20% of the costs associated with the position, up to 3 full time employees, which includes salary, benefits, leave, tax withholding, FICA, longevity, work cell phone, travel, and bonuses. OKDHS will cover 80% of appropriate costs. The exact salary to be agreed to by the parties, however, it will be within the pay scale established by YPS

4. YPS will send monthly invoices to the Children's Justice Center for its portion of the cost, and the Children's Justice Center will promptly process and pay each invoice.
5. The school district will retain the overall supervisory responsibility for the School Based Family Specialists but with appropriate input from the Children's Justice Center. The Children's Justice Center will also provide supervision of the School Based Family Specialists as it relates to its truancy and school attendance efforts.
6. YPS will provide secure physical office space conducive for the confidential nature of School-Based Family Services and case management; and provide use of a computer, desk phone, copier, and fax and/or web-based fax capabilities to facilitate school-based support for students.
7. The School-Based Family Specialists will be selected through interviews conducted by representatives from the school, OHS, and the Children's Justice Center. YPS is responsible for processing and posting all positions. The standards set by the OHS as they relate to training and education of School-Based Family Specialists will be followed.
8. Both YPS and the Children's Justice Center will assign an employee to act as a supervisor liaison between the two entities. The supervisor liaisons agree to meet at least monthly to discuss topics including, but not limited to roles and responsibilities of both parties, referral process, and documentation requirements.
9. All School-Based Family Specialists shall be required to submit data regarding the date and nature of each referrals, source of referrals, services and/or programs recommended for the family, and measures of success, and other data as agreed to by the supervisor liaisons.
10. YPS and the Children's Justice Center may share certain student information strictly for the purpose of supporting the child's well-being and safety, in accordance with all applicable state and federal laws, including the Family Educational Rights and Privacy Act (FERPA). This collaboration aims to provide necessary support and services to families in need while maintaining the highest standards of data security and confidentiality.

To ensure compliance with FERPA, information will only be shared with authorized

personnel at the Children's Justice Center on a need-to-know basis and only in situations where it is necessary to:

- Protect the health or safety of the student or other individuals: This may include sharing information in cases of suspected abuse, neglect, or when a student poses a threat to themselves or others.
- Comply with a judicial order or lawfully issued subpoena: Information will be disclosed only in response to a court order or other legal process that meets FERPA requirements.

Examples of data that may be shared in these limited circumstances could include:

- Student identification information: Name, date of birth, student ID number
- Attendance records: May be relevant in cases of truancy or concerns about a child's safety
- Disciplinary records: May be relevant if the disciplinary issue involves potential harm to the student or others
- Health information: Only relevant and permissible if it relates to the situation requiring disclosure (e.g., evidence of physical abuse)
- Contact information for parents or guardians: To facilitate communication and collaboration regarding the student's well-being.

YPS is committed to protecting the privacy of student education records and will only disclose information to the Children's Justice Center in full compliance with State of Oklahoma and FERPA regulations.

11. The parties acknowledge and agree that YPS may, at their discretion, employ additional School-Based Family Specialists through the OHS's School Based Family Services Program (SBFS). The Children's Justice Center will not be required to pay any part of the expenses associated with those employees.
12. In order to provide consistency and uniformity in its approach to school attendance and underlying issues, all School-Based Family Specialists, including those employed by YPS without the financial assistance of the Children's Justice Center, shall be subject to all other provisions of this agreement, including the following: participation in relevant events at or for the Children's Justice Center; submission of data to the Children's Justice Center as required of other School-Based Family Specialists; and completion of duties as outlined in Paragraph 12, below.

13. The parties agree the duties of the School-Based Family Specialists shall be as follows:

- A. Participate in school events such as enrollment, open houses, or community resource events to provide students and families with information regarding services provided.
- B. Participate in events of the Children's Justice Center including truancy events, resource fairs, and other events throughout the county to inform of services and engage the community.
- C. Identify students and families that may be eligible for assistance programs such as Sooner Select, SNAP or TANF. This could be grandparents/relatives raising grandchildren AND parents who are low-income families. Assisting them with enrollment/re-enrollment and related education and information, including providers, services covered and Primary Care Physician enrollment.
- D. Provide support in obtaining community resources such as mental health services, transportation needs, housing needs, and food insecurity needs.
- E. Identify at-risk children through an inner-school referral system, with an emphasis on child safety, child well-being and parental/family protective factors.
- F. Assist students and families in securing resources and services for identified transportation, housing, personal care and/or other needs required to ensure child safety and family protective factors are met.
- G. When necessary, assist school faculty, staff, and administration in making Child Welfare referrals which could include gathering supporting documentation, providing education and information about the referral process, or making the referral directly when there is a child safety concern.
- H. Act as a liaison to the Children's Justice Center which could include gathering information, setting up interviews, providing and/or facilitating school in-service presentations and training on services available through the Children's Justice Center.

- I. Serve as a connection to the Children's Justice Center and act as a liaison to assist the school with the provision of social services within the community.
- J. Provide support and assistance to development of or coordination of resources or school-based programs, projects and partnerships that assist schools with meeting social service needs of students and families.
- K. Provide follow up and ongoing support for families to ensure needs continue to be met, satisfaction with services, and identify any new or existing barriers to services.

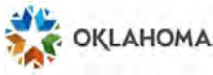
The term of this Agreement shall be August 1, 2025, to June 30, 2026. It is anticipated that this contract will be renewed for subsequent school years. This agreement shall terminate if the underlying contract between YPS and OHS is terminated.

Canadian County Board of County Commissioners

By \_\_\_\_\_  
By \_\_\_\_\_  
Title \_\_\_\_\_  
Title \_\_\_\_\_

Independent School District No. 27 of Canadian County, OK

By [Signature]  
By [Signature]  
Title Superintendent  
Title Supervisor



# Purchase Order

Dispatch via Print

**Department of Human Services**  
DEPARTMENT OF HUMAN SERVICES  
SEQUOYAH MEMORIAL OFFICE BLDG  
PO BOX 25352  
OKLAHOMA CITY OK 73125-0352

**Supplier:** 0000072783  
YUKON PUBLIC SCHOOLS  
CO OSDE STATE AIDE  
600 MAPLE ST  
YUKON OK 73099-2533

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
8309027799	03/31/2025		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>	
0 Days	Free on board at Destination	Common	
<b>Buyer</b>	<b>Phone/Email</b>	<b>Currency</b>	
Susan Wiest		USD	

**Ship To:** DEPARTMENT OF HUMAN SERVICES  
DIV OF CHILDREN AND FAMILY SERVICES  
P O BOX 25352  
OKLAHOMA CITY OK 73125

**Bill To:** DEPARTMENT OF HUMAN SERVICES  
SEQUOYAH MEMORIAL OFFICE BLDG  
PO BOX 25352  
OKLAHOMA CITY OK 73125-0352

**Tax Exempt?** Y      **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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1-	1	94121801 /					
		SERVICES: Children and Youth Services School Based Social Worker Program FY25	1.0000	EA	180,000.0000	180,000.00	03/31/2025

Interagency contract with Yukon Public Schools will provide an employee, SBFS staff who will provide outreach services at Yukon Public Schools. The SBFS will coordinate academic, social, and health services through local partnerships among public elementary and secondary schools and community-based organizations, nonprofit organizations, and other public or private entities.

Effective: 02/01/2025- 06/30/2025. Year 1 of the 4-yr.

**Total PO Amount** 180,000.00

**COMMENTS:**

Yukon Public Schools will provide 3 employees SBFS staff who will provide outreach services at Yukon Public Schools. The SBFS will coordinate academic, social, and health services through local partnerships among public elementary and secondary schools and community-based organizations, nonprofit organizations, and other public or private entities.

Effective: 02/01/2025- 06/30/2025, 3 renewal options, Year 1 of the 4-yr. agreement. HHS# 5110, Account: 515940, ePro# 8300029836.

Contract Monitor: Monica Brumnet, monica.brumnet@okdhs.org  
Fiscal Monitor: Sara Neal, sara.neal@okdhs.org

Submit invoices to: dhsaccounts payable@okdhs.org

Terms and conditions governed by the contract executed by both parties.  
Purchase order number should appear on all documentation, including but not limited to: packing slips, invoices, bills of lading, correspondence, and subject line of emails, envelope addresses and packages. Pursuant to Oklahoma statute 62 §34.71, the state of Oklahoma has 45 days from presentation of a proper invoice to issue payment to the supplier.

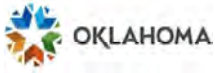
Vendor acknowledges, by receipt of this instrument, document, or communication, that any agreement entered into or executed by the parties is subject to the provisions of the Oklahoma Central Purchasing Act, 74 O.S., § 85.1, et seq.

Authorized Signature

04/01/2025

*Teresa Terry*

Teresa Terry (Apr 1, 2025 13:11 CDT)



# Purchase Order

Dispatch via Print

**Department of Human Services**  
DEPARTMENT OF HUMAN SERVICES  
SEQUOYAH MEMORIAL OFFICE BLDG  
PO BOX 25352  
OKLAHOMA CITY OK 73125-0352

**Supplier:** 0000072783  
YUKON PUBLIC SCHOOLS  
CO OSDE STATE AIDE  
600 MAPLE ST  
YUKON OK 73099-2533

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
8309027799	03/31/2025		2
<b>Payment Terms</b>	<b>Freight Terms</b>		<b>Ship Via</b>
0 Days	Free on board at Destination		Common
<b>Buyer</b>	<b>Phone/Email</b>		<b>Currency</b>
Susan Wiest			USD

**Ship To:** DEPARTMENT OF HUMAN SERVICES  
DIV OF CHILDREN AND FAMILY SERVICES  
P O BOX 25352  
OKLAHOMA CITY OK 73125

**Bill To:** DEPARTMENT OF HUMAN SERVICES  
SEQUOYAH MEMORIAL OFFICE BLDG  
PO BOX 25352  
OKLAHOMA CITY OK 73125-0352

**Tax Exempt?** Y      **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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No oral statement, online click wrap amendments, facsimile, mail, or other notification issued by vendor shall modify or otherwise effect the terms, conditions, or specifications stated in this purchase order and/or the executed contract between the parties.

Authorized Signature



**Purchase Order Number** \_\_\_\_\_

This contract is hereby entered into between the Oklahoma Human Services (OKDHS) and Yukon Public Schools (contractor).

600 Maple Avenue

Yukon

OK

73099

Billing address

City

State

ZIP code

73-0773677

Employer Identification Number (EIN Number), Social Security number (SSN) or vendor number

**1.0 Contract Period**

Both parties are in agreement that this contract shall be in effect for a period beginning 02/01/2025 and ending 06/30/2025. This contract may be renewed, at the sole option of OKDHS, under the same terms and conditions for 3 additional period(s) with a finite ending date of 06/30/2028.

**2.0 Scope of Work**

The contractor hereby offers and agrees to perform services as described in Attachment A, entitled Scope of Work. When necessary, subsequent attachments shall be titled in succession - such as Attachment B, C, or D.

**3.0 Compensation and Billing**

In consideration of the performance of said services, OKDHS agrees to pay the contractor:

for SBFS identified as Position 1-3 in attachment A, 80% of the employee's annual compensation, not to exceed \$60,000

Payment against this contract shall be Firm Fixed at the Quoted Price and OKDHS shall not pay nor be liable for any other additional costs including, but not limited to, taxes, attorney fees, or liquidated damages.

Payment for all services herein shall be made in arrears after products have been delivered or services are provided, per Section 85.44(B) of Title 74 of the Oklahoma Statutes (74 O.S. § 85.44(B)). OKDHS shall not make any advance payments or advance deposits. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §§ 34.71 and 34.72.

The contractor shall bill OKDHS on a monthly basis for services. Claims for reimbursement of services shall be submitted within 90-calendar days of the provision of services. The contractor shall provide documentation of such expenses to support requests for reimbursement that may include, but are not limited to, copies of invoices, evidence of contractor payment, or other OKDHS requested documents. Supporting encumbrances may be canceled upon a lapse of six months from the actual provision of services. OKDHS has 45-calendar days from presentation of a proper invoice to issue payment to the contractor. If OKDHS finds that an overpayment or underpayment has been made to the contractor, OKDHS may adjust any subsequent payments to the contractor to correct the account. OKDHS shall issue a written explanation of the adjustment to the contractor.

#### **4.0 Modification**

Any change in the total amount of the contract shall be in writing and approved by both parties. Any change in services provided prior to the execution of a mutually-approved contract modification is not eligible for payment. When a budget is attached, it is agreed by both parties that all budget changes between line items exceeding  0  percent shall be in writing and approved by the contractor and OKDHS prior to any change in service.

#### **5.0 Termination for Convenience**

OKDHS shall terminate the contract in whole or in part for convenience when it is in OKDHS's best interest. OKDHS shall terminate the contract by delivering to the contractor a Notice of Termination for Convenience, specifying the terms and effective date of contract termination. The contract termination date shall be a minimum of 30-calendar days from the date OKDHS issues the Notice of Termination for Convenience.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, OKDHS is liable only for products and/or services delivered and accepted and for costs and expenses, exclusive of profit, reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the contractor.

#### **6.0 Termination for Cause**

The contractor may terminate the contract for default or other just cause with a 30-calendar day written request. OKDHS may terminate the contract for default or other just cause upon written notification to the contractor.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, OKDHS is liable only for payment for products and/or services delivered and accepted.

#### **7.0 Sub-Contracting**

The service to be performed under this contract shall not be assigned or sub-contracted in whole or in part to any other person or entity without advance OKDHS written consent. The terms of this contract and such additional terms as OKDHS may require shall be included in any approved sub-contract and approval of any sub-contract shall not relieve the contractor of any responsibility for performance required under this contract.

#### **8.0 Travel Expenses**

Travel expenses incurred pursuant to an acquisition by OKDHS shall be included in the total acquisition price in the supplier's contract. OKDHS shall not pay any travel expenses in addition to the total price in the contract.

#### **9.0 Unavailability of Funding**

OKDHS cannot guarantee the continued availability of funding for this contract, notwithstanding the consideration stated herein. In the event funds to finance this contract become unavailable either in full or in part due to insufficient funding, OKDHS may terminate this contract or reduce this contract consideration, upon written notice to the contractor. The notice shall be delivered by certified mail, return receipt requested, or hand-delivered with written proof of delivery. OKDHS shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction in consideration shall be specified in the notice, provided the funding adjustments stated in this paragraph shall not apply to payments made for services satisfactorily completed, prior to the

effective date of the termination or reduction. In the event of a reduction in contract consideration, the contractor may work with OKDHS to reduce the Scope of Work proportionately or cancel this contract as of the effective date of the proposed reduction upon advance written notice to OKDHS. Both parties shall make a good faith effort to reach mutual agreement on reasonable phase-out costs upon notice of termination or reduction of contract.

#### **10.0 Insurance**

The contractor shall obtain and retain insurance including workers' compensation, vehicle insurance, medical malpractice, and general liability as applicable or as required by federal or state law prior to commencement of any work on this contract. The contractor shall timely renew the policies to be carried throughout the term of this contract and shall provide OKDHS with evidence of such insurance and renewals upon request, pursuant to this Section.

#### **11.0 Limitation of Liability**

The contractor agrees to indemnify OKDHS and the State of Oklahoma in respect to all damages, expenses, fines, judgments, and costs including, but not limited to, attorney fees arising from negligence, acts or omissions of the contractor, or its agents, sub-contractors, and assigns in connection with performance of this contract. Without waiving any defense or immunity and subject to the Oklahoma Governmental Tort Claims Act, OKDHS agrees to bear all expenses, fines, judgments, and costs that may arise from any acts or omission of its officials or employees in connection with this contract.

#### **12.0 Employment Relationship**

This contract does not create an employment relationship. Individuals performing services required by this contract are not employees of OKDHS or the State of Oklahoma. The contractor's employees shall not be considered employees of OKDHS nor the State of Oklahoma for any purpose and accordingly shall not be eligible for rights or benefits accruing to state employees. OKDHS retains the right to request replacement of assigned staff paid in full or partially by this contract.

#### **13.0 Confidential Information**

The contractor recognizes that OKDHS has and will have agency and client information that are confidential and need to be protected from disclosure. The contractor agrees that the contractor's employees, or any of its agents shall not at any time or in any manner, either directly or indirectly, use any information for the contractor's benefit or divulge, disclose, or communicate in any manner any confidential information to any third party.

#### **14.0 Grievance Procedure**

When this contract involves services to OKDHS clients, the contractor shall have a system for resolution of said grievances in place. The grievance system used by the contractor shall be subject to prior OKDHS approval.

#### **15.0 Access to and Retention of Records**

As used in this clause, records includes books, documents, accounting procedures and practices, and other data regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with OKDHS the contractor agrees any pertinent federal or state agency shall have the right to examine and audit all records relevant to execution and performance of the resultant contract.

The contractor is required to retain records relative to the contract for the duration of the contract and, for a period of seven years following completion and/or termination of the contract. When an

audit, litigation, or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

## **16.0 Audit**

Contractors that receive in excess of \$750,000 per year in federal funds must have a certified independent audit conducted in accordance with Government Auditing Standards and Office of Management and Budget (OMB) Compliance Supplement.

Contractors that receive in excess of 750,000 per year in state or federal funds must have a certified independent audit of its entire operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles and the report shall include a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary Schedule of Revenue and Expenditures by function and funding source. The certified independent audit must cover the period for which the contract was in effect.

A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. OKDHS retains the right to approve the selection of and examine the work papers of said auditor. No approval will be withheld unreasonably.

The contractor must submit two copies of the annual audit along with a response to any audit findings and a copy of any management letter received, N/A. Reports are sent to the Internal Audit Administrator, Office of Inspector General, and PO Box 25352, Oklahoma City, Oklahoma 73125.

At the request of OKDHS or the Oklahoma State Auditor, the contractor shall provide books, records, documents, accounting procedures, practices, or any other item relevant to the contract for examination.

## **17.0 Compliance with Law**

The contractor shall be subject to all applicable federal and state laws, rules, and regulations, and all amendments thereto. The contractor agrees to devote special attention to its responsibilities under Oklahoma statutes; and observance of the compliance with the requirements, therefore, shall be the responsibility of the contractor without reliance on or direction by OKDHS.

## **18.0 Contract Jurisdiction**

This contract will be governed in all respects by the laws of the State of Oklahoma. In the event any litigation shall occur concerning the terms and conditions of this contract or the rights and duties of the parties, the parties agree that such suit shall be brought in the Courts of the State of Oklahoma. To the extent that any provision of the contract is contrary to the Constitution or laws of the State of Oklahoma or of the United States, that provision shall be null, void, and unenforceable. However, the balance of the contract shall remain in force and effect.

## **19.0 Severability**

When any provision of this contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. When a court of competent jurisdiction finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

## **20.0 Equipment**

Any equipment or other tangible materials directly and/or specifically purchased with funds provided through this contract and previously approved for said purchase by OKDHS shall remain/become the property of the State of Oklahoma and shall be held, maintained, and insured by the contractor for the benefit of OKDHS. Upon termination or cancellation of this contract, for any reason, OKDHS may demand the delivery and return of such equipment or materials at the contractor's sole cost and expense. The contractor shall notify OKDHS prior to the relocation or substantial alteration of such equipment or materials.

## **21.0 Conflict of Interest**

All contractors must disclose any contractual relationship or any other contact with any state personnel, contractor, or sub-contractor involved in the development of the contractor's response to the solicitation resulting in this contract. Any conflict of interest shall, at the sole discretion of OKDHS, be the grounds for rejection of the contractor's proposal or termination of this contract.

In addition to any requirements of law or through a professional code of ethics or conduct, the contractor is required to disclose any outside activities or interests that conflict, or may conflict, with the best interests of OKDHS or the State of Oklahoma. Further, the contractor shall not plan, prepare, or engage in any activity that conflicts, or may conflict, with the best interests of OKDHS or the State of Oklahoma during the period of this contract without OKDHS prior written approval. Prompt disclosure is required under this paragraph when the activity or interest is related, directly or indirectly, to any person or entity currently under contract with, or seeking to do business with OKDHS.

## **22.0 Failure to Enforce**

Failure by the State of Oklahoma at any time to enforce the provisions of this contract shall not be construed as a waiver of any such provisions or of the state's right to do so. Such failure to enforce shall not affect the validity of this contract or any part thereof or the State of Oklahoma's right to enforce any provisions at any time in accordance with its terms. Further, the state's selection of one remedy at law or in equity shall not be deemed an election of remedies and the State of Oklahoma shall maintain all rights and remedies provided herein.

## **23.0 Oklahoma Taxpayer and Citizen Protection Act of 2007**

The contractor certifies that it, and all proposed sub-contractors whether known or unknown, at the time this contract is executed or awarded are in compliance with 25 O.S. § 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. § 1312 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

## **24.0 Equal Opportunity and Discrimination**

The contractor agrees to comply with all federal and state laws prohibiting discrimination and assures services shall be provided without distinction on the basis of race, sex, color, national origin, or disability and no other distinction will be made on the basis of age except as the law allows. The contractor ensures compliance with the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Executive Orders 11246 and 11375; and the Americans with Disabilities Act of 1990, per Public Law 101-336; and all amendments to, and all requirements imposed by the regulations issued, pursuant to these acts.

## **25.0 Drug-free Workplace**

Contractors that:

- receive federal grants;
- have a contract with federal agencies;
- have a sub-contract that includes a drug-free workplace requirement; or
- are subject to federal agency regulations, such as, but not limited to, those of the Department of Health and Human Services, Department of Transportation, Department of Defense, or Nuclear Regulatory Commission; and
- must certify compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

## **26.0 Environmental Protection**

If the payments pursuant to this contract are expected to exceed \$100,000, then the contractor shall comply with Section 306 of the Clean Air Act 42 U.S.C. § 1957(L); Section 508 of the Clean Water Act, per 33 U.S.C. § 1638; Executive Order 11738; and Environmental Protection Agency (EPA) Regulations, per 40 C.F.R. Part 15 that prohibit the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.

## **27.0 Whistleblower Protection Act**

The parties acknowledge and agree the Pilot Program for Enhancement of Contractor Employee Whistleblower Protections, 41 U.S.C. § 4712, may apply to this contract or grant and that no contractor's employee, sub-contractor, or grantee may be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or public body enumerated in said section when that employee reasonably believes evidence exists of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety or a violation of law, rule or regulation related to a federal contract.

## **28.0 Lobbying**

The contractor certifies compliance with the Anti-Lobbying law, per 31 U.S.C. § 1325, and implemented at 45 C.F.R. Part 93, for persons entering into a grant or cooperative contract over \$100,000 as defined at 45 C.F.R. 93 §§ 93.105 and 93.110.

## **29.0 Debarment, Suspension, and Other Responsibility Matters**

By signing this contract, the contractor and any sub-contractor certify to the best of their knowledge and belief that they and their principals or participants:

- are not presently debarred, suspended, proposed for debarment or declared ineligible, or voluntarily excluded by any federal, state, or local department or agency;
- have not within a three-year period preceding this contract been convicted of, pled guilty, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract whether federal, state, or local; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- are not presently indicted for, or otherwise criminally indicted, or charged by a governmental entity whether federal, state, or local with commission of any of the offenses enumerated in the paragraph above of this certification; and with any of the offenses enumerated above in this section; or

- have not, within a three-year period preceding this contract, had one or more public contracts, whether federal, state, or local terminated for cause or default.

### 30.0 False Claims Act

The contractor shall promptly notify OKDHS of any credible evidence that a principal, employee, agent, contractor, sub-grantee, sub-contractor, or other person submitted a false claim under the False Claims Act or committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

### 31.0 Resources

When the contractor is another governmental entity, the contractor affirms that it has, or shall have under its control, by the date services are delivered, the personnel services, labor and equipment, machinery, or other facilities to perform the required work pursuant to this contract.

### 32.0 OKDHS Logo Requirements

During the term of the contract, and subsequent renewal periods of the contract, the contractor is authorized and shall include the OKDHS logo on its website and on all printed materials to indicate services are provided in coordination with OKDHS. A OKDHS logo may be obtained from the OKDHS website at: <http://www.okdhs.org/library/news/mk/docs/logos.htm> or by navigating to the OKDHS website at [www.okdhs.org](http://www.okdhs.org), select *Newsroom* and select *Logos*. Logo size selection and placement on materials or website shall be appropriate as determined by the contractor. Records of the use of the OKDHS logo shall be maintained by the contractor and available for review at OKDHS's discretion. The contractor is not authorized to modify the OKDHS logo or to use it in an inappropriate fashion. OKDHS bears no costs associated with the contractor's placement or use of the OKDHS logo. Upon OKDHS' request or termination or expiration of the contract, the contractor shall remove the OKDHS logo from its website and cease production of the OKDHS logo on printed materials. OKDHS solely reserves the right to determine enforceability of this clause.


### 33.0 Summation

This contract constitutes the entire contract and understanding between the parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or verbal of the parties relating to the work to be performed.

### Signature and Agreement

This contract includes by reference, attachments  A  through  B .

Contractor, as shown on page one:  Yukon Public Schools

	<u> Jason Smith </u>	<u> 1/03/25 </u>
Contractor representative signature	Contractor representative name (print)	Date
<u> Lindsey Kanaly </u>	<u> </u>	<u> 03/03/2025 </u>
Authorized OKDHS rep signature	Authorized OKDHS rep name	Date

**SCHOOL-BASED FAMILY SPECIALIST**

**I. PURPOSE**

The purpose of this agreement is to describe the responsibilities of each party in the development, implementation, and operation of the **School-Based Family Services Program (“SBFSP”)**.

**II. BACKGROUND**

Oklahoma Department of Human Services (“OKDHS”) is committed to providing a system of supports for families which is designed to identify and address barriers to their overall well- being. A critical part of this support network is our **SBFSP** which provides direct and indirect services to students, families, and school personnel and enhances the school district's ability to meet its academic mission, especially where home, school and community collaboration is the key to achieving student and family success.

**III. SCOPE OF WORK**

Yukon School District (“Contractor” or “School District”) will provide 3 employees, hereinafter referred to as **School-Based Family Specialists (“SBFS”)**, who will provide outreach services to the public schools in the School District.

The SBFS is a full-time school employee who serves as a liaison between the school and OKDHS, providing preventative services, assisting with benefits applications, and crisis intervention. The SBFS is embedded in the school to ensure families can access safety net, work supports, family strengthening, and other services. The SBFS may help maintain a positive collaboration with school personnel and OKDHS to communicate and support the needs of students and families when obstacles hinder the success of the student and the family.

**IV. SCHOOL-BASED FAMILY SPECIALIST JOB DUTIES**

The SFBS job duties include the following:

1. Participate in school events such as enrollment, open houses, or community resource events to assist students and families have current and available information regarding services provided.
2. Identifies students and families that may be eligible for SoonerSelect, SNAP or TANF - this could be grandparents/relatives raising grandchildren AND

- parents who are low-income families. Assisting them with enrollment/re-enrollment and related education and information, including providers, services covered and Primary Care Physician enrollment.
3. Provide support in obtaining community resources such as mental health services, transportation needs, housing needs, and food insecurity needs.
  4. Identify at-risk children through inner-school referral system, with an emphasis on child safety, child well-being and parental/family protective factors.
  5. Assist students and families in securing resources and services for identified transportation, housing, personal care and/or other needs required to ensure child safety and family protective factors are met.
  6. When necessary, assist school faculty, staff, and administration in making Child Welfare referrals which could include gathering supporting documentation, providing education and information about the referral process, or making the referral directly when there is a child safety concern.
  7. Act as a liaison to OKDHS which could include gathering information, setting up interviews, providing and/or facilitating school in-service presentations and training on OKDHS services.
  8. Serve as a connection to OKDHS and act as a liaison to assist the school with the provision of social services within the community.
  9. Provide support and assistance to development of or coordination of resources or school- based programs, projects and partnerships that assist schools with meeting social service needs of students and families.
  10. Provide follow up and ongoing support for families to ensure needs continue to be met, satisfaction with services, and identify any new or existing barriers to services.

## **V. OKDHS RESPONSIBILITIES**

OKDHS assumes the following responsibilities:

1. Provide support to school administration in creation of additional job description for SBFS that meets the school district's unique needs.
2. Provide guidance/support to the school district's administration in hiring of SBFS.
3. Provide guidance/support to school district's administration in onboarding the new SBFS.
4. Provide any OKDHS required trainings.

5. Provide appropriate information and support to assist SBFS in assessing and developing a care support plan for a student/family including but not limited to review and appropriate communication of OKDHS programs to determine services in place or needed.
6. Provide specific technical assistance needs of the SBFS, determining the duration and scope of the assistance, establishing communication channels between the OKDHS and the SBFS.
7. Ensure confidentiality of any sensitive information shared during assisting the SBFS and evaluating the effectiveness of the assistance provided.
8. Assist in connecting the SBFS with OKDHS and other agency staff as requested and appropriate.
9. Provide ongoing monitoring and consultation to contracted school administration on compliance with contract/contracted duties performed by SBFS.
10. Provide ongoing communication with the school district's staff both formally and informally, to ensure, to the best of OKDHS ability, that the OKDHS SBFSP are aligned with the School(s) and District's mission and objectives and are adequately meeting students' needs.
11. In the event that School District deems that Distance Learning is necessary for reasons of health and safety. OKDHS will pay the agreed amount to the school district for these positions regardless of whether the schools are open the entire school year or not.

## **VI. SCHOOL DISTRICT RESPONSIBILITIES**

Contractor assumes the following responsibilities:

1. Provide secure physical office space conducive for the confidential nature of School-Based Family Services and case management.
2. Provide use of a computer, desk phone, copier, and fax machine to facilitate school-based support for students.
3. Maintain a distinction between school personnel duties and the SBFS duties; to ensure that 80% of the assigned duties focus on families and social service support.
4. Advise the OKDHS of all rules and regulations applicable to SBFS job duties.
5. Assign an employee to act as a supervisor liaison between the School District's public schools and OKDHS for periodic review of the program and services

provided through the School- Based Family Services Program (SBFSP).

6. Support site visits provided by OKDHS for school-discussions and determination of interest, capacity, and viability; ensure adequate understanding of partnership goals, expectations, and processes.
7. Provide broadband connectivity for the SBFS through its existing network.
8. Will invoice OKDHS monthly for 80% the cost of employing the SBFS.
9. The school district will have discretion in determining if the SBFS will be a 10, 11, or 12-month employee.
10. The school district will allow the SBFS to participate in initial and ongoing OKDHS training focusing on dates when school is not in session.
11. In addition to the OKDHS training, the school district will provide training as relates to the duties outlined by the contract- examples including, but not limited to training on IEPs/504s, school policies, McKenny Vento and school in-service trainings.
12. Ensure confidentiality of any sensitive information shared during assisting the SBFS and evaluating the effectiveness of the assistance provided.
13. The school district will communicate any job-related concerns or leaves of absences of SBFS to OKDHS.
14. Supply OKDHS with any data necessary for administration or evaluation of the SBFSP, as allowed by state and federal law.

## **VII. DATA**

**OKDHS and Contractor** may share program data in accordance with state and federal laws, ensuring the protection of confidentiality and privacy rights of individuals involved. This collaboration aims to provide necessary support and services to families in need while maintaining the highest standards of data security and compliance.

1. Examples of data that may be shared are student enrollment information, academic records, attendance records, disciplinary records, health information and contact information for parents or guardians.
2. SBFS will receive the following access to perform School-Based Family Services duties:
  - a. OKDHS CTR email address
  - b. OKDHS KIDS



**OKDHS Information Security Requirements**

**1. General Information Security Requirements**

- a. No employee of Contractor or its subcontractors will be granted access to State of Oklahoma agency information systems without the prior completion and approval of applicable logon authorization and acceptable use requests.
- b. Contractor or its subcontractors will notify applicable State of Oklahoma agencies when employees who have access to agency information systems are terminated.
- c. Contractor or its subcontractors will disclose to Client any suspected breach of the security of the information system or the data contained therein in the most expedient time possible and without unreasonable delay and will cooperate with Client during the investigation of any such incident.
- d. Contractor or its subcontractors agree to adhere to the State of Oklahoma "Information Security Policy, Procedures, and Guidelines" available at: <https://oklahoma.gov/content/dam/ok/en/omes/documents/InfoSecPPG.pdf>

**2. HIPAA Requirements**

- a. Contractor shall agree to use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 C.F.R. Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The definitions set forth in the Privacy Rule are incorporated by reference into this Contract (45 C.F.R. §§ 160.103 and 164.501).
- b. If applicable, Contractor will sign and adhere to a Business Associate Agreement (BAA). The Business Associate Agreement provides for satisfactory assurances that Contractor will use the information only for the purposes for which it was engaged. Contractor agrees it will safeguard the information from misuse, and will comply with HIPAA as it pertains to the duties stated within the contract. Failure to comply with the requirements of this standard may result in funding being withheld from Contractor, and/or full audit and inspection of Contractor's security compliance as it pertains to this contract.
- c. Business Associate Terms Definitions:
  - i. Unless otherwise defined in this BAA, all capitalized terms used in this BAA have the meanings ascribed in the HIPAA Regulations, provided; however, that "PHI" and "ePHI" shall mean Protected Health Information and Electronic Protected Health Information, respectively, as defined in 45 C.F.R. § 160.103, limited to the information Business Associate received from or created or received on behalf of the applicable State of Oklahoma agency as a Business Associate. "Administrative Safeguards" shall have the same meaning as the

- term “administrative safeguards in 45 C.F.R. § 164.304, with the exception that it shall apply to the management of the conduct of Business Associate’s workforce, not the State of Oklahoma agency workforce, in relation to the protection of that information.
- ii. Business Associate. “Business Associate” shall generally have the same meaning as the term “Business Associate” at 45 C.F.R. 160.103, and in reference to the party to this agreement, shall mean the entity whose name appears below.
  - iii. Covered Entity. “Covered Entity” shall generally have the same meaning as the term “Covered Entity” at 45 C.F.R. 160.103.
  - iv. HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 C.F.R. Part 160 and Part 164, all as may be amended.
  - v. The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, required by law, Secretary, Security Incident, Sub- Contractor, Unsecured PHI, and Use.
- d. Obligations of Business Associate: Business Associate may use Electronic PHI and PHI (collectively, “PHI”) solely to perform its duties and responsibilities under this Agreement and only as provided in this Agreement. Business Associate acknowledges and agrees that PHI is confidential and shall not be used or disclosed, in whole or in part, except as provided in this Agreement or as required by law. Specifically, Business Associate agrees it will:
- i. use or further disclose PHI only as permitted in this Agreement or as Required by Law, including, but not limited to the Privacy and Security Rule;
  - ii. use appropriate safeguards, and comply with Subpart C of 45 C.F.R. Part 164 with respect to Electronic PHI, to prevent use or disclosure of PHI other than as provided for by this Agreement;
  - iii. implement and document appropriate administrative, physical, and technical safeguards to protect the confidentiality, integrity, and availability of PHI that it creates, receives, maintains, or transmits for or on behalf of Covered Entity in accordance with 45 C.F.R. 164;
  - iv. implement and document administrative safeguards to prevent, detect, contain, and correct security violations in accordance with 45 C.F.R. 164;
  - v. make its policies and procedures required by the Security Rule available to Covered Entity solely for purposes of verifying BA’s compliance and the

Secretary of the Department of Health and Human Services (HHS);

- vi. not receive remuneration from a third party in exchange for disclosing PHI received from or on behalf of Covered Entity;
- vii. in accordance with 45 C.F.R. 164.502(e)(1) and 164.308(b), if applicable, require that any Sub-Contractors that create, receive, maintain or transmit PHI on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information; this shall be in the form of a written HIPAA Business Associate Contract and a fully executed copy will be provided to the Contract Monitor;
- viii. report to Covered Entity in writing any use or disclosure of PHI that is not permitted under this Agreement as soon as reasonably practicable but in no event later than five calendar days from becoming aware of it and mitigate, to the extent practicable and in cooperation with Covered Entity, any harmful effects known to it of a use or disclosure made in violation of this Agreement;
- ix. promptly report to Covered Entity in writing and without unreasonable delay and in no case later than five calendar days any successful Security Incident, as defined in the Security Rule, with respect to Electronic PHI;
- x. with the exception of law enforcement delays that satisfy the requirements of 45 C.F.R. 164.412, notify Covered Entity promptly, in writing and without unreasonable delay and in no case later than five calendar days, upon the discovery of a breach of Unsecured PHI. Such notice shall include, to the extent possible, the name of each individual who's Unsecured PHI has been, or is reasonably believed by Business Associate to have been, accessed, acquired, or disclosed during such Breach. Business Associate shall also, to the extent possible, furnish Covered Entity with any other available information that Covered Entity is required to include in its notification to Individuals under 45 C.F.R. § 164.404(c) at the time of Business Associate's notification to Covered Entity or promptly thereafter as such information becomes available. As used in this Section, "breach" shall have the meaning given such term at 45 C.F.R. 164.402;
- xi. to the extent allowed by law, indemnify and hold Covered Entity harmless from all claims, liabilities costs, and damages arising out of or in any manner related to the disclosure by Business Associate of any PHI or to the breach by Business Associate of any obligation related to PHI;
- xii. provide access to PHI it maintains in a Designated Record Set to Covered Entity, or if directed by Covered Entity to an Individual in order to meet the requirements of 45 C.F.R. 164.524. In the event that any Individual requests access to PHI directly from Business Associate, Business Associate shall

- forward such request to Covered Entity within five working days of receiving a request. This shall be in the form of a written HIPAA Business Associate Contract and a fully executed copy will be provided to the Contract Monitor. Any denials of access to the PHI requested shall be the responsibility of Covered Entity;
- xiii. make PHI it maintains in a Designated Record Set available to Covered Entity for amendment and incorporate any amendments to PHI in accordance with 45 C.F.R. 164.526;
  - xiv. document disclosure of PHI it maintains in a Designated Record Set and information related to such disclosure as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI, in accordance with 45 C.F.R. 164.528, and within five working days of receiving a request from Covered Entity, make such disclosure documentation and information available to Covered Entity. In the event the request for an accounting is delivered directly to Business Associate, Business Associate shall forward within five working days of receiving a request such request to Covered Entity;
  - xv. make its internal practices, books, and records related to the use and disclosure of PHI received from or created or received by Business Associate on behalf of Covered Entity available to the Secretary of the Department of HHS, authorized governmental officials, and Covered entity for the purpose of determining Business Associate's compliance with the Privacy Rule. Business Associate shall give Covered Entity advance written notice of requests from HHS or government officials and provide Covered Entity with a copy of all documents made available; and
  - xvi. require that all of its Sub-Contractors, vendors, and agents to whom it provides PHI or who create, receive, use, disclose, maintain, or have access to Covered Entity's PHI shall agree in writing to requirements, restrictions, and conditions at least as stringent as those that apply to Business Associate under this Agreement, including but not limited to implementing reasonable and appropriate safeguards to protect PHI, and shall require that its Sub-Contractors, vendors, and agents agree to indemnify and hold harmless Covered Entity for their failure to comply with each of the provisions of this Agreement.
- e. Permitted Uses and Disclosures of PHI by Business Associate: Except as otherwise provided in this Agreement, Business Associate may use or disclose PHI on behalf of or to provide services to Covered Entity for the purposes specified in this Agreement, if such use or disclosure of PHI would not violate the Privacy Rule if done by Covered Entity. Unless otherwise limited herein, Business Associate may:

- i. use PHI for its proper management and administration or to fulfill any present or future legal responsibilities of Business Associate;
  - ii. disclose PHI for its proper management and administration or to fulfill any present or future legal responsibilities of Business Associate, provided that; (i) the disclosures required by law; or (ii) Business Associate obtains reasonable assurances from any person to whom the PHI is disclosed that such PHI will be kept confidential and will be used or further disclosed only as Required by Law or for the purpose(s) for which it was disclosed to the person, and the person commits to notifying Business Associate of any instances of which it is aware in which the confidentiality of the PHI has been breached;
  - iii. disclose PHI to report violations of law to appropriate federal and state authorities; or
  - iv. aggregate the PHI with other data in its possession for purposes of Covered Entity's Health Care Operations;
  - v. make uses and disclosures and requests for protected health information consistent with Covered Entity's minimum necessary policies and procedures;
  - vi. de-identify any and all PHI obtained by Business Associate under this BAA, and use such de-identified data, all in accordance with the de-identification requirements of the Privacy Rule [45 C.F.R. § 164.502(d)].
- f. Obligations of Covered Entity
- i. Covered Entity shall notify Business Associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
  - ii. Covered Entity shall notify Business Associate of any restriction on the use or disclosure of PHI that Covered Entity has agreed to or is required to abide by under 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of protected health information.
  - iii. Covered Entity shall not request Business Associate use or disclose PHI in any manner that would violate the Privacy Rule if done by Covered Entity.
  - iv. Covered Entity agrees to timely notify Business Associate, in writing, of any arrangements between Covered Entity and the Individual that is the subject of PHI that may impact in any manner the use and/or disclosure of the PHI by Business Associate under this BAA.

**g. Term and Termination:**

- i. Obligations of Business Associate upon Termination.** Upon termination of this Agreement for any reason, Business Associate, with respect to PHI received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, shall:
- (1) retain only that PHI that is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;**
  - (2) return to Covered Entity (or, if agreed to by Covered Entity, destroy) the remaining PHI that the Business Associate still maintains in any form;**
  - (3) continue to use appropriate safeguards and comply with Subpart C of 45 C.F.R. Part 164 with respect to PHI to prevent use or disclosure of the PHI, other than as provided for in this Section, for as long as Business Associate retains the PHI;**
  - (4) not use or disclose the PHI retained by Business Associate other than for the purposes for which such PHI was retained and subject to the same conditions set out at above under "Permitted Uses and Disclosures By Business Associate" that applied prior to termination; and**
  - (5) return to Covered Entity (or, if agreed to by Covered Entity, destroy) the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.**
- ii. All other obligations of Business Associate under this Agreement shall survive termination.**
- iii. Should the applicable State of Oklahoma agency become aware of a pattern of activity or practice that constitutes a material breach of a material term of this BAA by Business Associate, the agency shall provide Business Associate with written notice of such a breach in sufficient detail to enable Contractor to understand the specific nature of the breach. The State of Oklahoma agency shall be entitled to terminate the Underlying Contract associated with such breach if, after the applicable State of Oklahoma agency provides the notice to Business Associate, Business Associate fails to cure the breach within a reasonable time period not less than thirty (30) days specified in such notice; provided, however, that such time period specified shall be based on the nature of the breach involved per 45 C.F.R. §§ 164.504(e)(1)(ii)-(iii) & 164.314 (a)(2) (i)(C).**

h. Miscellaneous Provisions:

- i. **No Third Party Beneficiaries:** Nothing in this Agreement shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever
- ii. Business Associate recognizes that any material breach of this Business Associate Terms section or breach of confidentiality or misuse of PHI may result in the termination of this Agreement and/or legal action. Said termination may be immediate and need not comply with any termination provision in the parties' underlying agreement, if any.
- iii. The parties agree to amend this Agreement from time to time as is necessary for Covered Entity or Business Associate to comply with the requirements of the Privacy Rule and related laws and regulations.
- iv. The applicable State of Oklahoma agency shall make available its Notice of Privacy Practices.
- v. Any ambiguity in this Agreement shall be resolved in a manner that causes this Agreement to comply with HIPAA.
- vi. If Business Associate maintains a designated record set in an electronic format on behalf of Covered Entity, then Business Associate agrees that within 30 calendar days of expiration or termination of the parties' agreement, Business Associate shall provide to Covered Entity a complete report of all disclosures of and access to the designated record set covering the three years immediately preceding the termination or expiration. The report shall include patient name, date and time of disclosures/access, description of what was disclosed/accessed, purpose of disclosure/access, name of individual who received or accessed the information, and, if available, what action was taken within the designated record set.
- vii. **Amendment:** To the extent that any relevant provision of the HIPAA Regulations is materially amended in a manner that changes the obligations of Business Associates or Covered Entities, the Parties agree to negotiate in good faith appropriate amendment(s) to this Agreement to give effect to these revised obligations. The parties agree to amend this Agreement from time to time as is necessary for Covered Entity or to comply with the requirements of the Privacy Rule and related laws and regulations.

**3. 42 C.F.R. Part 2 Related Provisions**

- a. Confidentiality of Information. Contractor's employees and agents shall have access to private data to the extent necessary to carry out the responsibilities, limited by the terms of this Agreement. Contractor accepts the responsibilities for

providing adequate supervision and training to their employees and agents to ensure compliance with relevant confidentiality, privacy laws, regulations and contractual provisions. No private or confidential data collected, maintained, or used shall be disseminated except as authorized by statute and by terms of this Agreement, whether during the period of the Agreement or thereafter. Furthermore, Contractor:

- i. Acknowledges that in receiving, transmitting, transporting, storing, processing, or otherwise dealing with any information received pursuant to this agreement that identifies or otherwise relates to the individuals under the care of or in the custody of a State of Oklahoma agency, it is fully bound by the provisions of the federal regulations governing the Confidentiality of Substance Use Disorder Patient Records, 42 C.F.R. Part 2 and the HIPAA, 45 C.F.R. 45 Parts 142, 160, and 164, Title 43 A § 1-109 of Oklahoma Statutes, and may not use or disclose the information except as permitted or required by this Agreement or by law;
- ii. Acknowledges that pursuant to 43A O.S. §1-109, all mental health and drug or alcohol treatment information and all communications between physician or psychotherapist and patient are both privileged and confidential and that such information is available only to persons actively engaged in treatment of the client or consumer or in related administrative work. Contractor agrees that such protected information shall not be available or accessible to staff in general and shall not be used for punishment or prosecution of any kind;
- iii. Agrees to resist any efforts in judicial proceedings to obtain access to the protected information except as expressly provided for in the regulations governing the Confidentiality of Substance Use Disorder Patient Records, 42 C.F.R. Part 2;
- iv. Agrees to use appropriate administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the State of Oklahoma agency and to use appropriate safeguards to prevent the unauthorized use or disclosure of the protected health information, and agrees that protected information will not be placed in the Child Protective Services (CPS) record of any individual involved with the Oklahoma Department of Human Services (DHS).
- v. Agrees to report to the State of Oklahoma agency any use or disclosure or any security incident involving protected information not provided for by this Agreement. Such a report shall be made immediately when an employee becomes aware of such a disclosure, use, or security incident.

- vi. Agrees to provide access to the protected information at the request of the State of Oklahoma agency or to an authorized individual as directed by the State of Oklahoma agency, in order to meet the requirement of 45 C.F.R. §164.524 which provides clients with the right to access and copy their own protected information;
- vii. Agrees to make any amendments to the protected information as directed or agreed to by the State of Oklahoma agency, pursuant to 45 C.F.R. §164.526;
- viii. Agrees to make available its internal practices, books, and records, including policies and procedures, relating to the use and disclosure of protected information received from the State of Oklahoma agency or created or received by the Contractor on behalf of the State of Oklahoma agency, to the State of Oklahoma agency and to the Secretary of the Department of Health and Human Services for purpose of the Secretary determining the giving party's compliance with HIPAA;
- ix. Agrees to provide the State of Oklahoma agency, or an authorized individual, information to permit the State of Oklahoma agency to respond to a request by an individual for an accounting of disclosures in accordance with 45 C.F.R. §164.528.

- b. Data Security. The Contractor agrees to maintain the data in a secure manner compatible with the content and use. The Contractor will control access to the data in compliance with the terms of this Agreement. Only the Contractor's personnel whose duties require the use of such information, will have regular access to the data. The Contractor's employees will be allowed access to the data only for the purpose set forth in this Agreement.
- c. Data Destruction. Contractor agrees to follow State of Oklahoma agency policies regarding secure data destruction.
- d. Use of Information. Contractor agrees that the information received or accessed through this Agreement shall not be used to the detriment of any individual nor for any purpose other than those stated in this Agreement.
- e. Redisclosure of Data. The Contractor agrees not to redisclose any information to a third party not covered by the Agreement unless written permission by the State of Oklahoma agency is received and redisclosure is permitted under applicable law.

**4. SSA Requirements (If applicable)**

- a. **PERFORMANCE**: In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

- i. All work will be done under the supervision of the contractor or the contractor's employees.
- ii. Any SSA provided information made available shall be used only for carrying out the provisions of this Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the Contractor is prohibited.
- iii. All SSA provided information shall be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.
- iv. No work involving SSA provided information furnished under this contract shall be subcontracted without prior written approval by the applicable State of Oklahoma agency and the SSA.
- v. The Contractor shall maintain a list of employees authorized access. Such list shall be provided upon request to the applicable State of Oklahoma agency or the SSA.
- vi. Contractor or agents may not legally process, transmit, or store SSA-provided information in a cloud environment without explicit permission from SSA's Chief Information Officer. Proof of this authorization shall be provided to the Contractor by the applicable State of Oklahoma agency prior to accessing SSA provided information.
- vii. Contractor shall provide security awareness training to all employees, contractors, and agents who access SSA-provided information. The training should be annual, mandatory, and certified by the personnel who receive the training. Contractor is also required to certify that each employee, contractor, and agent who views SSA-provided information certify that they understand the potential criminal, civil, and administrative sanctions or penalties for unlawful access and/or disclosure.
- viii. Contractor shall require employees, contractors, and agents to sign a non-disclosure agreement, attest to their receipt of Security Awareness Training, and acknowledge the rules of behavior concerning proper use and security in systems that process SSA- provided information. Contractor shall retain non-disclosure attestations for at least five (5) to seven (7) years for each employee who processes, views, or encounters SSA- provided information as part of their duties.

- ix. The applicable State of Oklahoma agency shall provide the Contractor a copy of the SSA exchange agreement and all related attachments before initial disclosure of SSA data. Contractor is required to follow the terms of the applicable State of Oklahoma agency's data exchange agreement with the SSA. Prior to signing this Agreement, and thereafter at SSA's request, the applicable State of Oklahoma agency shall obtain from the Contractor a current list of the employees of such Contractor with access to SSA data and provide such list to the SSA
  - x. Where the Contractor processes, handles, or transmits information provided to the applicable State of Oklahoma agency by SSA or has authority to perform on the agency's behalf, the applicable State of Oklahoma agency shall clearly state the specific roles and functions of the Contractor within the Agreement.
  - xi. SSA requires all parties subject to this Agreement to exercise due diligence to avoid hindering legal actions, warrants, subpoenas, court actions, court judgments, state or Federal investigations, and SSA special inquiries for matters pertaining to SSA- provided information.
  - xii. SSA requires all parties subject to this Agreement to agree that any Client-owned or subcontracted facility involved in the receipt, processing, storage, or disposal of SSA- provided information operate as a "de facto" extension of the Client and is subject to onsite inspection and review by the Client or SSA with prior notice.
  - xiii. If the Contractor must send a computer, hard drive, or other computing or storage device offsite for repair, the Contractor must have a non-disclosure clause in their contract with the vendor. If the Contractor used the item in a business process that involved SSA-provided information and the vendor will retrieve or may view SSA- provided information during servicing, SSA reserves the right to inspect the Contractor's vendor contract. The Contractor must remove SSA-provided information from electronic devices before sending it to an external vendor for service. SSA expects the Contractor to render SSA-provided information unrecoverable or destroy the electronic device if they do not need to recover the information. The same applies to excessed, donated, or sold equipment placed into the custody of another organization.
  - xiv. In the event of a suspected or verified data breach involving SSA provided information, the Contractor shall notify the Client immediately.
  - xv. The Client shall have the right to void the contract if the contractor fails to provide the safeguards described above.
- b. **CRIMINAL/CIVIL SANCTIONS:** The Act specifically provides civil remedies, 5 U.S.C. Sec. 552a(g), including damages, and criminal penalties, 5 U.S.C. §

552a(i), for violations of the Act. The civil action provisions are premised on violations of the Act committed by parties subject to this Agreement or regulations promulgated thereunder. An individual claiming such a violation by parties subject to this Agreement may bring civil action in a federal district court. If the individual substantially prevails, the court may assess reasonable attorney fees and other litigation costs. In addition, the court may direct the parties subject to this Agreement to grant the plaintiff access to his/her records, and when appropriate direct an amendment or correction of records subject to the Act. Actual damages may be awarded to the plaintiff for intentional or willful refusal by parties subject to this Agreement to comply with the Act.

i. Civil Remedies.

(1) In any suit brought under the provisions of 5 U.S.C. § 552a(g)(1)(C) or (D) in which the court determines that the parties subject to this Agreement acted in a manner which was intentional or willful, shall be liable in an amount equal to the sum of—

(a) actual damages sustained by the individual because of the refusal or failure, but in no case, shall a person entitled to recovery receive less than the sum of

\$1,000; and

(b) the costs of the action together with reasonable attorney fees as determined by the court.

(2) An action to enforce any liability created under 5 U.S.C. § 552a may be brought in the district court of the United States in the district in which the complainant resides, or has his principal place of business, or in which the records are situated, or in the District of Columbia, without regard to the amount in controversy, within two years from the date on which the cause of action arises, except that where parties subject to this Agreement have materially and willfully misrepresented any information required under this section to be disclosed to an individual and the information so misrepresented is material to establishment of the liability of the agency to the individual under 5 U.S.C. § 552a, the action may be brought at any time within two years after discovery by the individual of the misrepresentation. Nothing in this section shall be construed to authorize any civil action because of any injury sustained as the result of a disclosure of a record prior to September 27, 1975.

ii. Criminal Penalties

(1) Any officer or employee of an agency, who by virtue of his employment or

official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000. See 5 U.S.C. § 552a(i)(1).

(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e)(4) of this section shall be guilty of a misdemeanor and fined not more than \$5,000. See 5 U.S.C. § 552a(i)(2).

(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000. See 5 U.S.C. § 552a(i)(3).

#### **5. Child Support FPLS Requirements (If applicable)**

- a. Contractor and the applicable State of Oklahoma agency must comply with the security requirements established by the Social Security Act, the Privacy Act of 1974, the Federal Information Security Management Act of 2002 (FISMA), 42 United States Code (USC) 654(26), 42 UCS 654a(d)(1)-(5), the U.S. Department of Health and Human Services (HHS), the U.S. Department of Health and Human Services Administration of Children and Families Office of Child Support Enforcement Security Agreement and the Automated Systems for Child Support Enforcement: A Guide for States Section H Security and Privacy. Contractor and applicable State of Oklahoma agency also agree to use Federal Parent Locator Service (FPLS) information and Child Support (CS) program information solely for the authorized purposes in accordance with the terms in this agreement. The information exchanged between state Child Support agencies and all other state program information must be used for authorized purposes and protected against unauthorized access to reduce fraudulent activities and protect the privacy rights of individuals against unauthorized disclosure of confidential information.
- i. This is applicable to the personnel, facilities, documentation, data, electronic and physical records and other machine-readable information systems of the applicable State of Oklahoma agency and Contractor, including, but not limited to, state employees and contractors working with FPLS information and CS program information and state CS agency data centers, statewide centralized data centers, contractor data centers, state Health and Human Services' data centers, comprehensive tribal agencies, data centers serving comprehensive tribes, and any other individual or entity collecting, storing, transmitting or

processing FPLS information and CS program information. This is applicable to all FPLS information, which consists of the National Directory of New Hires (NDNH), Debtor File, and the Federal Case Registry (FCR). The NDNH, Debtor File and FCR are components of an automated national information system.

- ii. This is also applicable to all CS program information, which includes the state CS program information, other state and tribal program information, and confidential information. Confidential information means any information relating to a specified individual or an individual who can be identified by reference to one or more factors specific to him or her, including but not limited to the individual's Social Security number, residential and mailing addresses, employment information, and financial information. Ref. 45 Code of Federal Regulations (CFR) 303.21(a).

#### **6. FERPA Requirements (If applicable)**

- a. In performance of this Agreement, Contractor agrees to comply with and assume responsibility for compliance by its employees with the Family Educational Rights and Privacy Act; (20 U.S.C. § 1232g; 34 CFR Part 99) ("FERPA") and the Oklahoma Student Data Accessibility, Transparency, and Accountability Act of 2013; (70 O.S. § 3-168), where personally identifiable student education data is exchanged.

#### **7. CJIS Requirements (If applicable)**

##### **a. INTRODUCTION**

The use and maintenance of all items of software or equipment offered for purchase herein must be in compliance with the most current version of the U.S. Department of Justice, Federal Bureau of Investigation ("FBI"), Criminal Justice Information Services (CJIS) Division's CJIS Security Policy ("CJIS Security Policy" or "Security Policy" herein). The Entity or Affiliate acquiring the data or system is hereby ultimately responsible for compliance with the CJIS Security Policy and will be subject to an audit by the State of Oklahoma CJIS Systems Officer ("CSO") and the FBI CJIS Division's Audit Staff.

##### **b. CJIS SECURITY POLICY REQUIREMENTS GENERALLY**

The CJIS Security Policy outlines a number of administrative, procedural, and technical controls agencies must have in place to protect Criminal Justice Information ("CJI"). Our experience is that agencies will generally have many of the administrative and procedural controls in place but will need to implement additional technical safeguards in order to be in complete compliance with the mandate. A Criminal Justice Agency ("CJA") and certain other governmental

agencies procuring technology equipment and services that could be used in hosting or connecting or transmitting or receiving CJI data may need to use the check list herein to make sure that the software, equipment, location, security, and persons having the ability to access CJI will meet the CJIS requirements per the then current CJIS Security Policy. A completed Appendix H to said Security Policy will need to be signed by Vendor or a 3rd party if it has access to CJI, such as incident to the maintenance or support of the purchased hardware or software within which resides CJI. Per Appendix "A" to said Security Policy, "access to CJI is the physical or logical (electronic) ability, right or privilege to view, modify or make use of CJI."

**c. DIRECTIVE CONCERNING ACCESS TO CRIMINAL JUSTICE INFORMATION AND TO HARDWARE OR SOFTWARE WHICH INTERACTS WITH CJI AND CERTIFICATION**

The FBI CJIS Division provides state-of-the-art identification and information services to the local, state, tribal, federal, and international criminal justice communities for criminal justice purposes, as well as the noncriminal justice communities for noncriminal justice purposes.

This Directive primarily concerns access to CJI and access to hardware and software in the use, retention, transmission, reception, and hosting of CJI for criminal justice purposes and not for noncriminal justice purposes. In that regard, this Directive is not only applicable to such data, but also to the hardware and software interacting with such data, their location(s), and persons having the ability to access such data. The CJIS data applicable to the Security Policy is the data described as such in said Policy plus all data transmitted over the Oklahoma Law Enforcement Telecommunications System ("OLETS") which is operated by DPS.

In order to have access to CJI or to the aforesaid hardware or software, the vendor must be familiar with the FBI CJIS Security Policy, including but not limited to the following portions of said Security Policy:

1. the Definitions and Acronyms in §3 & Appendices "A" & "B";
2. the general policies in §4;
3. the Policies in §5;
4. the appropriate forms in Appendices "D", "E", "F" & "H"; and
5. the Supplemental Guidance in Appendices "J" & "K".

This FBI Security Policy is located and may be downloaded at:

[https://www.fbi.gov/file-repository/cjis\\_security\\_policy\\_v5-9-1\\_20221001.pdf/view](https://www.fbi.gov/file-repository/cjis_security_policy_v5-9-1_20221001.pdf/view)

By executing the Contract to which this Directive is attached, the vendor hereby CERTIFIES that the foregoing directive has and will be followed, including but not limited to full compliance with the FBI CJIS Security Policy, as amended and as applicable.

## ITEM FOR CONSIDERATION

### Board of Education Meeting (August, 2026)

**TOPIC:** Continuing curriculum, instruction and assessment contracts that support student learning.

#### **VENDOR and FISCAL NOTE:**

Amira - IT Bond PO# 260780  
Imagine Learning (Math) - Curriculum Bond PO# 260750  
Imagine Learning (Literacy) - EL/Title III PO# 260641  
Riverside - CoGat Testing for GT - Curriculum Budget PO# 260617  
Univ. of OK - Early Quick Literacy Assessment -  
PK Benchmark Curriculum Budget PO# 252051  
Age of Learning (PK-Math/Reading) PO# 260593  
NCS - Pearson NNAT G/T Testing - GT budget PO# 260619  
Rocket Lit - YHS CFA Testing - Curriculum Budget PO# 251979

**RATIONALE FOR RECOMMENDATION:** The above is a list of continuing contracts for district benchmark and annual assessments that are used to track student progress, identify students strengths and areas of focus for intervention and remediation, inform teacher instruction, provide data for site goal setting, support data driven decisions and encourage school improvement efforts at the site and district level. **Contract increases are the result of an increase in student population.**

#### **VENDOR and FISCAL NOTE:**

Capstone/Pebble Go  
- Used throughout the PK-6th grade libraries; Curriculum Budget PO# 260786  
Discovery Ed -  
- Used 4-6th grade SS classrooms. Curriculum Budget PO# 252039  
Character Strong  
- Used district wide in PK-12th gr classrooms. Curriculum Budget PO# 260522  
SeeSaw  
- Used throughout PK-3 classrooms; Curriculum Budget PO# 260523  
Typing Agent  
- Used for 4-6 Instructional Technology classes. Curriculum Budget. PO# 252049  
Learning.Com  
- Used for PK-3 Instructional Technology classes. Curriculum Budget. PO# 252072

**RATIONALE FOR RECOMMENDATION:** The above is a list of supplemental classroom resources used throughout the district. These resources are designed to enhance student learning, engage and motivate students, provide real world connections, support diverse learners, provide enrichment opportunities, develop critical thinking and problem solving skills and provide access to up to date information related to the Oklahoma Academic Standards.

#### **VENDOR and FISCAL NOTE:**

**Follett/Destiny: IT Bond PO. # Waiting on Quote: Est. \$36,000**

**RATIONALE FOR RECOMMENDATION:** Follett Destiny is the library management system that helps manage library book cataloging, circulation and inventory. In addition, the system also is the central location for the inventory of all curriculum and instruction materials. **The company will have no more than a 7% increase this year.**

**VENDOR and FISCAL NOTE:**

**EduSkills: General Fund PO# 260667**

**RATIONALE FOR RECOMMENDATION:** EduSkills is a program that supports our EL department to process Home Language Surveys as well as provides professional development in the areas of providing individualized instruction to EL students. The program supports the requirements set forth by the OSDE and the Federal Government related to Title III.

**VENDOR and FISCAL NOTE:**

**Imagine Learning - Edgenuity; IT Bond PO# 252052**  
**Imagine Learning - Odysseyware; IT Bond PO# 252053**  
**Flex Point; IT Bond Req#885**

**Increases reflect the increase in student population.**

**RATIONALE FOR RECOMMENDATION:** The above is a list of continuing contracts that support the content management systems (CMS) used in the YPS virtual schools. These programs provide virtual curriculum that is aligned to the Oklahoma Academic Standards for students in KDG - 12th grade who are enrolled in virtual school.

**VENDOR and FISCAL NOTE:**

**School Links: Carl Perkins Grant; PO#260676**

**The vendor is replacing Naviance. Price is comparable for the 2nd year but will increase over the next two years due to increase in student enrollment.**

**RATIONALE FOR RECOMMENDATION:** The School Links platform will provide students the opportunity to develop soft skills, build a resume, provide college and career exploration, assist students in exploring financial aid possibilities and aligns to the Oklahoma College and Career Standards. This platform supports the state graduation requirement that every student must have an ICAP (Individual Career Academic Plan).

**CONTACT PERSON:** Desarae Witmear, Assistant Superintendent of Teaching and Learning.

# Out of State Travel Request



YUKON PUBLIC SCHOOLS

Office of Human Resources

600 Maple Street, Yukon, OK 73099 | 405.354.2587 | hr@yukonps.com



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 required

Michelle

Ankrom

School employee requesting trip.

Date of Request required

07/21/2025



Allowed format is MM/DD/YYYY Ex: 07/23/2025

Name of Organization, Grade required

Yukon Athletics

Title of Conference or Event required

National Athletic Directors Conference

Travel Destination required

Tampa Florida

(City, State)

Departure Date of Trip required

12/12/2025



Allowed format is MM/DD/YYYY Ex: 07/23/2025

Departure Time required

10:00am

Return Date of Trip required

12/16/2025



Allowed format is MM/DD/YYYY Ex: 07/23/2025

Number of Days required

5

Means of Transportation required

- Airline
- School Vehicle
- Private Vehicle

Number of Students Participating required

0

Number of Parents/Guardians Attending required

0

Age of Students required

0

Place, Purpose, and Nature of the Trip required

Tampa Florida , Tampa Bay Convention Center, December 12-16.

The National Athletic Directors Conference, sponsored by the NFHS and the National Interscholastic Athletic Administrators Association (NIAAA), is the single premier conference that provides an outstanding educational in-service program for interscholastic athletic administrators. This first-class conference is foremost in featuring professional speakers and an exhibit show with more than 300 exhibit booth spaces, as well as proven athletic administrators who willingly share their experience and expertise on a variety of educational topics.

## COST ANALYSIS

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

Registration Costs / Requisition Number: required

\$295- PO 776

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

\$1400/ pending approval and booking

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

\$600/ pending approval to book flight

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

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

\$1000

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Cost of a Substitute: required

0

Will Participation Lead to Further Competition?

Yes

No

If Yes, Explain

Educational Benefits required

Obtain up to date professional development. Learn from experiences of leading athletic programs. Gain understanding of new laws and programs that affect athletics.

# Attachments

Upload Schedule of Events: 25 Conference Schedule.docx

Upload Itinerary: 25 Conference Schedule.docx

## Workflow

### Attached Workflow

Out of State Travel Request

### Current Status

Submitted




### Submitted Date

07/22/2025 at 02:23 PM

### Submitted By

Michelle Ankrom

### Workflow Steps

 Completed	1	Signed by Michelle Ankrom on 07/22/2025 at 02:24 PM <b>Signature:</b> Michelle Ankrom
 Completed	2	Approved by Brian Hinson on 07/22/2025 at 02:25 PM
 Current	3	Review by Group: Superintendent's Office
 Forthcoming	4	TBD
 Forthcoming	5	Approval by William Simeroth
 Forthcoming	6	Review by Group: Superintendent's Office
 Forthcoming	7	Review by Group: Business Office - Accounts Payable

Michelle Ankrom

----DRAFT----

## OUT OF STATE TRAVEL REQUEST

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School employee requesting trip.

*Full Name* Jaycie Heath  
*Date of Request* 07/28/2025  
*Name of Organization, Grade* Yukon FFA, 9-12  
*Title of Conference or Event* National FFA Convention  
*(City, State)*  
*Travel Destination* Indianapolis, Indiana  
*Departure Date of Trip* 10/28/2025  
*Departure Time* 6:00 AM  
*Return Date of Trip* 11/01/2025  
*Number of Days* 5

*Means of Transportation*

- Airline
- School Vehicle
- Private Vehicle

*Number of Students Participating* 10

*Number of Parents/Guardians Attending* 0

*Age of Students* 15-18

*Place, Purpose, and Nature of the Trip*

Yukon FFA is an Oklahoma finalist for the National FFA National Chapter Award. The National Chapter Award Program is designed to recognize FFA chapters that actively implement the mission and strategies of the organization. As a finalist, our members will have the opportunity to be recognized at the 2025 National FFA Convention. Additionally, National FFA Convention provides an opportunity for students to be exposed to new career paths and opportunities through various workshops, career expo booths, and tours. Throughout the week, students will attend general convention sessions where they will be inspired by their peers and, in the expo, explore various career paths. In addition, attendees can participate in industry tours, service projects, and various workshops for both students and teachers are available.

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

### Cost Analysis

(Object code for out of state = 583)

*Registration Costs / Requisition Number:* 1,800.00/ PO #660097

(Object code for out of state = 583)

*Lodging Cost/ Requisition Number:* 3,600.00/ PO #660138

Airfare or Personal or District Vehicle  
(Object code for out of state = 583)

*Transportation Costs/ Requisition Number:* 960.00/ PO #660139

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Per diem (meals, taxi/uber, parking): 360.00

Cost of a Substitute: \$90/Day

Will Participation Lead to Further Competition?

Yes

No

If Yes, Explain

*Educational Benefits*

National FFA Convention offers numerous educational benefits. Students are able to participate in career exploration and industry networking via the National FFA Expo, which includes over 300 exhibitors representing colleges, armed forces, agricultural industries and more. Additionally, we will tour various agricultural businesses during our trip including a poultry hatching facility, dairy, swine facility, and more, these tours will provide students with hands on examples of careers available through agriculture. Students will also participate in workshops that encourage leadership, communication, and personal growth. Students will also attend General Sessions where they will hear from industry professionals and their peers as students from around the Nation are recognized for their accomplishments. Finally, students will participate in National Days of Service, where they will volunteer with various non-profit groups around Indianapolis to learn more about the power of volunteerism.

*Attachments:*

Upload Schedule of Events: Yukon National FFA Convention Schedule.pdf

Upload Itinerary: National FFA Convention Yukon FFA - Google Sheets.pdf

*Attached Workflow* Out of State Travel Request

*Current Status* Submitted

*Submitted By* Jaycie Heath

*Submitted Date* 07/28/2025 at 09:00 AM

*Workflow Steps*

- 1 Signed by Jaycie Heath on 07/28/2025 at 09:00 AM  
**Signature:** Jaycie Heath
- 2 Approved by Melissa Barlow on 07/28/2025 at 09:06 AM
- 3 Review Group:
- 4 TBD
- 5 Approval
- 6 Review Group:
- 7 Review Group:

Week Day	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	10/28/2025	10/29/2025	10/30/2025	10/31/2025	11/1/2025
6:00:00 AM	Leave YHS				
7:00:00 AM			<a href="#">Fair Oaks Farms</a>		Depart from hotel
8:00:00 AM			<i>Session 1B</i>	<i>Fourth Session</i>	
9:00:00 AM		<a href="#">National FFA Center</a>	<a href="#">Fair Oaks Farms</a>	Day of Service Proj	<a href="#">Louisville Slugger Museum</a>
10:00:00 AM	Lambert's Cafe, Springfield, MO	<a href="#">National FFA Center</a>	<a href="#">Fair Oaks Farms</a>	Day of Service Proj	
11:00:00 AM	Lambert's Cafe, Springfield, MO		<a href="#">Fair Oaks Farms</a>	Day of Service Proj	
12:00:00 PM		<a href="#">Indianapolis Motor Speedway</a>	<a href="#">Fair Oaks Farms</a>	Day of Service Proj	Culvers, Evansville, IN
1:00:00 PM	<a href="#">Cackle Hatchery Tour</a>	<a href="#">Indianapolis Motor Speedway</a>		<i>Lunch</i>	
2:00:00 PM	<a href="#">Cackle Hatchery Tour</a>		Second Session	Fifth Session (2:30)	
3:00:00 PM		Session 1A (3:30)			
4:00:00 PM			Workshops		
5:00:00 PM			Workshops		<a href="#">Redmon's Candy Factory</a>
6:00:00 PM	Steak N Shake, Effingham, IL				
7:00:00 PM		<i>Dinner</i>	Third Session	Sixth Session	
8:00:00 PM	Arrive in Indianapolis				
9:00:00 PM			Dinner	Dinner	
10:00:00 PM					Arrive in Yukon
11:00:00 PM					
	<a href="#">Printable Itinerary</a>				

# National FFA Convention Itinerary

**DATES:** October 28<sup>th</sup> through November 1st

**PRIMARY DESTINATIONS:**

**Hotel:** Holiday Inn Express & Suites Columbus Edinburgh by IHG- 12225 N Executive Drive, Edinburgh, IN 46124

**Convention:** Indiana Convention Center and Lucas Oil Stadium 100-500 South Capitol Ave Indianapolis, IN 46225

\*All times subject to change and should be considered approximate (except original departure time)

<p><b>DAY 1</b> <b>TUESDAY</b> <b>10-28-2025</b></p>	<p>5:00 AM- Advisors available for bag checks in YHS ag room 5:30 AM- Depart from YHS 10:30 AM- Lambert's Café, 1800 W State Hwy J, Ozark, MO 1:00 PM- Cackle Hatchery Tour, 411 W Commercial St, Lebanon, MO 6:00 PM- Dinner Stop Near Effingham, IL 8:00 PM- Arrive at Hotel for the night</p>
<p><b>DAY 2</b> <b>WEDNESDAY</b> <b>10-29-2025</b></p>	<p>7:00 AM- Breakfast at the hotel 9:00 AM- National FFA Center Tour, 6060 FFA Dr, Indianapolis, IN 12:00 PM- Indianapolis Motor Speedway, 4790 W 16th St, Indianapolis, IN 1:00 PM- Lunch 2:30 PM- Convention registration at Indiana Convention Center 3:30 PM- Convention Session 1A 6:30 PM- Dinner 8:00 PM- Arrive at Hotel for the night</p>
<p><b>DAY 3</b> <b>THURSDAY</b> <b>10-30-2025</b></p>	<p>6:30 AM- Leave Hotel 8:00 AM- Fair Oaks Farms Dairy and Swine Tour, 856 N 600 E, Fair Oaks, IN 2:00 PM- Second Session 7:00 PM- Third Session 9:00 PM- Dinner 10:30 PM- Arrive at Hotel for the night</p>
<p><b>DAY 4</b> <b>FRIDAY</b> <b>10-31-2025</b></p>	<p>7:45 AM- National Days of Service Project 12:00 PM- Lunch 2:30 PM- Session 5 7:00 PM- Session 6 9:00 PM- Dinner 10:30 PM- Arrive at Hotel for the night</p>
<p><b>DAY 5</b> <b>SATURDAY</b> <b>11-1-2025</b></p>	<p>7:00 AM- Depart from hotel 9:00 AM- Louisville Slugger Museum 12:00 PM- Lunch Stop Near Evansville, IN 5:00 PM- Redmon's Candy Factory/World's Largest Gift Shop, Phillipsburg, MO 10:00 PM- Arrive At YHS</p>

# EVENT SCHEDULE

## 98th National FFA Convention & Expo • Indianapolis

All times EDT.

### Wednesday, Oct. 29

- Opening Session 1A | 3:30 p.m.
- Competitive Events
- Expo and Shopping Mall
- Delegate Events
- Student and Teacher Workshops
- Career Success Tours
- Student Showcase Stage
- Award Recognition Ceremonies
- Concert
- Rodeo

### Thursday, Oct. 30

- Opening Session 1B | 8 a.m.
- Second General Session | 2 p.m.
- Third General Session | 7 p.m.
- Competitive Events
- Expo and Shopping Mall
- Delegate Events
- Student and Teacher Workshops
- Career Success Tours
- National Days of Service
- Student Showcase Stage
- Award Recognition Ceremonies
- Rodeo
- Hypnotist Shows

### Friday, Oct. 31

- Fourth General Session | 8 a.m.
- Fifth General Session | 2:30 p.m.
- Sixth General Session | 7 p.m.
- Expo and Shopping Mall
- Student and Teacher Workshops
- Career Success Tours
- National Days of Service
- Student Showcase Stage
- Award Recognition Ceremonies
- Rodeo
- Hypnotist Shows

### Saturday, Nov. 1

- American Degree Ceremony
- Seventh General Session | 1 p.m.

## OUT OF STATE TRAVEL REQUEST

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School employee requesting trip.

*Full Name* Brian Hinson  
*Date of Request* 07/21/2025  
*Name of Organization, Grade* Athletic Director  
*Title of Conference or Event* NIAAA NADC  
*(City, State)*  
*Travel Destination* Tampa, Florida  
*Departure Date of Trip* 12/12/2025  
*Departure Time* 5:30am  
*Return Date of Trip* 12/16/2025  
*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*

Tampa Convention Center  
 The National Athletic Directors Conference, sponsored by the NFHS and the National Interscholastic Athletic Administrators Association (NIAAA), is the single premier conference that provides an outstanding educational in-service program for interscholastic athletic administrators. This first-class conference is foremost in featuring professional speakers and an exhibit show with more than 300 exhibit booth spaces, as well as proven athletic administrators who willingly share their experience and expertise on a variety of educational topics.

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

### Cost Analysis

(Object code for out of state = 583)

*Registration Costs / Requisition Number:* \$295 requisition #777

(Object code for out of state = 583)

*Lodging Cost/ Requisition Number:* \$1400 pending approval

Airfare or Personal or District Vehicle (Object code for out of state = 583)

*Transportation Costs/ Requisition Number:* \$600 pending approval

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Per diem (meals, taxi/uber, parking): 1000

Cost of a Substitute: 0

Will Participation Lead to Further Competition?

Yes

No

If Yes, Explain

Educational Benefits

The National Athletic Directors Conference, sponsored by the NFHS and the National Interscholastic Athletic Administrators Association (NIAAA), is the single premier conference that provides an outstanding educational in-service program for interscholastic athletic administrators. This first-class conference is foremost in featuring professional speakers and an exhibit show with more than 300 exhibit booth spaces, as well as proven athletic administrators who willingly share their experience and expertise on a variety of educational topics.

Attachments:

Upload Schedule of Events: 25 Conference Schedule.docx

Upload Itinerary: 25 Conference Schedule.docx

Attached Workflow

Out of State Travel Request

Current Status

Submitted

Submitted By

Brian Hinson

Submitted Date

07/22/2025 at 02:25 PM

Workflow Steps

- 1 Signed by Brian Hinson on 07/22/2025 at 2:25 PM  
**Signature:** Brian Hinson
- 2 Approved by Keith Sinor on 07/28/2025 at 3:38 PM
- 3 Review Group:
- 4 TBD
- 5 Approval
- 6 Review Group:
- 7 Review Group:

# Conference Schedule

*Events and times are subject to change. All events will be held in Eastern Standard Time (EST).*

## Friday, December 12

### Incoming NIAAA Board Member Orientation

- 9 a.m. – 9:45 a.m.

### NIAAA Board Meeting

- 10 a.m. – 1:30 p.m.

### NIAAA Publications Committee

- 12 p.m. – 8 p.m.

### NIAAA Hall of Fame Committee

- 2 p.m. – 8 p.m.

### NIAAA Logo Shop

- 2 p.m. – 5:30 p.m.

### NIAAA Meet the Candidate

- 2 p.m. – 5:30 p.m.

### Registration

- 2 p.m. – 5:30 p.m.

### NIAAA LTI National Faculty

- 3 p.m. – 4:30 p.m.

### NIAAA Sports Facilities Committee

- 3 p.m. – 6 p.m.

### NIAAA 2024 Outgoing Cohort: District AD, Leadership, Mentoring

- 5 p.m. – 7:45 p.m.

### Hot Topic Session I

- 5:15 p.m. – 6:15 p.m.

### LTI Session I: 501, 511, 608, 618, 621, 626, 700, 707, 710A, 720, 904

- 5:30 p.m. – 9:30 p.m.

### NIAAA Endowment Committee

- 6 p.m. – 9 p.m.

## Saturday, December 13

### NIAAA Past President Meeting

- 7:30 a.m. – 9 a.m. (Bus departs at 7:30 a.m.)

### NIAAA Endowment Golf Tournament

- 7:30 a.m. – 12 p.m.

### NIAAA Committee Chairs

- 8 a.m. – 9 a.m.

### NIAAA Sports Facilities Seminar

- 8 a.m. – 12 p.m. (Bus departs at 7:30 a.m.)

### NIAAA Logo Shop

- 8:30 a.m. – 12 p.m.

### Registration

- 8:30 a.m. – 5 p.m.

### NIAAA Committees (Accreditation, Awards, Coaches Education, Health & Wellness, International, Membership, QPA Ad-Hoc)

- 9:15 a.m. – 12 p.m.

### NADC Advisory Committee

- 9:30 a.m. – 10 a.m.

### First-Time Attendees Orientation

- 10 a.m. – 10:45 a.m.

"Talking & Trading" Session I (Legal Issues: Title IX Updates, Female Athletic Administrator Forum, Dealing with Challenging Personalities, What Keeps You Up at Night, Unifying Your Athletic Department and Community, Communication in a Digital Age)

- 11 a.m. – 12 p.m.

NIAAA Certification Committee

- 12 p.m. – 4 p.m.

LTI Session II: 502, 510, 614, 615, 635, 640, 701, 706, 708, 709, 712, 726, 902

- 12:30 p.m. – 4:30 p.m.

Guest Welcome Reception

- 1 p.m. – 2:30 p.m.

NIAAA Committees (Equity & Community Engagement, Mentoring, NIAN, Resolutions, Retired)

- 1 p.m. – 4 p.m.

Workshop Session I

- 2:15 p.m. – 3:15 p.m.

NIAAA Logo Shop

- 3 p.m. – 5 p.m.

Workshop Session II

- 3:30 p.m. – 4:30 p.m.

Opening Reception

- 6:30 – 8:30 p.m.

Opening General Session – At-Large Speeches & Scholarship Awards

- 5 p.m. – 6:30 p.m.

Catholic Mass

- 7:30 p.m.

Non-Denominational Chapel

- 7:30 p.m.

## Sunday, December 14

### NIAAA Professional Development Coordinators

- 7 a.m. – 8:30 a.m.

### NIAAA State Presidents Breakfast

- 8 a.m. – 9:45 a.m.

### NIAAA Blue Ribbon Panel

- 8 a.m. – 10 a.m.

### Workshop Session III

- 8:30 a.m. – 9:30 a.m.

### NEDC Executive Committee

- 8:30 a.m. – 10 a.m.

### NIAAA 2025 Incoming Cohort: District AD, Leadership, Mentoring, QPA

- 8:30 a.m. – 11:30 a.m.

### Registration

- 8:30 a.m. – 11:30 a.m.

### NIAAA CAA & CIAA Test Study Session

- 9 a.m. – 9:45 a.m.

### Guest Breakfast

- 9 a.m.

### Exhibit Show

- 9 a.m. – 11:30 a.m.

### Bag Toss Tournament

- 10 a.m. – 11 a.m.

### Exhibit Show Passport Drawing

- 11:15 a.m.

#### Conference Luncheon

- 11:45 a.m. – 1:15 p.m.

#### NIAAA Section Meetings

- 1:30 p.m. – 2:30 p.m.

#### Registration

- 1:30 p.m. – 4:30 p.m.

#### NIAAA Logo Shop

- 1:30 p.m. – 6 p.m.

#### Gift Pick Up

- 2 p.m. – 6 p.m.

#### Exhibit Show Ice Cream Social

- 2:30 p.m.

#### NIAAA Lapel Pin Exchange

- 2:30 p.m. – 3 p.m.

#### Workshop Session IV

- 3:15 p.m. – 4:15 p.m.

#### LTI Session III: 503, 506, 601, 611, 617, 619, 633, 705, 718, 721, 724, 910

- 4:30 p.m. – 8:30 p.m.

#### Exhibit Show Door Prize Drawing

- 4:30 p.m.

#### Exhibit Show Reception

- 4:30 p.m. – 6 p.m.

#### Exhibit Show Passport Drawing

- 5:30 p.m.

## Monday, December 15

#### NIAAA State Liaisons & Executive Directors Breakfast Meeting

- 7:30 a.m. – 9:30 a.m.

NIAAA Certified Test Administrators

- 8 a.m. – 9 a.m.

NFHS State High School Associations Roundtable

- 8 a.m. – 9:30 a.m.

Exhibit Show Breakfast Break

- 8:30 a.m.

Exhibit Show

- 8:30 a.m. – 11:30 a.m.

Gift Pick Up

- 8:30 a.m. – 11:30 a.m.

NIAAA Logo Shop

- 8:30 a.m. – 11:30 a.m.

Registration

- 8:30 a.m. – 12:30 p.m.

Exhibit Show Door Prize Drawings

- 9 a.m. – 9:45 a.m.

Workshop Session V

- 9:45 a.m. – 10:45 a.m.

NEDC Meeting

- 9:45 a.m. – 11:30 a.m.

QPA Recognition Reception

- 10:30 a.m. – 12 p.m.

Exhibit Show Passport Drawings

- 11:15 a.m.

NIAAA State Award/Hall of Fame Chairs

- 11:30 a.m. – 12:30 p.m.

NIAAA State Membership Chairs

- 11:30 a.m. – 12:30 p.m.

#### NIAAA State Mentoring Chairs

- 11:30 a.m. – 12:30 p.m.

#### LTI Session IV: 504, 603, 627, 628, 630, 638, 703, 714, 727, 790, 715, 903

- 12:30 p.m. – 4:30 p.m.

#### Hot Topic Session II

- 12:45 p.m. – 1:45 p.m.

#### "Give & Take" Forum Networking (ADs with 1-3 years of experience, District ADs, Private/Faith-Based/Charter School ADs, Middle School ADs, Multi-Duty/Rural School ADs, Charter/Independent School ADs)

- 2 p.m. – 3 p.m.

#### NIAAA Delegate Assembly

- 2:30 p.m. – 4 p.m.

#### Hall of Fame Banquet

- 6 p.m.

## Tuesday, December 16

#### NIAAA Board Meeting

- 7 a.m. – 9:30 a.m.

#### LTI Session V: 508, 613, 616, 625, 704, 716, 717, 719, 723, 799, 901

- 7:30 a.m. – 11:30 a.m.

#### Talking & Trading Session II (Legal Issues: Title IX Updates, Female Athletic Administrator Forum, Dealing with Challenging Personalities, Unifying Your Athletic Department and Community, Changing the Culture in Your Athletic Department Communication in a Digital Age)

- 8:30 a.m. – 9:30 a.m.

#### NIAAA CAA/CIAA Exam

- 9 a.m. – 11 a.m.

#### NIAAA Retired ADs Breakfast

- 9 a.m. – 11 a.m.

Workshop Session VI

- 9:45 a.m. – 10:45 a.m.

Sports Law Year-in-Review

- 12 p.m. – 1 p.m.

Closing General Session

- 1:15 p.m. – 2:15 p.m.

NIAAA Annual Meeting followed by State Door Prize Drawings

- 2:30 p.m. – 4 p.m.

# Conference Schedule

*Events and times are subject to change. All events will be held in Eastern Standard Time (EST).*

## Friday, December 12

### Incoming NIAAA Board Member Orientation

- 9 a.m. – 9:45 a.m.

### NIAAA Board Meeting

- 10 a.m. – 1:30 p.m.

### NIAAA Publications Committee

- 12 p.m. – 8 p.m.

### NIAAA Hall of Fame Committee

- 2 p.m. – 8 p.m.

### NIAAA Logo Shop

- 2 p.m. – 5:30 p.m.

### NIAAA Meet the Candidate

- 2 p.m. – 5:30 p.m.

### Registration

- 2 p.m. – 5:30 p.m.

### NIAAA LTI National Faculty

- 3 p.m. – 4:30 p.m.

### NIAAA Sports Facilities Committee

- 3 p.m. – 6 p.m.

### NIAAA 2024 Outgoing Cohort: District AD, Leadership, Mentoring

- 5 p.m. – 7:45 p.m.

### Hot Topic Session I

- 5:15 p.m. – 6:15 p.m.

### LTI Session I: 501, 511, 608, 618, 621, 626, 700, 707, 710A, 720, 904

- 5:30 p.m. – 9:30 p.m.

### NIAAA Endowment Committee

- 6 p.m. – 9 p.m.

## Saturday, December 13

### NIAAA Past President Meeting

- 7:30 a.m. – 9 a.m. (Bus departs at 7:30 a.m.)

### NIAAA Endowment Golf Tournament

- 7:30 a.m. – 12 p.m.

### NIAAA Committee Chairs

- 8 a.m. – 9 a.m.

### NIAAA Sports Facilities Seminar

- 8 a.m. – 12 p.m. (Bus departs at 7:30 a.m.)

### NIAAA Logo Shop

- 8:30 a.m. – 12 p.m.

### Registration

- 8:30 a.m. – 5 p.m.

### NIAAA Committees (Accreditation, Awards, Coaches Education, Health & Wellness, International, Membership, QPA Ad-Hoc)

- 9:15 a.m. – 12 p.m.

### NADC Advisory Committee

- 9:30 a.m. – 10 a.m.

### First-Time Attendees Orientation

- 10 a.m. – 10:45 a.m.

"Talking & Trading" Session I (Legal Issues: Title IX Updates, Female Athletic Administrator Forum, Dealing with Challenging Personalities, What Keeps You Up at Night, Unifying Your Athletic Department and Community, Communication in a Digital Age)

- 11 a.m. – 12 p.m.

NIAAA Certification Committee

- 12 p.m. – 4 p.m.

LTI Session II: 502, 510, 614, 615, 635, 640, 701, 706, 708, 709, 712, 726, 902

- 12:30 p.m. – 4:30 p.m.

Guest Welcome Reception

- 1 p.m. – 2:30 p.m.

NIAAA Committees (Equity & Community Engagement, Mentoring, NIAN, Resolutions, Retired)

- 1 p.m. – 4 p.m.

Workshop Session I

- 2:15 p.m. – 3:15 p.m.

NIAAA Logo Shop

- 3 p.m. – 5 p.m.

Workshop Session II

- 3:30 p.m. – 4:30 p.m.

Opening Reception

- 6:30 – 8:30 p.m.

Opening General Session – At-Large Speeches & Scholarship Awards

- 5 p.m. – 6:30 p.m.

Catholic Mass

- 7:30 p.m.

Non-Denominational Chapel

- 7:30 p.m.

## Sunday, December 14

### NIAAA Professional Development Coordinators

- 7 a.m. – 8:30 a.m.

### NIAAA State Presidents Breakfast

- 8 a.m. – 9:45 a.m.

### NIAAA Blue Ribbon Panel

- 8 a.m. – 10 a.m.

### Workshop Session III

- 8:30 a.m. – 9:30 a.m.

### NEDC Executive Committee

- 8:30 a.m. – 10 a.m.

### NIAAA 2025 Incoming Cohort: District AD, Leadership, Mentoring, QPA

- 8:30 a.m. – 11:30 a.m.

### Registration

- 8:30 a.m. – 11:30 a.m.

### NIAAA CAA & CIAA Test Study Session

- 9 a.m. – 9:45 a.m.

### Guest Breakfast

- 9 a.m.

### Exhibit Show

- 9 a.m. – 11:30 a.m.

### Bag Toss Tournament

- 10 a.m. – 11 a.m.

### Exhibit Show Passport Drawing

- 11:15 a.m.

#### Conference Luncheon

- 11:45 a.m. – 1:15 p.m.

#### NIAAA Section Meetings

- 1:30 p.m. – 2:30 p.m.

#### Registration

- 1:30 p.m. – 4:30 p.m.

#### NIAAA Logo Shop

- 1:30 p.m. – 6 p.m.

#### Gift Pick Up

- 2 p.m. – 6 p.m.

#### Exhibit Show Ice Cream Social

- 2:30 p.m.

#### NIAAA Lapel Pin Exchange

- 2:30 p.m. – 3 p.m.

#### Workshop Session IV

- 3:15 p.m. – 4:15 p.m.

#### LTI Session III: 503, 506, 601, 611, 617, 619, 633, 705, 718, 721, 724, 910

- 4:30 p.m. – 8:30 p.m.

#### Exhibit Show Door Prize Drawing

- 4:30 p.m.

#### Exhibit Show Reception

- 4:30 p.m. – 6 p.m.

#### Exhibit Show Passport Drawing

- 5:30 p.m.

## Monday, December 15

#### NIAAA State Liaisons & Executive Directors Breakfast Meeting

- 7:30 a.m. – 9:30 a.m.

NIAAA Certified Test Administrators

- 8 a.m. – 9 a.m.

NFHS State High School Associations Roundtable

- 8 a.m. – 9:30 a.m.

Exhibit Show Breakfast Break

- 8:30 a.m.

Exhibit Show

- 8:30 a.m. – 11:30 a.m.

Gift Pick Up

- 8:30 a.m. – 11:30 a.m.

NIAAA Logo Shop

- 8:30 a.m. – 11:30 a.m.

Registration

- 8:30 a.m. – 12:30 p.m.

Exhibit Show Door Prize Drawings

- 9 a.m. – 9:45 a.m.

Workshop Session V

- 9:45 a.m. – 10:45 a.m.

NEDC Meeting

- 9:45 a.m. – 11:30 a.m.

QPA Recognition Reception

- 10:30 a.m. – 12 p.m.

Exhibit Show Passport Drawings

- 11:15 a.m.

NIAAA State Award/Hall of Fame Chairs

- 11:30 a.m. – 12:30 p.m.

NIAAA State Membership Chairs

- 11:30 a.m. – 12:30 p.m.

#### NIAAA State Mentoring Chairs

- 11:30 a.m. – 12:30 p.m.

#### LTI Session IV: 504, 603, 627, 628, 630, 638, 703, 714, 727, 790, 715, 903

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- 2 p.m. – 3 p.m.

#### NIAAA Delegate Assembly

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#### Hall of Fame Banquet

- 6 p.m.

## Tuesday, December 16

#### NIAAA Board Meeting

- 7 a.m. – 9:30 a.m.

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- 12 p.m. – 1 p.m.

Closing General Session

- 1:15 p.m. – 2:15 p.m.

NIAAA Annual Meeting followed by State Door Prize Drawings

- 2:30 p.m. – 4 p.m.

# Out of State Travel Request



YUKON PUBLIC SCHOOLS

Office of Human Resources

600 Maple Street, Yukon, OK 73099 | 405.354.2587 | hr@yukonps.com



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

Dustin

Beams

School employee requesting trip.

Date of Request

07/28/2025



Allowed format is MM/DD/YYYY Ex: 07/29/2025

Name of Organization, Grade

FFA 10th-12th

Title of Conference or Event

National FFA Conention

Travel Destination

Indianapolis, IN

(City, State)

Departure Date of Trip

10/28/2025



Allowed format is MM/DD/YYYY Ex: 07/29/2025

Departure Time

6:00 am

Return Date of Trip required

11/01/2025



Allowed format is MM/DD/YYYY Ex: 07/29/2025

Number of Days required

5

Means of Transportation required

- Airline
- School Vehicle
- Private Vehicle

Number of Students Participating required

10

Number of Parents/Guardians Attending required

2

Age of Students required

15-18

Place, Purpose, and Nature of the Trip required

Attending the National FFA Convention and receiving our National 3 Star Chapter Award.

## COST ANALYSIS

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

Registration Costs / Requisition Number: required

1800

(Object code for out of state = 583)

Lodging Cost/ Requisition Number: required

3600.00

(Object code for out of state = 583)

Transportation Costs/ Requisition Number: required

960.00

Airfare or Personal or District Vehicle

(Object code for out of state = 583)

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

360.00

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Cost of a Substitute: required

360

Will Participation Lead to Further Competition?

Yes

No

If Yes, Explain

Educational Benefits required

Students will have the opportunity to tour several Agriculture Facilities as well as meet with Industry Professionals. Students will attend leadership workshops and they are in the Finals for 3 Star National Chapter Award.

# Attachments

Upload Schedule of Events: National FFA Convention Plans.xlsx

Upload Itinerary: National FFA Convention Plans.xlsx

## Workflow

### Attached Workflow

Out of State Travel Request

### Current Status

Submitted



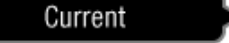




### Submitted Date

07/28/2025 at 09:54 AM

### Submitted By

Dustin Beams

### Workflow Steps

 Completed	1	Signed by Dustin Beams on 07/28/2025 at 09:59 AM <b>Signature:</b> Dustin Beams
 Completed	2	Approved by Melissa Barlow on 07/28/2025 at 02:21 PM
 Current	3	Review by Group: Superintendent's Office
 Forthcoming	4	TBD
 Forthcoming	5	Approval by William Simeroth
 Forthcoming	6	Review by Group: Superintendent's Office
 Forthcoming	7	Review by Group: Business Office - Accounts Payable

Dustin Beams

----DRAFT----

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i>	<i>Revision Date(s):</i> 05/08/2018	<i>Page 1 of 4</i>

**Instructions to Applicant:**

Please print or type. If necessary, please use additional sheets of paper.

Sign and date this application. Deliver the completed application via email to [deanne.rowe@yukonps.com](mailto:deanne.rowe@yukonps.com).

This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant Yukon Aces Tennis Booster Club

Applicant E-Mail YukonTennis@gmail.com

Address for correspondence Sherry Palmer - 629 Eastview Dr. Yukon, OK 73099  
92-1992443 10/2

Taxpayer ID Number (if applicable) \_\_\_\_\_

Representative from whom additional information may be obtained Sherry Palmer

Representative's address 629 Eastview Dr Yukon, OK 73099

Representative's phone number 405-474-9051

Purpose and goals of applicant group To promote the game of tennis to the students of YPS and encourage sportsmanship among the student athletes

Describe how the school district and its students will benefit if sanctioning is granted The students will benefit by having interested adults representing their needs, interests and concerns. The club will make every effort to promote and develop the Yukon tennis program so the student athletes will develop character and have fun.

Has this group been sanctioned by the board of education before? yes

If yes, what year(s)? since 1998



<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i>	<i>Revision Date(s):</i> 05/08/2018	<i>Page 3 of 4</i>

List most recently elected officers:

Name	Office	Service Year
<u>Sherry Palmer</u>	<u>President</u>	<u>2025-2026</u>
<u>Tamara Horne</u>	<u>Treasurer</u>	<u>2025-2026</u>
<u>Amy Schveder</u>	<u>Secretary</u>	<u>2025-2026</u>
_____	_____	_____
_____	_____	_____

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges that in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year or at the time an application is received, a financial report as defined by the board of education regulations for applicant's recently ended fiscal year.

I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Sherry Palmer 7/7/2025  
President's Name Date


SPM  
President's Signature

Tamara Horne 7/7/2025  
Treasurer's Name Date

Tamara Horne  
Treasurer's Signature

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i>	<i>Revision Date(s):</i> 05/08/2018	<i>Page 4 of 4</i>

(School District Use Only)

<b>Principal</b>	
Received date <u>7-8-25</u>	Recommends <u>X</u> Does not recommend _____
Rationale for not recommending _____	
 Principal's Signature	<u>7/16/25</u> Date submitted to Superintendent
<b>Superintendent</b>	
Received date	Recommends _____ Does not recommend _____
Rationale for not recommending _____	
Superintendent's Signature	Date submitted to Board
<b>Board of Education</b>	
Date of Board Meeting Sanctioning Approved	_____
Date of Board Meeting Sanctioning <b>Not</b> Approved	_____

**APPLICATION FOR SANCTIONING**

*Adoption Date:*

*Revision Date(s):*  
05/08/2018

*Page 1 of 4*

**Instructions to Applicant:**

Please print or type. If necessary, please use additional sheets of paper.

Sign and date this application. Deliver the completed application via email to [deanne.rowe@yukonps.com](mailto:deanne.rowe@yukonps.com).

This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant Yukon HS Homerun Club

Applicant E-Mail yukonmillerbaseball@gmail.com

Address for correspondence PO Box 850433, Yukon, OK 73085

Taxpayer ID Number (if applicable) 92-0406192

Representative from whom additional information may be obtained Jeff Hoke

Representative's address 10801 NW 34th St., Yukon, OK 73099

Representative's phone number 405-706-4523

Purpose and goals of applicant group Please see attached

Describe how the school district and its students will benefit if sanctioning is granted Please see attached

Has this group been sanctioned by the board of education before? Please see attached

If yes, what year(s)? Please see attached

FINANCIAL REPORT

(Must cover 12-month period or months in existence if new organization.)

*Please see attached*

\_\_\_\_\_  
Program, Association, or Organization Name

1. BEGINNING BALANCE as of \_\_\_\_\_ \$ \_\_\_\_\_ (A)

2. REVENUES

Fund-raisers:

Total	

Donations:

Total	

Other:

Total	

**Total Revenues** \$ \_\_\_\_\_ (B)

3. TOTAL AVAILABLE (A+B) \$ \_\_\_\_\_ (C)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

Total Expenses	

\$ \_\_\_\_\_ (D)

5. REVENUE OVER/UNDER EXPENDITURE (C minus D) \$ \_\_\_\_\_

Is your bank account collateralized to cover monies deposited during the year?

YES \_\_\_\_\_ NO

Amount of collateral on bank account. \$ \_\_\_\_\_

**Yukon HS Homerun Club:****Purpose and goals of applicant group:**

The Yukon High School Homerun Club exists to support and enhance the Yukon Baseball program through fundraising, volunteerism, and community engagement. Our mission is to provide resources that elevate the experience for student-athletes—on and off the field—by helping fund equipment, travel, facilities, and special events. We strive to foster school spirit, build lasting partnerships with local businesses and families, and ensure that every player has the opportunity to grow, compete, and succeed in a positive and well-supported environment.

**Describe how the school district and its students will benefit from sanctioning is granted:**

Continued sanctioning of the Yukon High School Home Run Club will allow us to maintain and build upon the strong foundation we've already established in support of the Yukon Baseball program. Over time, the club has provided consistent financial and volunteer support that directly benefits student-athletes through upgraded equipment, enhanced facilities, team travel opportunities, and special events that enrich the overall experience.

Ongoing recognition ensures we can continue operating in alignment with district policies while fostering transparency, accountability, and community involvement. The school district and its students benefit from a well-supported program that reflects positively on Yukon Public Schools and promotes pride, engagement, and opportunity both on and off the field.

**Has this group been sanctioned by the board of education before?**

Yes

**If yes, what year(s)?**

At least the last 3 years, but our charter is dated April 6, 2011.

**Yukon Home Run Club  
Profit and Loss by Month**

**12 months  
Ended  
June 2025**

---

**Income**

Email Fundraiser	\$ 2,336.18
Hit-a-thon Fundraiser	\$ 18,237.41
Lokal Night Fundraiser	\$ 610.00
Powder Puff Fundraiser	\$ 4,061.25
Raffle Fundraiser	\$ 13,051.00
Signs	\$ 23,450.00
Survey Fundraiser	\$ 12,414.40
<b>Total Fundraising Revenue</b>	<b>\$ 74,160.24</b>

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<b>Total Concession Revenue</b>	<b>\$ 26,021.92</b>
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Red Dirt Player Fees	\$ 15,550.00
<b>Total Red Dirt Revenue</b>	<b>\$ 15,550.00</b>

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<b>Total Spring Break Trip Revenue</b>	<b>\$ 11,500.00</b>
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Banquet Silent Auction Items	\$ 778.00
Banquet Tickets	\$ 2,479.11
<b>Banquet/First Pitch Dinner Revenue</b>	<b>\$ 3,257.11</b>

**Yukon Home Run Club  
Profit and Loss by Month**

**12 months  
Ended  
June 2025**

---

Bank Charges & Fees Refund	\$ 58.60
Donations	\$ 1,475.00
HRC Memberships	\$ 350.00
Interest Income	\$ 18.12
Miller Wear	\$ 22.00
Sales of Hats/License Plates/Stickers	\$ 90.00
<b>Total Other Revenue</b>	<b>\$ 2,013.72</b>

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<b>Total Revenue</b>	<b>\$ 132,502.99</b>
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**Expenses**

Red Dirt Coaches Pay	\$ 6,000.00
Red Dirt Tops	\$ 5,303.71
Red Dirt Umpire Fees	\$ 300.00
<b>Total Red Dirt Expenses</b>	<b>\$ 11,603.71</b>

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<b>Total Equipment Expenses</b>	<b>\$ 26,674.12</b>
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**SPRING BREAK EXPENSES**

Bus Rental	\$ 1,525.00
Lodging	\$ 9,451.10
Meals	\$ 7,387.57
Tournament Fee	\$ 800.00
<b>Total Spring Break Expenses</b>	<b>\$ 19,163.67</b>

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**Yukon Home Run Club  
Profit and Loss by Month**

**12 months  
Ended  
June 2025**

<b>Team Gear Expenses</b>	<b>\$ 8,074.85</b>
<b>Concession Expenses</b>	<b>\$ 11,529.49</b>
<b>Building/Stadium Maintenance</b>	<b>\$ 5,886.91</b>
<b>Meals &amp; Entertainment Expenses</b>	<b>\$ 8,176.31</b>
Fundraiser	\$ 44.33
Powderpuff (Gifts)	\$ 130.00
Powderpuff (T-shirts)	\$ 703.08
Powderpuff (Insurance)	\$ 65.00
Raffle	\$ 1,548.53
Sign Expense	\$ 2,208.71
<b>Total Fundraising Expenses</b>	<b>\$ 4,699.65</b>
<b>Total Banquet Expenses</b>	<b>\$ 5,922.58</b>
<b>Total Field Maintenance Expenses</b>	<b>\$ 4,544.11</b>
<b>Total Training Expenses</b>	<b>\$ 7,500.00</b>

**Yukon Home Run Club  
Profit and Loss by Month**

**12 months  
Ended  
June 2025**

---

Senior Banner	\$ 324.36
Senior Gifts	\$ 1,190.00
Senior Luminaries	\$ 350.00
Senior Night Expense	\$ 1,222.61
Senior Photography	\$ 1,747.28
Senior Video	\$ 595.00
<b>Total Senior Expenses</b>	<b>\$ 5,429.25</b>
<hr/>	
Advertising & Marketing	\$ 704.84
Autism Night Donation	\$ 567.00
Bank Charges & Fees	\$ 126.87
Coach Clinic	\$ 104.95
Membership Fees	\$ 120.00
Merchandise to Sell	\$ 177.64
Office Supplies & Software	\$ 548.35
Other Business Expenses	\$ 739.62
Photography	\$ 1,500.00
Player Credits	\$ 4,511.00
Teacher Breakfast	\$ 177.08
<b>Total Other Expenses</b>	<b>\$ 9,277.35</b>
<hr/>	
<b>Total Expenses</b>	<b>\$ 128,482.00</b>

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**Yukon Home Run Club  
Profit and Loss by Month**

**12 months  
Ended  
June 2025**

---

<b>Net Income</b>	<b>\$ 4,020.99</b>
<b>Beginning Bank Statement Balance</b>	<b>\$ 41,435.66</b>
<b>+ (-) Net Income</b>	<b>\$ 4,020.99</b>
<b>Ending Bank Statement Balance</b>	<b>\$ 45,456.65</b>
<b>Bank Statement</b>	<b>\$ 45,456.65</b>
<b>Difference</b>	<b>\$ -</b>

List most recently elected officers:

Name	Office	Service Year
<u>Jeff Hoke</u>	<u>President</u>	<u>6/1/25 - 5/31/26</u>
<u>Kyle Ruzicka</u>	<u>VP</u>	<u>6/1/25 - 5/31/26</u>
<u>Kim Fletcher</u>	<u>Treasurer</u>	<u>6/1/25 - 5/31/26</u>
<u>Lisa Fish</u>	<u>Secretary</u>	<u>6/1/25 - 5/31/26</u>
<u>Kendra Pace</u>	<u>At-Large</u>	<u>6/1/25 - 5/31/26</u>

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges that in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year or at the time an application is received, a financial report as defined by the board of education regulations for applicant's recently ended fiscal year.

I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Jeff Hoke 7/16/25  
President's Name Date

J Hoke  
President's Signature

Kim Fletcher 7/16/25  
Treasurer's Name Date

Kim Fletcher  
Treasurer's Signature

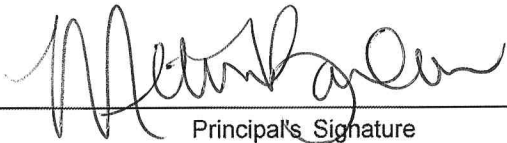
**APPLICATION FOR SANCTIONING**

*Adoption Date:*

*Revision Date(s):*  
05/08/2018

*Page 4 of 4*

*(School District Use Only)*

<b>Principal</b>	
Received date	Recommends <input checked="" type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending _____	
	1-27-25
Principal's Signature	Date submitted to Superintendent
<b>Superintendent</b>	
Received date	Recommends <input type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending _____	
Superintendent's Signature	Date submitted to Board
<b>Board of Education</b>	
Date of Board Meeting Sanctioning Approved	_____
Date of Board Meeting Sanctioning Not Approved	_____

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i>		<i>Revision Date(s):</i> <b>05/08/2018</b>
		<i>Page 1 of 4</i>

**Instructions to Applicant:**

Please print or type. If necessary, please use additional sheets of paper.  
 Sign and date this application. Deliver the completed application via email to [deanne.rowe@yukonps.com](mailto:deanne.rowe@yukonps.com).  
 This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds.  
 The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant **Yukon Tip In Club**

Applicant E-Mail **cjsepenner@gmail.com**

Address for correspondence **2412 Zion Park Yukon, OK 73099**

Taxpayer ID Number (if applicable) **93-2982227**

Representative from whom additional information may be obtained **Jenny Penner, Lugina Jernigan (fka Treasurer) and Darla Dickerson**

Representative's address **2412 Zion Park Yukon, OK 73099**

Representative's phone number **832-746-5473**

Purpose and goals of applicant group **Organized to support the boys' basketball team both in monetary form and manpower.**

Describe how the school district and its students will benefit if sanctioning is granted **Tip In provides funding for meals, travel gear, uniforms, travel expenses (hotel and meals), and camps for players primarily during the month of June. These funds alleviate the costs for students and their families.**

Has this group been sanctioned by the board of education before? **Yes**

If yes, what year(s)? **2023 and 2024**

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>	
<b>APPLICATION FOR SANCTIONING</b>			
<i>Adoption Date:</i>		<i>Revision Date(s):</i> 05/08/2018	<i>Page 2 of 4</i>

**FINANCIAL REPORT**

(Must cover 12-month period or months in existence if new organization.)

Yukon PS Tip In Booster Club, Inc.

Program, Association, or Organization Name

1. BEGINNING BALANCE as of 1-1-25 \$ 11,797.62 (A)

2. REVENUES

Fund-raisers:

Total \$ 3589.74

Donations:

Total \$ 578.26

Other:

Total \$ 6210.40

Total Revenues \$ 10,378.40 (B)

3. TOTAL AVAILABLE (A+B) \$ 22,176.02 (C)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

Fundraising \$ 4291.55

Program \$ 8904.87

G & A \$ \_\_\_\_\_

Total Expenses \$ 13,196.42 (D)

5. REVENUE OVER/UNDER EXPENDITURE (C minus D) \$ 8979.60

Is your bank account collateralized to cover monies deposited during the year? YES \_\_\_\_\_ Amount of collateral on bank account. \$ \_\_\_\_\_  
 NO  \_\_\_\_\_

APPLICATION FOR SANCTIONING

Adoption Date:

Revision Date(s): 05/08/2018

Page 3 of 4

List most recently elected officers:

Name Office Service Year

President:

Jenny Penner - June 2025 to present

Caleigh Martin - 2024-May 2025

Vice President:

Erik Kropf - June 2025 to present

Jenny Penner - 2024 to June 2025

Treasurer:

Darla Dickerson - June 2025 - present

Lugina Jernigan - 2024 to June 2025

Secretary:

LeeAnn Teer - 2024 to present

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

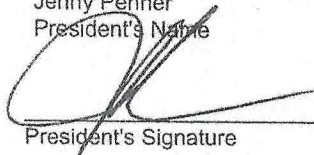
Applicant also acknowledges that in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year or at the time an application is received, a financial report as defined by the board of education regulations for applicant's recently ended fiscal year.

I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By:

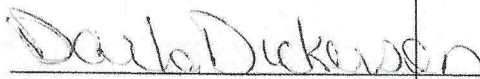
Jenny Penner  
President's Name

7/16/2025  
Date

  
President's Signature

Darla Dickerson  
Treasurer's Name

7/16/2025  
Date



7

Treasurer's Signature

# YUKON BOARD OF EDUCATION

CD-F

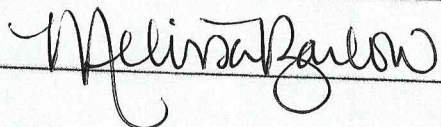
## APPLICATION FOR SANCTIONING

Adoption Date:

Revision  
Date(s):  
05/08/2018

Page 4 of 4

(School District Use Only)

<b>Principal</b> Received date 7-17-25 Rationale for not recommending	Recommends <input checked="" type="checkbox"/> Does not recommend	
		7-17-25
		Principal's Signature Date submitted to Superintendent
<b>Superintendent</b> Received date Rationale for not recommending	Recommends Does not recommend	
		Superintendent's Signature Date submitted to Board
<b>Board of Education</b> Date of Board Meeting Sanctioning Approved Date of Board Meeting Sanctioning Not Approved		

APPLICATION FOR SANCTIONING

Adoption Date:

Revision Date(s):  
05/08/2018

Page 1 of 4

Instructions to Applicant:

Please print or type. If necessary, please use additional sheets of paper.

Sign and date this application. Deliver the completed application via email to [deanne.rowe@yukonps.com](mailto:deanne.rowe@yukonps.com).

This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant Redstone Intermediate PTA

Applicant E-Mail 11501 W. Britton Rd

Address for correspondence Yukon OK 73099

Taxpayer ID Number (if applicable) 87-2760592

Representative from whom additional information may be obtained Mary Jane Allison

Representative's address 11500 Fairways Ave Yukon OK

Representative's phone number 405-481-9619

Purpose and goals of applicant group To support RIS students, teachers, staff, and parents

through multiple events, assemblies, give-backs, & more that the school otherwise couldn't afford.

Describe how the school district and its students will benefit if sanctioning is granted Please see the

the attached list of many ways the district &

students will benefit, including support for teachers,

events for students, community engagement & educational

assemblies.

Has this group been sanctioned by the board of education before? Yes

If yes, what year(s)? 2022 - 2024

# YUKON BOARD OF EDUCATION

## APPLICATION FOR SANCTIONING

Adoption Date:

Revision Date(s):  
05/08/2018

Page 2 of 4

### FINANCIAL REPORT

(Must cover 12-month period or months in existence if new organization.)

Redstone Intermediate PTA  
Program, Association, or Organization Name

1. BEGINNING BALANCE as of July 1, 2025

\$ 29,170<sup>29</sup> (A)

#### 2. REVENUES

Fund-raisers:

Winter Formal  
Show Your Spirit  
Spirit Wear  
Dance A Thon  
Sucker Grants

11,000  
5,600  
4,300  
17,000  
2,100  
40,000

Donations:

Corporate  
Givebacks

2100  
150

Total

2250

Other:

Membership Dues

700

Total

700

Total Revenues

\$ 42,950 (B)

\$ 72,120<sup>29</sup> (C)

3. TOTAL AVAILABLE (A+B)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

Admin Legal Professional  
Teacher Appreciation  
Events / Fundraisers  
Givebacks

3,925  
8,000  
16,960  
22,400

Total Expenses

\$ 51,285 (D)

\$ 20,835<sup>29</sup>

5. REVENUE OVER/UNDER EXPENDITURE (C minus D)

Is your bank account collateralized to cover monies deposited during the year?

YES \_\_\_\_\_ NO

Amount of collateral on bank account. \$ 0

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i>	<i>Revision Date(s):</i> 05/08/2018	<i>Page 3 of 4</i>

List most recently elected officers:

Name	Office	Service Year
Mary Jane Allison	President	25-26
Heidi Butcher	Vice President	25-26
Kendall Mashaney	Secretary	25-26
Krystal Hudgens	Treasurer	25-26
See Attached for the Rest		

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges that in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year or at the time an application is received, a financial report as defined by the board of education regulations for applicant's recently ended fiscal year.

I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Mary Jane Allison 7/16/25  
President's Name Date


[Signature]  
President's Signature

Krystal Hudgens 7/16/25  
Treasurer's Name Date

[Signature]  
Treasurer's Signature

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
Adoption Date:	Revision Date(s): 05/08/2018	Page 4 of 4

(School District Use Only)

<b>Principal</b>	
Received date	Recommends <input checked="" type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending	_____
 _____ Principal's Signature	<u>7/16/25</u> Date submitted to Superintendent
<b>Superintendent</b>	
Received date	Recommends <input type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending	_____
_____ Superintendent's Signature	_____ Date submitted to Board
<b>Board of Education</b>	
Date of Board Meeting Sanctioning Approved	_____
Date of Board Meeting Sanctioning <b>Not</b> Approved	_____

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<b>Adoption Date:</b>	<b>Revision Date(s):</b> 05/08/2018	<b>Page 1 of 4</b>

**Instructions to Applicant:**

Please print or type. If necessary, please use additional sheets of paper.

Sign and date this application. Deliver the completed application via email to [deanne.rowe@yukonps.com](mailto:deanne.rowe@yukonps.com).

This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant Yukon High School Pom Pom Booster Club

Applicant E-Mail yhs.pom@gmail.com

Address for correspondence 8180 Prairie Ridge Rd., Yukon, OK 73099

Taxpayer ID Number (if applicable) 93-224 9930

Representative from whom additional information may be obtained Andy Aaron

Representative's address 8180 Prairie Ridge Rd., Yukon, OK 73099

Representative's phone number (405) 401-1063

Purpose and goals of applicant group Raise Funds for YHS Pom expenses, including competitions, travel expenses, camp, costumes/uniforms, and other related expenses.

Describe how the school district and its students will benefit if sanctioning is granted It will promote school spirit + community involvement, as well as help the YHS pom squad have the opportunity to participate in State + National competitions, bringing positive recognition to the student body + our community

Has this group been sanctioned by the board of education before? yes

If yes, what year(s)? 2000-2025

**APPLICATION FOR SANCTIONING**

Adoption Date:

Revision Date(s):  
05/08/2018

Page 2 of 4

**FINANCIAL REPORT**

(Must cover 12-month period or months in existence if new organization.)

Yukon High School Pom Pom Booster Club  
Program, Association, or Organization Name

1. BEGINNING BALANCE as of 4-8-2025 \$ 9485.35 (A)

2. REVENUES

Fund-raisers:

see attached 81,060

\_\_\_\_\_

\_\_\_\_\_

Total

Donations:

potentially \$8-\$20,000 \$8,000

\_\_\_\_\_

\_\_\_\_\_

Total

Other:

see attached (included  
with fund-raisers)

\_\_\_\_\_

\_\_\_\_\_

Total

**Total Revenues** \$ 89,060 (B)

3. TOTAL AVAILABLE (A+B) \$ 98,545.35 (C)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

see attached

\_\_\_\_\_

\_\_\_\_\_

**Total Expenses** \$ 93,835 (D)

5. REVENUE OVER/UNDER EXPENDITURE (C minus D) \$ 4,710.35

Is your bank account collateralized to cover monies deposited during the year?

YES \_\_\_\_\_ NO

Amount of collateral on bank account. \$ 0.00

List most recently elected officers:

Name	Office	Service Year
<u>Bryce Johnson</u>	<u>President</u>	<u>2025-26</u>
<u>Kimberly Yanda</u>	<u>Vice President</u>	<u>2025-26</u>
<u>Andy Aaron</u>	<u>Treasurer</u>	<u>2025-26</u>
<u>Anthony Jew</u>	<u>Co-Treasurer</u>	<u>2025-26</u>
<u>Karissa Jarnagin</u>	<u>Secretary</u>	<u>2025-26</u>

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges that in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year or at the time an application is received, a financial report as defined by the board of education regulations for applicant's recently ended fiscal year.

I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Bryce Johnson 6-2-25  
President's Name Date

  
President's Signature

Andy Aaron 6-2-25  
Treasurer's Name Date

  
Treasurer's Signature

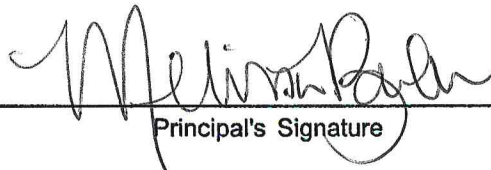
**APPLICATION FOR SANCTIONING**

*Adoption Date:*

*Revision Date(s):*  
05/08/2018

*Page 4 of 4*

(School District Use Only)

<b>Principal</b>	
Received date	Recommends <input checked="" type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending _____	
	7/27/25
Principal's Signature	Date submitted to Superintendent
<b>Superintendent</b>	
Received date	Recommends _____ Does not recommend _____
Rationale for not recommending _____	
Superintendent's Signature	Date submitted to Board
<b>Board of Education</b>	
Date of Board Meeting Sanctioning Approved	_____
Date of Board Meeting Sanctioning Not Approved	_____

**APPLICATION FOR SANCTIONING**

*Adoption Date:*

*Revision Date(s):*  
**05/08/2018**

*Page 1 of 4*

**Instructions to Applicant:**

Please print or type. If necessary, please use additional sheets of paper.

Sign and date this application. Deliver the completed application to the site principal.

This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant Yukon Quarterback Club

Address for correspondence PO Box 850252  
Yukon, OK 73099

Taxpayer ID Number (if applicable) 73-1612972

Representative from whom additional information may be obtained Amanda Reyes

Representative's address 601 St James Place  
Yukon, OK 73099

Representative's phone number 405-684-5370

Purpose and goals of applicant group To support Yukon High School and Middle School football through promotions

and coordination of events and fundraising while supporting the administration and coaches.

YQBC Mission: Cultivate an environment that inspires students/athletes, coaches, parents, and the community to come together by investing our time, talents and resources to support the Yukon Football Program

Describe how the school district and its students will benefit if sanctioning is granted The Quarterback Club will  
continue to support the football program financially by purchasing or providing items like equipment, camp fees,  
Coaches clinics, banquet for payer recognition, player meals, and improvements or other financial support for  
situations that may arise during the year.

Has this group been sanctioned by the board of education before? Yes

If yes, what year(s)? \_\_\_\_\_

**APPLICATION FOR SANCTIONING**

*Adoption Date:*

*Revision Date(s):*  
05/08/2018

*Page 2 of 4*

**FINANCIAL REPORT**

(Must cover 12-month period or months in existence if new organization.)

Yukon Quarterback Club

Program, Association, or Organization Name

1. BEGINNING BALANCE as of 1/1/2025 \$ 43,983.03 (A)

2. REVENUES

Fund-raisers:

See Attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total

Donations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total

Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total

**Total Revenues**

\$ See Attached (B)

3. TOTAL AVAILABLE (A+B) \$ (C)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Expenses**

\$ (D)

5. REVENUE OVER/UNDER EXPENDITURE (C minus D) \$ See Attached

Is your bank account collateralized to cover monies deposited during the year? YES \_\_\_\_\_ NO X

Amount of collateral on bank account. \$ 0

**APPLICATION FOR SANCTIONING**

*Adoption Date:*

*Revision Date(s):*  
05/08/2018

*Page 3 of 4*

List most recently elected officers:

Name	Office	Service Year
Nikki Lujan	President	2025
Marlena Pointer	Vice President	2025
Quency Vest	Secretary	2025
Amanda Reyes	Treasurer	2025

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

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I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Nikki Lujan 5/21/2025  
President's Name Date

Angelica Nikki Lujan  
President's Signature

Amanda Reyes 5/21/2025  
Treasurer's Name Date

Amanda Reyes  
Treasurer's Signature

**APPLICATION FOR SANCTIONING**

Adoption Date:

Revision Date(s):  
05/08/2018

Page 4 of 4

(School District Use Only)

**Principal**

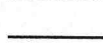
Received date

7/15/25

Recommends



Does not recommend



Rationale for not recommending

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

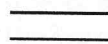
*Melvin Pagan*  
Principal's Signature

7/15/25  
Date submitted to Superintendent

**Superintendent**

Received date

Recommends



Does not recommend



Rationale for not recommending

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Superintendent's Signature

Date submitted to Board

**Board of Education**

Date of Board Meeting Sanctioning Approved

\_\_\_\_\_

Date of Board Meeting Sanctioning **Not** Approved

\_\_\_\_\_

**APPLICATION FOR SANCTIONING***Adoption Date:**Revision Date(s):*  
05/08/2018*Page 1 of 4***Instructions to Applicant:**

Please print or type. If necessary, please use additional sheets of paper.

Sign and date this application. Deliver the completed application via email to [deanne.rowe@yukonps.com](mailto:deanne.rowe@yukonps.com).

This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant

[Oklahoma Congress PTA DBA Surrey Hills PTA](#)

Applicant E-Mail

[surreypta@gmail.com](mailto:surreypta@gmail.com)

Address for correspondence

[10700 Hastings Ave, Yukon, OK 73099](#)

Taxpayer ID Number (if applicable)

[37-1703676](#)

Representative from whom additional information may be obtained

[Keely Ellis](#)

Representative's address

[10308 Queensbury Dr, Yukon, OK 73099](#)

Representative's phone number

[\(405\) 474-7995](#)

Purpose and goals of applicant group

[Parent Teacher Association for Surrey Hills Elementary](#)

Describe how the school district and its students will benefit if sanctioning is granted

[We provide educational resources and raise money for enhancements and support for the students of Surrey Hills Elementary.](#)

Has this group been sanctioned by the board of education before?

[Yes](#)

If yes, what year(s)?

[Since 2012](#)

FINANCIAL REPORT

(Must cover 12-month period or months in existence if new organization.)

Oklahoma Congress PTA DBA Surrey Hills PTA

Program, Association, or Organization Name

1. BEGINNING BALANCE as of 07/01/2024 \$ 88,964.26 (A)

2. REVENUES See additional sheet

Fund-raisers:

Total	

Donations:

Total	

Other:

Total	

**Total Revenues** \$ 55,972.08 (B)

3. TOTAL AVAILABLE (A+B) \$ 144,936.34 (C)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

See additional sheet


**Total Expenses** \$ 127,946.27 (D)

5. REVENUE OVER/UNDER EXPENDITURE (C minus D) \$ 16,990.07

Is your bank account collateralized to cover monies deposited during the year? YES \_\_\_\_\_ NO X \_\_\_\_\_  
 Amount of collateral on bank account. \$ 0

**APPLICATION FOR SANCTIONING**

*Adoption Date:*

*Revision Date(s):*  
*05/08/2018*

*Page 3 of 4*

List most recently elected officers:

Name	Office	Service Year	
<u>Keely Ellis</u>	<u>President</u>	<u>2025-2026</u>	Ianthi Shields - Secretary - 2025-2026
<u>Lacey Huddleston</u>	<u>Vice President 1</u>	<u>2025-2026</u>	Ivy Boyce - Family Engagement - 2025-2026
<u>Samantha Shaleen</u>	<u>Vice President 2</u>	<u>2025-2026</u>	
<u>Heidi Butcher</u>	<u>Vice President 3</u>	<u>2025-2026</u>	Zhane Sims - Home Room Parent Coordinator - 2025-2026
<u>Paige Garrison</u>	<u>Treasurer</u>	<u>2025-2026</u>	

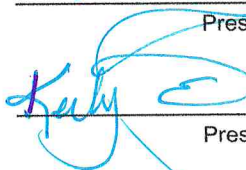
Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges that in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year or at the time an application is received, a financial report as defined by the board of education regulations for applicant's recently ended fiscal year.

I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Keely Ellis 7/13/2025  
President's Name Date

  
\_\_\_\_\_  
President's Signature

Paige Garrison 7/13/2025  
Treasurer's Name Date

  
\_\_\_\_\_  
Treasurer's Signature

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i>	<i>Revision Date(s):</i> 05/08/2018	<i>Page 4 of 4</i>

(School District Use Only)

<b>Principal</b>	
Received date	Recommends <input checked="" type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending	_____
<i>Bill Penic</i>	<i>7-16-25</i>
Principal's Signature	Date submitted to Superintendent
<b>Superintendent</b>	
Received date	Recommends <input type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending	_____
Superintendent's Signature	Date submitted to Board
<b>Board of Education</b>	
Date of Board Meeting Sanctioning Approved	_____
Date of Board Meeting Sanctioning <b>Not</b> Approved	_____

SY 25

<b>Category</b>	<b>Money In</b>	<b>Money Out</b>
Back to School Night		\$ 120.00
Bank Fees	\$ 0.88	\$ 2.00
Boosterthon	\$ 24,291.83	\$ 16,248.17
Cash on hand	\$ 1,100.00	\$ 1,100.00
Conventions and Delegate Meeting		\$ 750.00
Corporate Donations	\$ 116.74	
dance	\$ 123.33	\$ 4,878.32
DIO		\$ 1,246.36
Family Engagement	\$ 626.43	\$ 3,405.43
Field Day	\$ 230.00	\$ 6,021.22
Field Trips		\$ 4,755.26
General Donations	\$ 81.29	
Headphones	\$ 240.00	
Holiday Shoppe	\$ 9,356.09	\$ 6,330.27
Hospitality		\$ 172.04
Insurance		\$ 680.00
Member National & State Dues	\$ 1,330.00	\$ 663.50
Office Supplies		\$ 493.81
Playground		\$ 41,307.13
Polar Express		\$ 2,822.13
Popcorn Friday	\$ 3,525.54	\$ 2,897.21
RISE Coffee Cart		\$ 752.62
Senior Day		\$ 221.53
Spirit Day	\$ 3,175.78	\$ 83.92
Spirit Wear	\$ 5,658.33	\$ 11,561.30
Subscriptions		\$ 12.95
Teacher Appreciation	\$ 1,183.36	\$ 4,524.42
Teacher Grants		\$ 11,157.61
Teacher Requests		\$ 2,187.30
Trunk or Treat	\$ 1,405.00	\$ 1,906.13
Valentine Grams	\$ 3,527.48	\$ 1,645.64
<b>Grand Total</b>	<b>\$ 55,972.08</b>	<b>\$ 127,946.27</b>

**ITEM FOR CONSIDERATION**  
**Board of Education Meeting**  
August 4, 2025

**TOPIC:** Sanctioning Applications

**RATIONALE FOR RECOMMENDATION:** Annual renewal of Booster Club and PTO sanctioning applications as required by board policy CFBB – Sanctioning of Parent Organizations and Booster Clubs

**FISCAL NOTE:** No cost to the district

**CONTACT PERSON:** Matt Gindhart, ext. 1024

**FOR BOARD AGENDA:**

**Redstone Intermediate PTA**  
**Yukon Aces Tennis Booster Club**  
**Yukon HS Homerun Club**  
**Yukon Quarterback Club**  
**Yukon Pom Pon Booster Club**  
**Yukon Tip In Club**  
**Millers Golf Booster Club**  
**YHS Cross Country/Track & Field Booster Club**  
**Surrey Hills PTA**  
**Yukon Millers Volleyball Booster Club**  
**Yukon Millers Fastpitch Booster Club**  
**Yukon Cheer Booster Club**



APPLICATION FOR SANCTIONING

Adoption Date: 2025-2026

Revision Date(s): 05/08/2018

Page 1 of 4

Instructions to Applicant:

Please print or type. If necessary, please use additional sheets of paper.

Sign and date this application. Deliver the completed application via email to deanne.rowe@yukonps.com.

This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant

YHS Cross Country/Track+Field Booster Club

Applicant E-Mail

yhscctrack@gmail.com

Address for correspondence

2776 Alice Way, Yukon, OK 73099

Taxpayer ID Number (if applicable)

20-1535841

Representative from whom additional information may be obtained

Richard Barnes

Representative's address

2776 Alice Way, Yukon OK 73099

Representative's phone number

405-565-7456

Purpose and goals of applicant group

To raise money for the boys + girls

on the Cross Country + Track+Field teams to support and encourage their efforts

Describe how the school district and its students will benefit if sanctioning is granted

The Booster Club

will be able to buy equipment + supplies needed to help the teams. We will also help with out of town expenses + end of season celebrations

Has this group been sanctioned by the board of education before?

Yes

If yes, what year(s)?

2004 - 2025

**FINANCIAL REPORT**

(Must cover 12-month period or months in existence if new organization.)

YHS Cross Country / Track Booster Club  
Program, Association, or Organization Name

1. BEGINNING BALANCE as of 7/1/2024 \$26,937.76 (A)

2. REVENUES

Fund-raisers:

See attached

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Total

Donations:

see attached

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Total

Other:

see attached

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Total

**Total Revenues**

\$ 30,568.69 (B)

3. TOTAL AVAILABLE (A+B)

\$ 57,506.45 (C)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

see attached

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Total Expenses

\$ 24,194.23 (D)

5. REVENUE OVER/UNDER EXPENDITURE (C minus D)

\$ 33,312.22

Is your bank account collateralized to cover monies deposited during the year?

YES \_\_\_\_\_ NO

Amount of collateral on bank account. \$ \_\_\_\_\_

Jul 01, 2024  
to Jun 30, 2025

**ACCOUNTS**

**Income**

Banquet Ticket Sales	\$590.00
Clothing	\$75.00
Concessions	\$17,834.61
Misc Fundraisers	\$8,724.30
Sponsors/Donations	\$3,344.78
<b>Total Income</b>	<b>\$30,568.69</b>

**Cost of Goods Sold**

Concessions	\$9,536.49
Fundraiser Expense	\$49.20
<b>Total Cost of Goods Sold</b>	<b>\$9,585.69</b>

**Gross Profit** **\$20,983.00**

As a percentage of Total Income 68.64%

**Operating Expenses**

Admin/Office Expenses	\$345.00
Athlete Clothing	\$1,474.68
Athlete Clothing - Paid by Booster	\$661.44
CC Banquet/Sr Gifts	\$2,048.60

Coaches Clothing	\$2,376.20
Coaches' Gifts	\$503.86
Credit Card Processing Fees	\$145.62
Donations	\$867.50
Dues & Subscriptions	\$111.61
End Of Season Picnic	\$60.00
Equipment	\$158.00
Hospitality	\$439.18
Hotels	\$1,194.66
Middle School Party	\$796.33
Project Graduation	\$550.00
Senior Banners	\$2,115.00
Snacks/Drinks	\$20.23
Track Banquet/Sr Gifts	\$159.63
Travel - Fuel	\$581.00
<b>Total Operating Expenses</b>	<b>\$14,608.54</b>
<b>Net Profit</b>	<b>\$6,374.46</b>
As a percentage of Total Income	20.85%

**YUKON BOARD OF EDUCATION**

**CD-F**

**APPLICATION FOR SANCTIONING**

*Adoption Date:*

2025-2026

*Revision Date(s):*

05/08/2018

Page 3 of 4

List most recently elected officers:

Name	Office	Service Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2025/2026  
 Cross Country/  
 Track officers  
 have not been  
 appointed yet

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges that in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year or at the time an application is received, a financial report as defined by the board of education regulations for applicant's recently ended fiscal year.

I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Richard Barnes 7-15-25  
 President's Name Date

Richard Barnes  
 President's Signature

Tricia Nupmann 7-15-25  
 Treasurer's Name Date

\_\_\_\_\_  
 Treasurer's Signature

**APPLICATION FOR SANCTIONING**

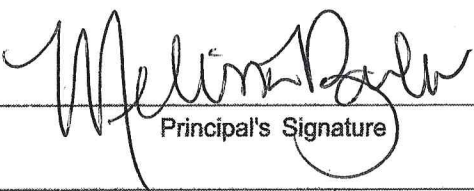
*Adoption Date:*

2025-2026

*Revision Date(s):*  
05/08/2018

*Page 4 of 4*

*(School District Use Only)*

<b>Principal</b>	
Received date	Recommends <input checked="" type="checkbox"/>
	Does not recommend <input type="checkbox"/>
Rationale for not recommending _____	
 Principal's Signature	n/28/25 Date submitted to Superintendent
<b>Superintendent</b>	
Received date	Recommends <input type="checkbox"/>
	Does not recommend <input type="checkbox"/>
Rationale for not recommending _____	
Superintendent's Signature	Date submitted to Board
<b>Board of Education</b>	
Date of Board Meeting Sanctioning Approved	_____
Date of Board Meeting Sanctioning Not Approved	_____

YUKON BOARD OF EDUCATION		CD-F
APPLICATION FOR SANCTIONING		
Adoption Date:	6   1   25	Revision Date(s): 05/08/2018
		Page 1 of 4

**Instructions to Applicant:**

Please print or type. If necessary, please use additional sheets of paper.

Sign and date this application. Deliver the completed application via email to [deanne.rowe@yukonps.com](mailto:deanne.rowe@yukonps.com).

This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant Millers Golf Booster Club

Applicant E-Mail yukongolfboosterclub@gmail.com

Address for correspondence 14250 W Wilshire Blvd

Taxpayer ID Number (if applicable) 93-11647671

Representative from whom additional information may be obtained Elizabeth Powell

Representative's address 14250 W Wilshire Blvd Yukon

Representative's phone number 580 222 1212

Purpose and goals of applicant group Fund + support Yukon girls golf programs

Describe how the school district and its students will benefit if sanctioning is granted

Our booster club provides golf balls, tournament entry fees, practice rounds and meals on tournament days. Hotels if necessary.

Has this group been sanctioned by the board of education before?

Yes

If yes, what year(s)?

2023 when we became a 501(c)(3)

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
Adoption Date: <u>6/1/25</u>	Revision Date(s): <u>05/08/2018</u>	Page 2 of 4

**FINANCIAL REPORT**

(Must cover 12-month period or months in existence if new organization.)

Millery Golf Booster Club  
Program, Association, or Organization Name

1. BEGINNING BALANCE as of 4/20/24 \$ 2,573.70 (A)

2. REVENUES

Fund-raisers:

<u>T-shirt</u>	<u>\$6,000</u>
<u>Calendars</u>	<u>44,710.98</u>
Total	

Donations:

<u>Dues</u>	<u>\$ 150.00</u>
Total	

Other:

Total	

**Total Revenues** \$ 10,860.98 (B)

3. TOTAL AVAILABLE (A+B) \$ 13,433.68 (C)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

<u>Coaches - card for meals</u>	<u>\$ 2,010</u>
<u>Coach Palacios</u> <span style="margin-left: 20px;"><u>latrine</u></span>	<u>\$ 2,153</u>
<u>YMS Coach</u>	<u>\$ 750</u>
<u>Balls, Banquet</u>	<u>\$ 1,867</u>
<b>Total Expenses</b>	<u>\$ 2,429.17</u>
<u>Split from Buy Cold</u>	<u>\$ 9,209.17</u> (D)

5. REVENUE OVER/UNDER EXPENDITURE (C minus D) \$ 4,224.51

Is your bank account collateralized to cover monies deposited during the year? YES \_\_\_\_\_ NO X

Amount of collateral on bank account. \$ N/A

APPLICATION FOR SANCTIONING

Adoption Date:

6/1/25

Revision Date(s):  
05/08/2018

Page 3 of 4

List most recently elected officers:

Name	Office	Service Year
Elizabeth Powell	President	25-26
Elizabeth Powell	Vice Pres	25-26
Cassie Pennington	Treasurer	25-26
Cassie Pennington	Secretary	25-26

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

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I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Elizabeth Powell / 6/22/25  
President's Name / Date

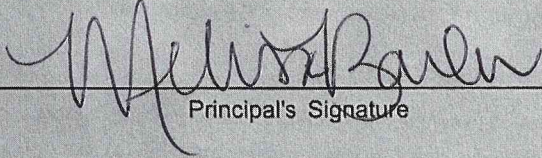
Elizabeth Powell  
President's Signature

Cassie Pennington / 6/22/25  
Treasurer's Name / Date

Cassie Pennington  
Treasurer's Signature

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i> 6/1/25	<i>Revision Date(s):</i> 05/08/2018	<i>Page 4 of 4</i>

(School District Use Only)

<b>Principal</b>	
Received date	Recommends <input checked="" type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending	_____
	7/22/25
Principal's Signature	Date submitted to Superintendent
<b>Superintendent</b>	
Received date	Recommends <input type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending	_____
Superintendent's Signature	Date submitted to Board
<b>Board of Education</b>	
Date of Board Meeting Sanctioning Approved	_____
Date of Board Meeting Sanctioning <b>Not</b> Approved	_____

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i>	<i>Revision Date(s):</i> 05/08/2018	<i>Page 1 of 4</i>

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This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant Yukon Millers Fastpitch Booster Club

Applicant E-Mail yukonfastpitch@yahoo.com

Address for correspondence 9808 Stonebridge Drive, Yukon OK 73099

Taxpayer ID Number (if applicable) 93-1999728

Representative from whom additional information may be obtained Kyle Dover

Representative's address 9808 Stonebridge Drive, Yukon 73099

Representative's phone number 405-990-0615

Purpose and goals of applicant group To provide support for the Yukon High School & middle school softball teams and to promote community involvement in the program.

Describe how the school district and its students will benefit if sanctioning is granted The Yukon Fastpitch booster club is a cooperative effort of families and community members, working together w/ YPS to help build student achievement through academics social & athletic experiences. Financial support for equipment, maintenance and other support items are offered.

Has this group been sanctioned by the board of education before? Yes

If yes, what year(s)? 2023-2024

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
Adoption Date:	Revision Date(s): 05/08/2018	Page 2 of 4

**FINANCIAL REPORT**

(Must cover 12-month period or months in existence if new organization.)

Yukon Millers Fastpitch Booster Club  
Program, Association, or Organization Name

1. BEGINNING BALANCE as of May 31, 2024 12,799.79  
\$ 12,333.59 (A)

2. REVENUES

Fund-raisers:

<u>See attached</u>	
Total	

Donations:

Total	

Other:

Total	

**Total Revenues** \$ 20,834.68 (B)

3. TOTAL AVAILABLE (A+B) \$ 33,634.47 (C)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

<u>See attached</u>	
Total Expenses	

\$ 23,840.20 (D)

5. REVENUE OVER/UNDER EXPENDITURE (C minus D) \$ 9,794.27

Is your bank account collateralized to cover monies deposited during the year? YES \_\_\_\_\_ NO

Amount of collateral on bank account. \$ N/A

1:33 PM

07/14/25

Accrual Basis

# Yukon Millers Fastpitch Booster Club Profit & Loss

June 2024 through May 2025

	Jun '24 - May 25
Ordinary Income/Expense	
Income	
Program Income	
Concession Revenue	3,737.23
End of Year Banquet	1,051.34
Fundraisers, Drawings, Etc	295.00
Membership Dues	6,210.00
Pink Out Shirts - Parents	520.00
Pink Out Shirts - Players/Coach	-585.00
Sponsorships	3,420.00
Take State Shirts	1,071.00
Total Program Income	15,719.57
Slow Pitch Softball Revenue	
Concessions Revenue	615.36
Hit a thon	3,799.75
Slow Pitch Dues	700.00
Total Slow Pitch Softball Revenue	5,115.11
Total Income	20,834.68
Gross Profit	20,834.68
Expense	
Concessions	
Concession Purchases	1,473.83
Concessions - Other	53.63
Total Concessions	1,527.46
Facilities and Equipment	
Pink Out Shirts - Parents	653.00
Player/Team Bonding	460.00
Signage	613.00
Small Equipment	294.12
Team Shirts	372.00
Total Facilities and Equipment	2,392.12

**Yukon Millers Fastpitch Booster Club**  
**Profit & Loss**  
 June 2024 through May 2025

	Jun '24 - May 25
<b>Operations</b>	
Bank Charges	100.00
Banquet Costs	4,227.70
Coaches Gifts - Banquet	400.00
Donations	410.00
End of Year Gifts	881.84
Flowers	67.49
HOF Banquet Table	400.00
Parade Expenses	264.64
Pink Out Basket Expenses	740.00
Pink Out Participant Payout	405.00
Professional Dues	360.60
Senior Gifts	888.22
Senior Night	196.19
State Costs	546.00
Take State Shirts	1,610.00
Tournament Fees/Umpire Fees	80.00
<b>Total Operations</b>	<b>11,577.68</b>
<b>Slow Pitch Expenses</b>	
Concession Purchases	378.33
Team Meals	1,455.95
<b>Total Slow Pitch Expenses</b>	<b>1,834.28</b>
<b>Travel and Meetings</b>	
Team Hotel	903.84
Team Meals	5,604.82
<b>Total Travel and Meetings</b>	<b>6,508.66</b>
<b>Total Expense</b>	<b>23,840.20</b>
<b>Net Ordinary Income</b>	<b>-3,005.52</b>
<b>Net Income</b>	<b>-3,005.52</b>

**Yukon Millers Fastpitch Booster Club**  
**Balance Sheet**  
As of May 31, 2025

	May 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	9,794.27
YM Fastpitch BC	9,794.27
Total Checking/Savings	9,794.27
Total Current Assets	9,794.27
<b>TOTAL ASSETS</b>	<b>9,794.27</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	20,770.95
Unrestricted Net Assets	-12,679.30
Net Income	1,702.62
Total Equity	9,794.27
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,794.27</b>

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i>	<i>Revision Date(s):</i> 05/08/2018	<i>Page 3 of 4</i>

List most recently elected officers:

Name	Office	Service Year
<u>Kyle Dover</u>	<u>President</u>	<u>2025-2026</u>
<u>Kylie Smith</u>	<u>Secretary</u>	<u>2024-2026</u>
<u>Misty Butler</u>	<u>Vice Pres</u>	<u>2025-2027</u>
<u>Bek: McMahon</u>	<u>Treasurer</u>	<u>2025-2027</u>


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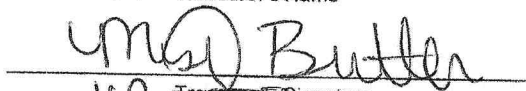
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I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Kyle Dover 7/14/25  
President's Name Date

  
President's Signature

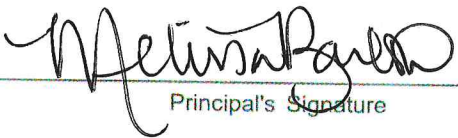
Misty Butler 7/16/25  
VP Treasurer's Name Date

  
VP Treasurer's Signature

*Treasurer unavailable to sign before due date. Approved WTB*

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i>	<i>Revision Date(s):</i> 05/08/2018	<i>Page 4 of 4</i>

(School District Use Only)

<b>Principal</b>	
Received date <b>7-15-25</b>	Recommends <input checked="" type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending _____	
	<b>7/16/25</b>
Principal's Signature	Date submitted to Superintendent
<b>Superintendent</b>	
Received date	Recommends <input type="checkbox"/> Does not recommend <input type="checkbox"/>
Rationale for not recommending _____	
Superintendent's Signature	Date submitted to Board
<b>Board of Education</b>	
Date of Board Meeting Sanctioning Approved	_____
Date of Board Meeting Sanctioning <b>Not</b> Approved	_____

APPLICATION FOR SANCTIONING

Adoption Date:

Revision Date(s):  
05/08/2018

Page 1 of 4

Instructions to Applicant:

Please print or type. If necessary, please use additional sheets of paper.

Sign and date this application. Deliver the completed application via email to deanne.rowe@yukonps.com.

This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant

Yukon Millers Volleyball Booster Club

Applicant E-Mail

yhsybboosterclub@gmail.com

Address for correspondence

12444 NW 10th St. STE 202-282 Yukon, OK

Taxpayer ID Number (if applicable)

93-2208172

Representative from whom additional information may be obtained

Emma Welty

Representative's address

408 Braxton Way Yukon, OK 73099

Representative's phone number

405-229-0247

Purpose and goals of applicant group

The goal of the Yukon Millers Volleyball Booster Club is to

develop support and raise funds for the student athletes that play volleyball for Yukon.

Describe how the school district and its students will benefit if sanctioning is granted

YMVBC will

support the student athletes and the coaches during the volleyball season.

Has this group been sanctioned by the board of education before?

yes

If yes, what year(s)?

2023 and prior, 2024

**APPLICATION FOR SANCTIONING**

Adoption Date:

Revision Date(s):  
05/08/2018

Page 2 of 4

**FINANCIAL REPORT**

(Must cover 12-month period or months in existence if new organization.)

Yukon Millers Volleyball Booster Club

Program, Association, or Organization Name

1. BEGINNING BALANCE as of \_\_\_\_\_ \$ \_\_\_\_\_ (A)

2. REVENUES

Fund-raisers:

_____	_____
_____	_____
_____	_____

Total

Donations:

_____	_____
_____	_____
_____	_____

Total

Other:

_____	_____
_____	_____
_____	_____

Total

**Total Revenues** \$ \_\_\_\_\_ (B)

3. TOTAL AVAILABLE (A+B) \$ \_\_\_\_\_ (C)

4. EXPENSES: (list expenditures, attach additional sheet if necessary)

_____	_____
_____	_____
_____	_____

**Total Expenses** \$ \_\_\_\_\_ (D)

5. REVENUE OVER/UNDER EXPENDITURE (C minus D) \$ \_\_\_\_\_

Is your bank account collateralized to cover monies deposited during the year? YES \_\_\_\_\_ NO \_\_\_\_\_

Amount of collateral on bank account. \$ \_\_\_\_\_

List most recently elected officers:

Name	Office	Service Year
<u>Emma Welty</u>	<u>President</u>	<u>2025</u>
<u>Debbie Knecht</u>	<u>VP</u>	<u>2025</u>
<u>Morgan Nichols</u>	<u>Secretary</u>	<u>2025</u>
<u>Danita Holquin</u>	<u>Treasurer</u>	<u>2025</u>
<u>Julie Stiegemeyer</u>	<u>Member-At-Large</u>	<u>2025</u>


Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

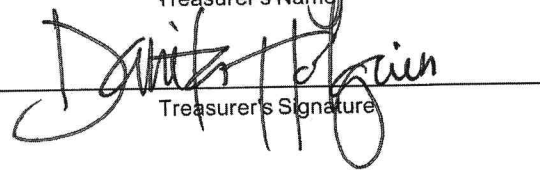
Applicant also acknowledges that in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year or at the time an application is received, a financial report as defined by the board of education regulations for applicant's recently ended fiscal year.

I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By: Emma Welty 06/09/2025  
President's Name Date

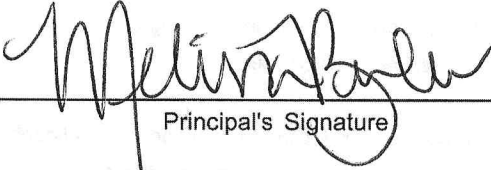
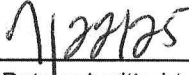
  
President's Signature

Danita Holquin 6/9/2025  
Treasurer's Name Date

  
Treasurer's Signature

<b>YUKON BOARD OF EDUCATION</b>	<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>	
<i>Adoption Date:</i>	<i>Revision Date(s):</i> 05/08/2018
<i>Page 4 of 4</i>	

(School District Use Only)

<b>Principal</b>	
Received date	Recommends <input checked="" type="checkbox"/> _____ Does not recommend <input type="checkbox"/> _____
Rationale for not recommending _____	
 Principal's Signature	 Date submitted to Superintendent
<b>Superintendent</b>	
Received date	Recommends <input type="checkbox"/> _____ Does not recommend <input type="checkbox"/> _____
Rationale for not recommending _____	
Superintendent's Signature	Date submitted to Board
<b>Board of Education</b>	
Date of Board Meeting Sanctioning Approved _____	
Date of Board Meeting Sanctioning <b>Not</b> Approved _____	

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
<i>Adoption Date:</i>	<i>Revision Date(s):</i> 05/08/2018	<i>Page 1 of 4</i>

**Instructions to Applicant:**

Please print or type. If necessary, please use additional sheets of paper.  
 Sign and date this application. Deliver the completed application via email to [deanne.rowe@yukonps.com](mailto:deanne.rowe@yukonps.com).  
 This is a request for sanctioning by the Applicant Group to the Yukon Board of Education, pursuant to which the funds collected by the Applicant Group are exempt from the statutory controls over school activity funds. The Applicant Group is a student achievement program or a parent-teacher association or organization.

Name of Applicant Yukon Cheer Booster Club

Applicant E-Mail britney.mccann@gmail.com

Address for correspondence 13000 Savage Rd. Yukon, OK 73099  
81-1423231

Taxpayer ID Number (if applicable) \_\_\_\_\_

Representative from whom additional information may be obtained Britney McCann

Representative's address 13000 Savage Rd. Yukon, OK 73099

Representative's phone number 405-204-7907

Purpose and goals of applicant group Promote team awareness in the community, increase morale among the coaches, players, parents & friends and support through volunteer & fundraising activities.

Describe how the school district and its students will benefit if sanctioning is granted Sanctioning YCBC will benefit the school & students because it allows us to gain community support & sheds light on YHS athletics and all the good they do.

Has this group been sanctioned by the board of education before? Yes

If yes, what year(s)? 2011-2014/15



YUKON BOARD OF EDUCATION		CD-F
APPLICATION FOR SANCTIONING		
Adoption Date:	Revision Date(s): 05/08/2018	Page 3 of 4

List most recently elected officers

Name	Office	Service Year
Laurie Blalock - <del>Blalock</del>	President	2025-26
Lora Scantling	Vice-President	2025-26
Britney McCann	Treasurer	2025-26
Trisha Barnes	Co-Treasurer	2025-26
Terri McMahon	Secretary	2025-26

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the applicant, which records the applicant will promptly make available, and (b) the board of education may at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant also acknowledges that in order for the school district to consider whether to maintain the sanctioning action of applicant, applicant shall provide to the board of education, upon request, on an annual basis, by July 1 of each year or at the time an application is received, a financial report as defined by the board of education regulations for applicant's recently ended fiscal year.

I certify that the information provided on this application is true and correct to the best of my knowledge.

Submitted By Laurie Blalock 7-22-2025  
 President's Name Date

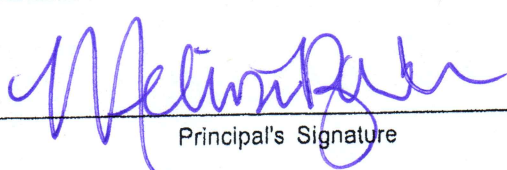
Laurie Blalock  
 President's Signature

Britney McCann 7-20-25  
 Treasurer's Name Date

Britney McCann  
 Treasurer's Signature

<b>YUKON BOARD OF EDUCATION</b>		<b>CD-F</b>
<b>APPLICATION FOR SANCTIONING</b>		
Adoption Date:	Revision Date(s): 05/08/2018	Page 4 of 4

(School District Use Only)

<b>Principal</b>	
Received date	Recommends <input checked="" type="checkbox"/> _____ Does not recommend _____
Rationale for not recommending _____	
 _____ Principal's Signature	_____ 7/29/25 Date submitted to Superintendent
<b>Superintendent</b>	
Received date	Recommends _____ Does not recommend _____
Rationale for not recommending _____	
_____ Superintendent's Signature	_____ Date submitted to Board
<b>Board of Education</b>	
Date of Board Meeting Sanctioning Approved _____	
Date of Board Meeting Sanctioning Not Approved _____	

# Yukon Cheer Booster Club

## 2024/2025 Financial Recap

1)	<b>BEGINNING BALANCE 2023-2024 Season:</b>	<b>\$7,949.56 (A)</b>
2)	<b>REVENUES</b>	
	<b>Fundraisers</b>	
	Raffle - Griddle Blackstone	\$3,172.50
	Raffle - 4 Star TV	\$59.45
	Raffle - LuLu Lemon	\$2,923.02
	Raffle - Photo Shoot	\$1,748.27
	Comunity - The Lokal night	\$502.32
	Merch Table Sales - For year	\$15,856.19
	Stunt 3/31/25 & 4/8/25	\$4,084.06
	Pre Tryout clinic	\$1,069.68
	Nothing Bundt Cake at Stunt	\$60.90
	<b>Total</b>	<b>\$29,476.39</b>
	<b>Donations</b>	
	Banner Logo Sponsors - Blitz	\$11,355.06
	Text 2 Donate	\$4,447.00
	Mock Tryout - Bows (by Joy)	\$35.00
	<b>Total</b>	<b>\$15,837.06</b>
	<b>Cheerleader Pymts</b>	
	Booster Dues	\$399.45
	Booster Shirts	\$753.35
	Game Day Shirts	\$412.76
	Joggers - Cheerleader pay back to YCBC	\$537.00
	Banquet - Tickets	\$885.46
	Stunt 3/31/25 Gate Admission & Concessions	\$1,905.15
	Stunt Regional 4/8/25 Gate Admis & Concess	\$1,068.20
	Return petty cash to acct End of Year	\$200.00
	<b>Total</b>	<b>\$6,161.37</b>
	<b>Total Revenues</b>	<b>\$51,474.82 (B)</b>
3)	<b>TOTAL AVAILABLE (A+B)</b>	<b>\$59,424.38 (C)</b>
4)	<b>EXPENSES</b>	
	Coaching fees paid back to Yukon Athletics	\$248.00
	<b>TEACHER BREAKFAST</b>	
	Teacher Breakfast	\$406.96

NCA CAMP

Camp Gifts sport bras and Travel bags	\$624.00
Camp Dinner - Domino's	\$139.76
Camp Lunch - Chick Fil A	\$114.19

MERCH TABLE

Kiddy Camp stuff	\$32.00
Graphic Solutions - Vynl	\$145.71
PomPoms for Merch	\$776.49
Prints for shirts - Heartland	\$893.23
T- shirts- Michaels and Acrylics Plus	\$6,356.56
Polo shirts - Amazon	\$231.00
Cups - Temu	\$366.84
Blankets - Khol's	\$276.34
Yard Signs	\$539.00
Bracelets and Beads for them - Amazon	\$77.33
Beanie Hats - Target	\$32.59
Freshies - Gypsy Cactus	\$250.00
Leggings - Old Navy & Walmart	\$274.23
Keychains and mislaneous small merch	\$90.38
Walgreens Cash App Logo Print	\$20.50
Snacks for Merch Booth	\$37.99
Tables for Merch Set up - Sams	\$90.31
Etsy prints for small Merch	\$162.52
New Cash Box	\$23.53
Sweat shirts and Hoodies	\$613.60

GAME DAY

Meal - Game Day Regionals - Subway	\$180.82
Meal - Game Day Regionals - Sams	\$19.24
Shirts for Cheerleaders - invoice paid to Yukon Athletics	\$400.00

NCA FEES

NCA Pre Competition Fee	\$1,125.00
NCA gifts to Cheerleaders (Sweatpants)	\$600.00
NCA Entry paid	\$6,660.00
NCA Choreography - Chuck #1667	\$2,500.00
NCA Hotel	\$4,314.70
NCA - Meal Cards for girls	\$1,034.60
NCA - Team Dinner - Ida Claire	\$1,523.80
NCA - Hotel Meal - Sat lunch - Sams & Walmart	\$255.81
NCA - Hotel Meal - Sat dinner - Olive Garden	\$540.62
NCA - Action Photos - Universal Event	\$398.00
NCA Bus Driver - Chris Wenzel Ck# 1671	\$170.00
NCA - Remaining bus & gas fees - ck# 1676	\$1,126.28

### STUNT

Stunt Dues - USA Cheer	\$152.00
Stunt - Match fees 3/13 Bethany ck# 1674	\$90.00
Stunt - Match fees 3/25 Piedmont ck# 1675	\$135.00
Stunt - Concessions - 3/31/25	\$556.25
Stunt - Concessions - 4/8/25	\$128.19
Stunt - Judges Fee - 3/31/25	\$630.00
Stunt - Judges Fee - 4/8/25	\$270.00
Stunt - Bank Withdrawl for gate change	\$400.00
Athlete food at Stunt 3/31/25 - Chick Fil A	\$149.67
Coaches food at Stunt 3/31/25 - 405 Pizza	\$23.92
State Stunt Fee	\$100.00

### BANQUET

Banquet - Senior Gifts	\$75.00
Banquet - Food - Alfredo's	\$1,085.00
Banquet - table decor - Snapfish	\$495.95
Banquet - Venue	\$450.00
Banquet - Coach Gifts	\$119.54
Banquet - Cookies Eileen's & Sams	\$136.32

### MEALS

Lunch for Cheerleaders at Text 2 Dontate- Sams & Crest	\$125.73
Late practice on Haunt the Halls Meal	\$149.67

### Refunds/ Reimbrusments

Midnight practice	\$66.17
Total	\$66.17

### ADDITIONAL MISC

Center Stage Photo - Senior Banner	\$150.00
Postage for sponsorship Thank You Cards	\$70.21
Joggers for Team	\$522.72
LuLu Gift cards purchased for raffle	\$600.00
Senior Alumni - Flowers - The Arrangement	\$45.00
New mini frig for cheer room - Home Depot	\$179.00
Reorder Checks	\$24.00
Sympathy Cards	\$12.17
USA Cheer Membership paid to Yukon Athletics	\$85.00
Uniforms x 25 Check to Yukon Athletics	\$6,250.00
Thank you cards for sponsors - Walgreens	\$70.21
Czech Parade Float Decor	\$135.53
Data Storage on Google One	\$1.99
Alumni Banquet Table	\$400.00
Mouse Ears bought for Pom for Worlds	\$52.28
Account analysis (bank fee)	\$5.00

TOTAL EXPENSES

\$47,679.62 (D)

5)

Revenue Over Expenditure (C-D)

\$11,744.76



# 2025-2026 STUDENT-PARENT HANDBOOK

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 Yukon Service Center.

## **ADMINISTRATION**

### **OFFICE OF THE SUPERINTENDENT**

Keith Sinor  
*Superintendent*

### **OFFICE OF HUMAN RESOURCES**

Diana Lebsack  
*Assistant Superintendent*

### **OFFICE OF TEACHING AND LEARNING**

Desarae Witmer  
*Assistant Superintendent*

Scott Hein  
*Executive Director of Elementary*

Adam Jewell  
*Executive Director of Secondary*

D'Lynne McDaniel  
*Director of Community Engagement*

Clay McDonald  
*District Attendance Officer*

### **OFFICE OF TECHNOLOGY & INFORMATION**

Jason McDaniel, PMP  
*Chief Information & Technology Officer*

Alex Coleman  
*Assistant Director*

### **OFFICE OF SPECIAL SERVICES**

Amy Beams  
*Executive Director*

Jalonda Bengs  
*Assistant Director*

### **OFFICE OF OPERATIONS**

James Edwards  
*Chief Operations Officer*

Mike Workman  
*Director of Maintenance*

Christy Clemons  
*Director of Transportation*

Chris Wenzel  
*Assistant Director of Transportation*

Jaqueline Wright (Sodexo)  
*Director of Child Nutrition*

### **OFFICE OF BUSINESS & FINANCE**

Jason Johnson  
*Chief Financial Officer*

### **COMMUNICATIONS & PUBLIC RELATIONS**

Kayla Agntisch  
*Public Information Officer*

### **ATHLETICS**

Brian Hinson  
*Director*

Michelle Ankrom  
*Assistant Director*

## **BOARD OF EDUCATION**

Jeff Behymer  
*President*

Leonard Wells  
*Vice-President*

Suzanne Cannon  
*Board Clerk*

Brian Coulson  
*Deputy Clerk*

Tony Yanda  
*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

### **PUBLIC POLICY**

Equal Opportunities - Title IX	6
Discrimination/Harassment Disclaimer	6
FERPA	6
PPRA	8
AHERA Notification	8
School Closing	9
Lockdown Procedures	9
Professional Qualifications/Parental Right to Know	9
Verification of Residence	9
Solicitation/Fundraising/Advertising	10
Distribution of Materials on Campus	10
Volunteers - Background Checks	10
Directory Information	10
Activity Funds	11
Sexual Harassment	11
School Visitors	12
Telephone and Address Changes	12
Check Out Procedures	12
Parent Organizations	12
Parent Portal	12
Immunizations	12

### **ATTENDANCE, ENROLLMENT, & TRANSFERS**

Attendance (Pre-K)	16
Attendance (K-8)	16
Attendance (9-12)	16
Make Up Work	17
Released Time Courses & Absences	18
Activity Absences	18
Extracurricular Activities	18
Additional Absences (K-12)	18
Tardies	18
Truancy/Educational Neglect	18
Attendance Appeals	19
Enrollment	20
Out of District & Intra-District Transfers	20
Concurrent Enrollment	20
Withdrawal from School	20
Enrollment Requirement	20

### **STUDENT ACADEMICS, TESTING, ELIGIBILITY & GRADING**

Grading Policy	21
Proficiency Based Promotion	22
Proficiency Testing	22
AP and Pre-AP Requirements	22
Procedures for Dropping an AP Course	22
Semester Tests and Exemptions	22
ACT/SAT Tests	23
Testing Security	23
Eligibility for Activities	23
Promotion/Retention of Students	24
Retention Appeals Process	24
Virtual Schools	25
Cheating/Academic Dishonesty	25
Commencement Policy	26
Valedictorian Criteria	26
National Honor Society	26
NCAA Eligibility	26
Diplomas	26

### **CAMPUS LIFE & GENERAL INFORMATION**

Visitors	27
Personal Electronic Devices	27
Dress Code/Expectations	28
Foreign Exchange Students	28
Guidance Counselors	28
Schedule Changes	29
Check Out Procedures	29
Assemblies	29
Citations/Tickets/Contraband	30
Public Display of Affection	30
Trespassing	30
Class Officers/Elections/Removal from Office	30
Student ID Cards (YHS Only)	31
Insurance	31
Lockers	31
Lost and Found	31
Parties (Elementaries and Intermediates Only)	31
Activity/Field Trips	32

## Student/Parent Policy Guide

### Campus Life (cont).

Student Council (YMS/YHS)	32	Medication	40
Guest Teachers	32	Bullying/Intimidation/Harassment	40
Office Aides (YMS/YHS)	32	Digital Citizenship (Cyberbullying/Sexting)	41
Textbooks	33	Stalking	41
Varsity Sports	33	Derogatory Language/Symbols	41
Internet	33	Weapons	42
Videography	33	Gangs, Gang Activity, Hate Groups	42
Announcements	33	In School Intervention (ISI)	42
Outside Food and Drinks/Delivery	33	Out of School Suspension (OSS)	42
Security Resource Officers (SRO)	33	Students Long Term Suspended (YMS/YHS)	43
Parking Lot/Student Vehicles	34	Drug/Alcohol Testing	43
Conduct of Extracurricular Activities	34	Possession/Use of Controlled Substances/Alcohol	43
Tobacco	34	Extracurricular Activity Random Drug Testing	45
Accident or Illness	35	Voluntary Parent Referral	46
Head Lice	35	Dangerous Weapons	46
Bed Bugs	35	Students Who Pose a Threat to School	47
Playground	35	Suicide Prevention	47
Safety Drills	35	Threatening Behavior	47
Special Notices	35	Sunscreen	47
Cardiac Arrest	36		
		<b>Appendix:</b>	
		YPS Bullying Policy Regulation (EK-R)	49
		YPS Technology, Internet and Learning Management Systems (LMS) Acceptable Use Agreement	51
		Hazing	57
		YHS Concurrent Policy	58
		Administrative Staff	59
		McKinney Vento Information	60
<b>NUTRITION, TRANSPORTATION &amp; SAFETY</b>			
Lunch Program	36		
Online Prepayment	36		
Free and Reduced Program	36		
Meal Prices	37		
Lunchroom Expectations	37		
Bus Policy	37		
Transportation as a Related Service	39		
Anonymity (Refusal to Identify Self)	40		
Care of School Property/Vandalism	40		

## 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 and EGG for complete information.

## 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.
3. Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
5. 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.

6. 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.
7. 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 a 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 statements.

### **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 Apptegy, and posted on the District website [www.yukonps.com](http://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 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 the 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 Apptegy, 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 persons 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
2. The student's class designation (i.e., first grade, tenth grade, etc.);

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 records shall not be maintained as a part of each student's school records, but shall be maintained by the records custodian. The 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 receipted. 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 and following YPS District Board Policy will be allowed on school premises and in school buildings.

## **TELEPHONE AND ADDRESS CHANGES**

Address and contact information can be updated at any time via your PowerSchool Parent Portal account using the Year Round Update (YRU) option. Updates via this method will automatically be sent to your child's school for review and updated across our systems. You may also contact the District Enrollment Center or 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).

### **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. Please remember that missing parts of school days can negatively impact learning, especially when it happens frequently.

## **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**

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma.

Please refer to the Oklahoma Department of Health for Immunization Requirements at

<https://oklahoma.gov/health/services/personal-health/immunizations/imm-vaccines-by-age-group.html>

In addition, The current childhood immunization schedule may be found at

<https://www.cdc.gov/vaccines/schedules/index.html>

For more information, you may also call the Immunization Service at (405)271-4073 or visit the website at <http://imm.health.ok.gov>.

You may also contact your local health department for more information.  
Canadian County Health Department 1023 Vandament Yukon, OK 73099

(405)354-4872

## 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-jō-kōk-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](http://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 FDC-R1. 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. The Yukon District Attendance Officer and County truancy officers may conduct an investigation when a student has excessive tardies and/or absences.

The superintendent has the specific discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

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. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma **must** be supported by documentation for it to be considered for exemption in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. Documentation of chronic or recurring illness will not extend beyond the end of the current school year. **Documentation must be submitted annually.**

### DOCUMENTATION OF ABSENCES, EXCUSED ABSENCES, PARENT VERIFIED ABSENCES

#### **PRE-K**

Excused absences will be granted in compliance with 70 O.S. § 10-105. Documentation shall be turned in for review within three school days of a student's return to have a valid excused absence upon approval. 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. It is encouraged to provide documentation of the absence when the student returns for absences in excess of three (3) days. The school may recommend the withdrawal of the student from school 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.

#### **Kindergarten-8th Grade**

Excused absences will be granted in compliance with 70 O.S. § 10-105. Documentation shall be turned in for review within three school days of a student's return to have a valid excused absence upon approval. 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 ½ 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. Recess that is combined with lunch is considered part of the instructional day. Lunch is not considered part of the instructional day. A student is marked absent if they miss fifteen minutes (15) or more of class (7-8)

#### **High School: 9-12**

Excused absences will be granted in compliance with 70 O.S. § 10-105. Documentation shall be turned in for review within three school days of a student's return to have a valid excused absence upon approval. 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. A student's 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.

For 9-12 grades a No Credit (NC) for the semester will be given to a student who exceeds eight (8) 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 assistant principal at [attendanceappeals@yukonps.com](mailto:attendanceappeals@yukonps.com) within one (1) week of posting of semester grades or report cards**

### **EXCUSED ABSENCES**

It is the responsibility of the parent/guardian to notify the school regarding student absences. Notification should be through SafeArrival via the app, computer or 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. You are required to turn in documentation of absence upon return to school within 3 days. The parent must notify the school before an absence can be excused.

Excused absences will be granted in compliance with 70 O.S. § 10-105 upon properly submitted and approved documentation.

- Personal family illness/injury
- Medical/dental appointments
- Legal matters
- Purpose of participating in a military funeral honors ceremony
- Observance of holy days required through religious affiliation. Please provide written notification to the principal one (1) week prior to the holy day
- Documented participation in 4-H activities each school year pursuant to Board Policy FDC-R1 and limited to total activity absences as noted below in activity absences section.
- Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP)
- Extenuating circumstances deemed necessary by the principal.
  - Examples:
    - Funerals
    - Isolation/quarantine based on CDC guidelines for declared global pandemic
    - 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.
    - Parents or siblings leaving or returning from military deployment.

### **PARENT VERIFIED ABSENCES**

Parents/guardians should notify each school of their student's absence. When a parent notifies the school of the absence it will be considered a parent verified absence (PV). To be considered an excused absence by state law 70 O.S. § 10-105 documentation must be provided to the student's school and approved from the list of reasons listed above.

### **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.

## **RELEASED TIME COURSES & ABSENCES**

Students may participate in a released time programs held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that the parent/guardian provided written consent prior to the student's participation in a released time course and that no school funds are expended nor school district personnel or resources are involved in providing instruction. Attendance records must be maintained by the independent entity and made available to the school and/or district as requested. Please refer to YPS Board Policy FDC-R1 regarding attendance regulations and YPS Board Policy EIEC for released time program information, requirements, and the board approval process for elective credit.

## **ACTIVITY ABSENCES**

**Yukon High School** will recognize four (4) types of activity absences - one for OSSAA sanctioned events, non OSSAA competitive events, 4-H activities, 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 could be assigned to the student to assist with the process of getting work to the student and back to the school.

## **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 grades 6-12) is counted absent for that period. A student who arrives at school one (1) hour late or leaves school one (1) hour or more before the end of the school day (PK-5) may be given a half (½) day absence. A student who misses more than one half (½) the day is counted as absent. **Tardies may result in disciplinary actions.**

Yukon's District Attendance Officer & County truancy officers may conduct an investigation when a student has excessive tardies and/or absences.

### **Grades 7th-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 = 1 day after school detention
- 6th offense = 1 day after school detention
- 7th offense = ISI or Administrative Action

### **TRUANCY/EDUCATIONAL NEGLECT/SKIPPING CLASS/FALSIFICATION OF DR. NOTES**

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 truanies.**

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 documented excuse or is absent without a valid documented 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 District Attendance Officer who may report such absences to Canadian County Juvenile Authorities for juvenile proceedings pursuant to 70 O.S. § 10-105.

Yukon Public Schools may also file Educational Neglect against a parent and/or student for excessive absences/tardies. Educational Neglect citations with the city of Yukon will be issued from the District Attendance Officer and Yukon Police Department. Educational Neglect is defined as the child failing to attend school due to a pattern of failure to ensure the child is enrolled in, allowed to attend, assisted in attending school, or provided other means of education.

Additionally, a student is deemed to be skipping class in the following scenarios. Absences and tardies will be counted and may be regarded as instances of educational neglect.

- 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
- 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 7-12, the following consequences will apply for skipping class or being truant:

- 1st offense for the year = 3 days lunch detention
- 2nd offense for the year = 3 days ISI, and a truancy citation warning
- 3rd offense for the year = 5 days ISI, truancy citation, and a referral to Canadian County Juvenile Court

More severe consequences will be assigned for excessive truanancies including contacting the Canadian County Juvenile Authorities (K-12). ***The principal's decision on what constitutes truancy is final.***

Falsification, and/or turning in falsified doctor notes, for the purpose of deviation of the attendance records is against school rules. Falsified doctor notes will not be recorded as valid. Falsification of doctor notes could be turned into law enforcement.

### **10 Days Consecutive Absences**

A student who is absent from instruction without excuse for ten (10) consecutive days is to be recorded as absent each day. On day eleven (11), the pupil is to be exited from the roll.

## **ATTENDANCE APPEALS**

### **High School: 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 submitting it to the [YHS Attendance Appeals Google Form](#) 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 parent/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. **Children enrolled in pre-kindergarten are strongly encouraged to be fully potty trained prior to the start of the school year.** 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 re-enroll in the same district to complete requirements necessary to obtain a diploma.

### **OUT OF DISTRICT & INTRA-DISTRICT TRANSFERS**

Please refer to our Enrollment Services Transfer website at [transfer.yukonps.com](http://transfer.yukonps.com) for information regarding transfers as policies have changed effective July 1st, 2024.

### **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 58 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 school site's main office 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-6 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 the 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-6 grade placement for students entering YPS from a homeschool setting will be assessed using the IOWA Basic Skills Exam and/or other approved district assessments (Imagine Math, Istation). 7-12 grades will be assessed using Edgenuity Assessments. Students in 9th grade and above must score 60% or higher to be awarded credit for courses listed on their homeschool transcript.. (Placement tests will be administered at the Administration Building). Please contact the YPS Enrollment Center to complete the enrollment process.**

YPS Enrollment Center  
1000 Yukon Avenue  
Yukon, OK 73099

## **Student Academics, Testing, Eligibility, & Grading Policy**

### **GRADING POLICY**

The symbols used for grading will be based on grade level and student need.

#### **Grades K-6 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 7-8 Traditional Report Card**

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - 59 and lower

Progress reports will be available through the Parent Portal. 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 Accelerated and Advanced Placement (AP) 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.

### **LATE WORK POLICY (GRADES 7-12)**

- Late work **must be** accepted for full credit until the end of the unit.
- At teacher's discretion and while remaining consistent within courses, late work **may be** accepted after the end of the unit.

## **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. See **Board Policy EIA for Student Retention Policy** Proficiency Based Promotion applications are accepted through September 1st of each school year. Students that are new to Yukon Public Schools will have 30 days to request Proficiency Based Promotion testing.

## **PROFICIENCY TESTING**

K-8

The student and parent/guardian(s) will make an 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 an 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. Students will be provided with promotion based course credit under extenuating circumstances only, which will be determined with the counselor and/or principal.

## **AP AND ACCELERATED REQUIREMENTS**

AP and Accelerated courses are designed for students who are academically motivated and want to be challenged.

Accelerated and AP classes require more of a student which may include time commitment. The Advanced Placement curriculum is designed to prepare our students for post-secondary education.

## **PROCEDURES FOR DROPPING AN AP COURSE**

1. Once enrolled in an Accelerated or AP course the student is expected to remain in that course for the school year.
2. Students may drop Accelerated or AP courses by making a request to their counselors after enrollment but before the end of the preceding school year.
3. Once the Accelerated 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.

## **Important Facts**

- If a student has been assigned to ISI or OSS, they will not be exempt from any semester tests
- 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.

## SEMESTER TEST EXEMPTIONS (YHS)

Students may exempt a semester test if they have met the following:

- An 85% or better in the course and no more than 5 absences in the 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](http://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 ensure 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 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.

For questions regarding the status of your student's academic progress, please contact your child's teacher or the site instructional specialist.

### **II. 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 Conferences**, 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.

### **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 or his/her designee 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.

### III. High School

Students should earn 12 credits per school year in order to graduate on time. Students that do not earn a minimum of 12 credits per year may be required to participate in credit recovery to graduate on time or repeat their senior year, in an alternative setting, until the required number of credits are earned. .

- Freshmen should have earned 12 credits.
- Sophomores should have earned 24 credits.
- Juniors should have earned 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) for grades Kindergarten to Twelve (12). Please visit [virtual.yukonps.com](http://virtual.yukonps.com) or email [virtual@yukonps.com](mailto:virtual@yukonps.com) for more information.

For information on the following:

- Graduation Requirements
- 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 for 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 your seat, etc.)
- To furnish another student information which can be used to cheat.
- To use wireless devices during a test for any purpose.

Academic Dishonesty is a serious offense. If caught cheating, the student(s) may be subject to disciplinary action (see below). Students should be aware that many school organizations have additional consequences for cheating.

#### Grades 7th and 8th

- Students will be given an alternate assignment/assessment

#### Grades 9th-12th

- 1st step - Students may make up with alternate and/or make up assignments.
  - ISI for Mastery
  - LD or AH for Practice
- 2nd Step and Beyond - Students may be given a zero for both mastery/practice
  - Disciplinary Actions by principal or a Zero for Mastery/Practice

## COMMENCEMENT POLICY

The annual commencement ceremony is a formal celebration of a 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

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 have earned a minimum of 24 credits from an accredited high school in the United States or a Department of Defense Education Activity school
- Students must receive 4.00 weighted GPA or higher.
- Complete 5 AP classes in grades 9-12.
- Students must score:
  - Students must score:
    - 29 or higher on the ACT or
    - 1330 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.**

**The Valedictorians of each graduating class will select a representative, by vote, to speak at the Commencement Ceremony. This representative will be selected during the second semester of the Valedictorians' 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](http://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 AND 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).

### Personal Electronic Devices

#### All Students PK-12

In accordance with the passage of Oklahoma Senate Bill 139 and Yukon Board of Education Policy FNG, all students may possess a cell phone or a personal electronic device while on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, but students are prohibited from utilizing cell phones and personal electronic devices during the school day, from the first bell ringing at the start of the school day to begin instructional time, until the dismissal bell at the end of the school day to end instructional time. Personal electronic devices are any device capable of connecting to a smartphone, the Internet, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses, or any item that could connect to another personal device, the internet, cellular or Wi-Fi network, or a similar device. School issued devices are exempt from the requirements in this handbook, as is the use of a personal electronic device to monitor and/or aide in health issues.

#### Grades PK-3

Students are prohibited from using cell phones or other personal electronic devices such as Apple Watches and I-pads at school. The phone or device 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 or communication devices 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. Students are also prohibited from bringing toys, games, or personal items to school.

#### Grades 4-12

Students may possess a cell phone or other personal electronic devices while on school premises, while riding school transportation or attending any function sponsored or authorized by the school. Use of cell phones or other personal electronic devices is prohibited throughout the school day, from the first instructional bell until the last instructional bell.

Cell phones or personal electronic 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: Students will turn in their device to the front office, and serve 1 day of lunch detention. The student will be able to pick up their device at the end of the day.
- 2nd Offense: Students will turn in their device to the front office, and serve 1 day of ISI. The parent will be required to pick up the device during normal office hours. Office hours are as follows;
  - All Intermediate Sites Office Hours are from 7:00-3:30.
  - YMS Office Hours are from 7:30-4:00.
  - YHS Office Hours are from 7:00-4:15.
- 3rd Offense: Students will turn in their device to the front office, and serve 1 day of OSS. The parent will be required to pick up the device during normal office hours as described above.

Additional personal electronic device violations may be treated the same as the third violation or a more severe disciplinary action may be imposed, including but not limited to requiring the student to turn in their personal electronic device to the front office on a daily basis for a set period of time. Cell phones and other personal electronic devices are prohibited during all state testing sessions. **YPS assumes no responsibility for lost or stolen cell phones or personal electronic devices including headphones/wireless accessories that are in the**

custody of the student. Wireless speakers are not allowed during the school day.

## TELEPHONES

Office phones are for conducting business, however, students may 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.

## 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 - (PE may require close toed shoes)
- No clothing with derogatory or suggestive pictures or phrases
- No advertising or suggestions of violence, drugs, alcohol, or **tobacco**
- Clothing and grooming must not constitute a health or safety hazard
- Undergarments must not be visible.
- Headgear of any type is prohibited (Hats, hoods, bandanas, stocking caps, beanies, etc). Exceptions will be made for religious or medical reasons.
- Clothing/accessories deemed to be gang related by the principal and/or law enforcement will not be permitted.
- 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. Teams are encouraged to wear spirit wear during the school day that meets the dress code.
- No blankets for grades K-12 unless approved by site administration.

*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. Failure to meet dress code regulations will be grounds for disciplinary action and could result in an unexcused absence.

**The judgment of the principal concerning appropriateness is final.**

## FOREIGN EXCHANGE STUDENTS

Foreign Exchange Students (FXS) are accepted as guests 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 digital Counselor's Request Form to the counseling office at the middle school/high school. At the intermediate and elementary level, typically the student asks to see the counselor or their teacher recommended.

## SCHEDULE CHANGES

PreK and Kindergarten

Class assignments for PreK children are tentative. The principal may change the class assignment for PreK students to ensure balanced classrooms that meet the needs of every PreK student.

Kindergarten placement will be different from other grade levels. Kindergarten is the only state-mandated grade where teachers do not already have knowledge of incoming students. All YPS kindergarten classrooms will participate in Kindergarten Kickoff for the first five days of school. Teachers will observe children in purposeful play and learning activities. Teachers will connect with children and learn individual personalities. Students will be placed with a permanent teacher after the 5th day of school. This ensures the establishment of thriving classroom communities that are balanced for the needs of every child.

### **1st-3rd/Intermediate/Middle School**

Changes will be made in a student's schedule only for legitimate reasons. These would include the necessity of change based on law (student qualifies for a program, i.e. 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 are all 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 may either use the app SafeArrival, or phone (high school only) or come by the office to check out the student. All students (PK-12) will be called to the office to meet the parent(s) upon their arrival. **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 responsibly and respectfully as an audience member.

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 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**

School staff 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 or comply with detention expectations may result in further action by an administrator.**

## **PUBLIC DISPLAY OF AFFECTION**

Couples must conduct themselves in such a fashion that the 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. This includes students currently enrolled in a Yukon Virtual setting, as well as students enrolled at YALE, MOVE, or CCEC.

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)**

In a continuing effort to increase security, student identification procedures will be enforced at our high

school. The school issued ID is school property. Students may be required to return their ID to the school at the end of the school year or if a student withdraws to attend another school. *It is expected for all high school students to keep their IDs on their person while at school.*

## **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 7-12)**

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**

A Lost and Found is maintained at each site. Please see the Site Secretary for location. 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 the last day of school or the announced final pick up date will be donated to charity.

## **PARTIES (ELEMENTARIES & INTERMEDIATES ONLY)**

Elementary and Intermediate sites will host a Fall, Winter, and Valentines party. School sites will communicate specific information about the day, time, and items needed for each party. Refreshments (drinks, cookies, cupcakes, etc.) may not be sent to school for student birthdays or other events unless requested by the school with approval from the principal. Teachers/schools will celebrate birthdays in their own special way but birthday parties will not be held for individual students. **Invitations to private parties will not be distributed**

at school.

## **ACTIVITY/FIELD TRIPS**

**The Principal must approve all field trips.**

### **Elementary & Intermediate**

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 meet academic and behavior expectations.
- School age siblings cannot attend.

**NOTE: An administrator can deny student participation in field trips when necessary.**

### **Secondary**

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. Students must be in good standing to attend Activity/Field Trip. To be in good standing, a student must not be failing their course and can not have excessive absences or no credit in the course. **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.

### **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).

### **GUEST TEACHER**

Guest 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 guest teacher is subject to disciplinary action. The responsibility is with the student to treat a guest instructor with respect and courtesy that is due all people.

### **OFFICE/TEACHER AIDES (YMS/YHS)**

Generally, students must be in credited classes for six class periods per school day (both high school/middle school). However, under certain circumstances, students may elect to serve as office or teacher aides. 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. 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.ossaaonline.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 constantly monitor individual students and what they are accessing. Students and other users will refrain from 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/her designee, video may be used for disciplinary purposes. When video or audio recordings are used in an investigation, the information is protected by FERPA.

## **ANNOUNCEMENTS**

### **Elementary/Intermediate**

Each elementary school may have a morning program or daily announcements. 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**

Daily announcements are played on the two rotunda tv's. The Pledge of Allegiance [36 U.S.C., Section 172] and a Moment of Silence [O.S. § 11-101.2] will be conducted daily via the intercom.

## **FOOD AND DRINK DELIVERY**

Food delivery services, including, but not limited to, Uber Eats, DoorDash, Grubhub, Postmates, etc., are not allowed.

## **SECURITY RESOURCE OFFICERS (SRO)**

YPS has six (6) School Resource Officers (SRO's). These individuals are employees of YPS and YPD who work 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 a 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 the 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.

### **Violations**

- 1st Offense - Written Warning and Parent Contact
- 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, e-juice, “trippy stix”, dip, cigars, and nicotine oil. Students in violation of this policy will be dealt within the following manner:

- 1st Offense - 3 days ISI, required education course and parental contact\*
- 2nd Offense - 5 days ISI, required education course (student responsible for usage fee) and parental contact\*
- 3rd Offense - Out of School Suspension, referral to First Time Offenders program and parental contact\*

\*Law enforcement will be contacted if circumstances warrant.

All Campuses are smoke/vape free campuses.

### **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 the student home until he/she has been fever free for 24 hours without the use of anti-fever medications. If a 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 live 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. 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 and intermediate 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 are encouraged to dress in layers for winter weather.
- 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.

### **SAFETY DRILLS**

In accordance with state and district laws and policies; all 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 NOTICES**

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 the 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 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 that have deposited money.

Yukon Schools is happy to provide parents with 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](http://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 per deposit transaction is assessed to cover bank fees.**

**To access online services:**

- Go to the school district website [www.yukonps.com](http://www.yukonps.com)
- Click on "For Families" which is on the first page under Quick Links.
- Click on [myschoolbucks](http://myschoolbucks.com) 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 service 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](http://www.yukonps.com) and by clicking on "For Families" under Quick Links on the first page of the website. Please call the Child Nutrition Office if you need any assistance at (405)265-1340.

#### **Free & Reduced Lunch Benefits (YHS)**

**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 the 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

Breakfast and Lunch Prices				
Elementary	Breakfast	\$1.30	Lunch	\$2.70
Intermediate	Breakfast	\$1.30	Lunch	\$2.70
Middle School	Breakfast	\$1.40	Lunch	\$2.95
High School	Breakfast	\$1.70	Lunch	\$2.95
Adult	Breakfast	\$1.95	Lunch	\$3.75

## LUNCHROOM Expectations

### PK-3

- Parents may bring food for their child only.
- Students will not be permitted to share drinks/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 4-6

- 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.
- Parents may bring food for their child only.
- Each building principal has devised a method of scheduling and getting students to the lunchroom.

### Middle School

- Any food brought by a parent must be checked through the office
- Parents may bring food for their child only when coming to eat with their child.
- Students will not be permitted to share drinks/food for safety reasons.
- Students are responsible for putting their debris into trash containers.

### 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.
- 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 to the Library, or they may go outside in the courtyard area. If students choose to go to the courtyard, they must remain in the courtyard area.
- Students are asked to help us keep the cafeteria and courtyard clean and attractive.
- Parents wishing their student be released must check their student out through the office in person
- Parents may check their student(s) 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 that 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 the 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, intermediate 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 personal electronic devices
- 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 the 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.
- 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 designees 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.**

## **WALKING TO SCHOOL**

To ensure the safety of our youngest students, children in PreK, Kindergarten, and first grade who are walking to or from school should be accompanied by a trusted adult that the child knows. School staff will not allow students in these grades to leave the school grounds without a known and trusted adult. Parents who wish for their PreK, kindergarten, or first grade child to walk to or from school without an adult must provide a written request to the school principal.

## **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/VANDALISM**

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, including activities that take place as part of Jr/Sr wars (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 arrangements are made for deferred payments 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, pancreatic enzymes 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.

Essential Oils are not covered by the YPS Medication Consent Form. School personnel are restricted from administering essential oils. Due to safety and health related issues, students may not self carry essential oils.

For information regarding Yukon Public School's Medical Marijuana policy please reference Board Policy FFACD. For students with state issued medical marijuana cards, please contact your school's principal for procedures.

## **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](http://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 transportation, or attending school sponsored activities or school sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare with your student regarding the appropriate 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.

**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 action.

### **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 be a result of 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 the 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, reasonable representations, fake weapons, 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 or affiliation in a gang.
- Incidents involving invitations, 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.
- 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

## **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 Yukon Middle School student placed in ISI will not be allowed to participate in any school activity including practice until their consequence has been fully served.**

**\*Any Yukon High School student placed in ISI will not be allowed to participate in any school activity including practice until their consequence has been fully served**

## **OUT OF SCHOOL SUSPENSION (OSS)**

An administrator shall determine the suspension of a student due to violation of school rules and/or state laws, and parents shall be notified immediately. 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 Executive Director of Elementary or Secondary Education 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 the 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.

The following are some reasons for which a student may be suspended:

- 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*

#### **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 CCEC through Canadian County or 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 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.

#### **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. the 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 designee. A refusal to submit to a drug test will constitute a positive result. Drug tests must be completed within the current school/work day. Students will remain home until results are reviewed by administration.

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 may be suspended from school and/or co-curricular activities for a period of up to two (2) semesters. The superintendent/designee, the site Student Assistance Program Coordinator, the parents, and the SRO (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, marijuana, THC vapes, 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 of 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**

- Parents will be contacted.
- Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
- Out-of-school suspension ninety days or one full semester, whichever is longer. For Middle School and High School students 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. A separate [Student Assistance Program](#) (SAP) Contract will be provided for Intermediate students.
- All costs associated will not be covered by Yukon Public Schools.
- Elementary school students are exempt from taking a drug test.
- YHS students will be placed in the random drug testing pool throughout the term of suspension. These tests will be conducted on school premises by the certified laboratory conducting the Yukon Public Schools activity drug tests. The results from the random drug test will not count against the student for the first 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 sample 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 sample is tampered with, another sample may be requested. If the student/parent/guardian disagrees with the result, he/she may request, at their expense, that this sample be 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 twelve (12) calendar months of the first offense, out-of-school suspension for not less than two (2) semesters.
- If the second offense occurs after twelve (12) 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 student will be placed in the random drug testing pool throughout the term of suspension. These tests will be conducted on school premises by the certified laboratory conducting the Yukon Public Schools activity drug tests. The results from the random drug test will not count against the student for the first thirty (30) calendar days after the first day of 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.

### **Reasonable Suspicion**

If a student exhibits and/or appears to be under the influence of 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 that individual will notify the student's parent/guardian.

### **Sale or Distribution**

Any student who sells, distributes, intends to sell/distribute, 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**

Illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities involving competition and upon the positive image these students project to other students involved in extracurricular activities. Therefore, the Yukon Board of Education in an effort to protect the 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. 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 opt into student drug testing during the online student registration process 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 also required to opt into student drug testing during the online registration process 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 number of student names to be drawn at random from each grade level to provide a mouth swab 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 sample contains an adulterant or has been tampered with, the sample will be treated as positive and policy consequences will be in effect. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the sample, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

**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.

**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 ninety 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 Executive Director of Secondary Education and his/her committee. Such a request for a review must be submitted to the Superintendent/designee 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, the student shall not be considered for any 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>

### **Threatening Behavior**

A parent, patron or student shall be reported to local law enforcement and DHS 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**

Students 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 may be disciplined by the administration in accordance with school discipline policies.

# Appendix

## YPS POLICY GUIDE AND INFORMATION 2023-2024



<b>YUKON PUBLIC SCHOOLS</b>		<b>FNC</b>
<b>BULLYING</b>		
<i>Adoption Date: 8/1/2020</i>	<i>Revision Date(s): 5/16/02, 7/03/08, 5/18/12, 7/29/13, 7/8/14, 5/28/2020</i>	<i>Page 1 of 60</i>

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance:

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 or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs
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, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent or designee shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2**

<b>80</b> <b>YUKON BOARD OF EDUCATION</b>	<b>EFBCA-R1</b>	
<b>YPS TECHNOLOGY, INTERNET, AND  LEARNING MANAGEMENT SYSTEMS (LMS)  Acceptable Use Agreement (AUP)</b>		
<i>Adoption Date: 04/06/2015</i>	<i>Revision Date(s): 08/07/2017</i>	<i>Page 1 of 6</i>

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.

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<i>Adoption Date: 04/06/2015</i>	<i>Revision Date(s): 08/07/2017</i>
<i>Page 2 of 6</i>	

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 the Internet, I will leave it right away and tell a teacher or employee supervisor.
5. 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.
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 \_\_\_\_\_**

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<b>YPS TECHNOLOGY, INTERNET, AND LEARNING MANAGEMENT SYSTEMS (LMS) Acceptable Use Agreement (AUP)</b>	
<i>Adoption Date: 04/06/2015</i>	<i>Revision Date(s): 08/07/2017</i>
<i>Page 3 of 6</i>	

**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 online 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.
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).

<b>YUKON BOARD OF EDUCATION</b>	<b>EFBCA-R1</b>
<b>YPS TECHNOLOGY, INTERNET, AND LEARNING MANAGEMENT SYSTEMS (LMS) Acceptable Use Agreement (AUP)</b>	
<i>Adoption Date: 04/06/2015</i>	<i>Revision Date(s): 08/07/2017</i>
<i>Page 4 of 6</i>	

- 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.

**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 \_\_\_\_\_**

<b>YUKON BOARD OF EDUCATION</b>	<b>EFBCA-R1</b>
<b>YPS TECHNOLOGY, INTERNET, AND LEARNING MANAGEMENT SYSTEMS (LMS) Acceptable Use Agreement (AUP)</b>	
<i>Adoption Date: 04/06/2015</i>	<i>Revision Date(s): 08/07/2017</i>
<i>Page 5 of 6</i>	

**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;
- 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** \_\_\_\_

<b>YUKON BOARD OF EDUCATION</b>	<b>EFBCA-R1</b>
<b>YPS TECHNOLOGY, INTERNET, AND LEARNING MANAGEMENT SYSTEMS (LMS) Acceptable Use Agreement (AUP)</b>	
<i>Adoption Date: 04/06/2015</i>	<i>Revision Date(s): 08/07/2017</i>
<i>Page 6 of 6</i>	

**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: \_\_\_\_\_

<b>YUKON BOARD OF EDUCATION</b>		<b>FNCC</b>
<b>HAZING</b>		
<i>Adoption Date: 8/1/2020</i>	<i>Revision Date(s): 5/28/2020</i>	<i>Page 1 of 1</i>

It is the policy of Yukon Public Schools 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.

**REFERENCE: 21 O.S. §1190**

# CONCURRENT ENROLLMENT COURSES

## Reciprocated Courses

Courses and credit received for each course is noted in the table below.

YHS Required Course	Required Concurrent Enrollment Alternatives
English IV Unit (2 YPS Credits)	1 semester of English Composition I <u>and</u> II
Fourth Year Mathematics Unit (2 YPS Credits)	1 semester of any college math course that is Freshman level or higher. Zero-level college courses will not be accepted.
U.S. Government - 1/2 Unit (1 YPS Credit)	1 semester U.S. Government
U.S. History (2 YPS Credits)	1 semester of U.S. History since 1877
Third Science Unit (2 YPS Credits)	1 semester of college-level Biology, Chemistry or Physics course that is Freshman level or higher

Students have the opportunity to earn college credit while still in high school with concurrent enrollment through a state accredited university or college.

Eleventh-grade and twelfth-grade students who 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, he/she will complete that credit concurrently. For example, a student enrolled in a college course for a one-semester high school course will 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 daily. 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.

Beginning with the Class of 2025, students who take the above listed (reciprocated) courses will receive weighted GPA for these courses. Weighted GPA points will only be given for the courses listed above. All other concurrent courses will receive unweighted credit.

### **Tuition Assistance:**

High school seniors are eligible for up to 18 hours of credit hours beginning the summer after their junior year through the spring semester of their senior year.

High school juniors are eligible for up to 18 credit hours beginning with the Fall Semester of their junior year through the spring semester of their junior year. Fees and textbooks are not covered.

### **Withdrawing from Concurrent Enrollment Courses:**

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.

# Yukon Public Schools Administrative Staff

## **ELEMENTARY SCHOOLS:**

Central Elementary	Laurie Gallagher	300 S. 9 <sup>TH</sup>	(405) 354-2501
Myers Elementary	Shannon Dutton	1200 South 1 <sup>st</sup>	(405) 354-5252
Parkland Elementary	Heather Mitchell	2201 S. Cornwell	(405) 354-7786
Ranchwood Elementary	Kristin Lipe	607 Annawood Dr.	(405) 354-6616
Shedeck Elementary	Randy Stowe	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

## **Intermediate Schools:**

Independence Intermediate	Ryan McLaughlin	500 E. Vandament	(405) 265-1352
Lakeview Intermediate	Sam Summers	872 S. Yukon Parkway	(405) 265-1342
Redstone Intermediate	Tracy Sowinski	11501 W. Britton Rd	(405) 265-4431

## **Secondary Schools:**

Yukon Middle School 7/8	Karyn Garcia	801 Garth Brooks Blvd.	(405) 354-5274
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 and 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	Diedre Bradley	600 Maple St.	(405) 354-6608
SIS/Database Administrator	Jason Bengs	600 Maple St.	(405) 354-2587
Network Administrator	Jeremy Stinnett	1000 Yukon Ave.	(405) 265-1FIX
Indian Education	Kim McCathern	1777 Yukon Parkway	(405) 350-2032
Enrollment Office Manager	Mary Williams	1000 Yukon Ave.	(405) 265-1300



## McKinney- Vento Homeless Liaison Duties

All students, regardless of economic situation or living arrangement, have a right to an education. Yukon Public Schools believes in providing students in our community with a quality education and we will work with you to ensure that your child has the necessary resources to succeed.

**Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act if your family lives in any of the following situations:**

- A shelter, a motel, or campground due to the lack of alternative adequate accommodation
- A car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

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### All 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. \*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.

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### Yukon Homeless Liaison will ensure that:

- Homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies.
- Homeless children and youths are enrolled in, and have full and equal opportunity to succeed in, the school or schools of the LEA; including services through Head Start programs (including Early Head Start programs), early intervention services under Part C of the IDEA, and other preschool programs administered by the LEA.
- Homeless families and homeless children and youths are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children
- Public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, food pantries, and Goodwill, in a manner and form understandable to the parents and guardians and unaccompanied youths
- Enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act
- School personnel receive professional development and other support
- Unaccompanied youths are enrolled in school, have opportunities to meet the same challenging State academic standards as the State establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv), and their right to receive verification of this status from the local liaison.

<b>YUKON BOARD OF EDUCATION</b>		<b>FE</b>
<b>STUDENT TRANSFERS</b>		
<i>Adoption Date: 01/01/2022</i>	<i>Revision Date(s): 02/07/2022, 06/06/2022, 07/07/2025</i>	<i>Page 1 of 6</i>

**Previous Transfers (prior to January 1st, 2022)**

Open and Emergency Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year’s attendance based upon, discipline, or attendance as addressed within this policy.

**Transfer Application Overview & Timeline**

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting April 1st of the current school year. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

A student granted a one-year transfer *shall automatically continue* to attend the school each school year unless the school district denies the continued transfer for specific reasons (acts and reasons outlined in Section 24-101.3 of Oklahoma Statute or a history of absences). At the end of each school year, a school district may *only deny* continued transfer for these reasons.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Pursuant to Oklahoma statutes, Yukon Public Schools gives preference to sibling transfers regardless of capacity. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred without regard to capacity with only discipline and attendance records reviewed in the determination of the sibling transfer request. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

A student who has attended school as a resident student for at least three years prior to moving out of the school district may be allowed to transfer into the district regardless of capacity. Such a student's application will be reviewed utilizing only disciplinary and attendance records in the determination of the transfer request.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:

<b>YUKON BOARD OF EDUCATION</b>		<b>FE</b>
<b>STUDENT TRANSFERS</b>		
<i>Adoption Date: 01/01/2022</i>	<i>Revision Date(s): 02/07/2022, 06/06/2022, 07/07/2025</i>	<i>Page 2 of 6</i>

- a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. “History of absences” means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district’s website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

### **Capacity Determination**

Capacity, hereafter deemed Program Capacity, determinations are specifically for the purpose of complying with Oklahoma Senate Bill 783 (2021) guidelines to determine the capacity for Yukon Public Schools to accept transfer students as defined by this legislation. Program Capacity is not intended to define district decisions related to staffing allocations or class size determinations for non-transfer students.

In making the decision to determine Program Capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district’s capacity numbers will reflect a lesser amount based upon that classroom size. Yukon Public Schools recognizes the need to provide additional support in schools designated as Schoolwide Title I sites and as a result, implements a 10% variance in all capacity calculations as it relates to Oklahoma Senate Bill 783 (2021).

The following calculations will be used to determine Program Capacity for schools **not** designated as Schoolwide Title I school sites.

- **PK-3rd Grades**

By site, the number of teachers per grade level x 20 students = PK-3rd Grade Program Capacity by site and by grade level

<b>YUKON BOARD OF EDUCATION</b>		<b>FE</b>
<b>STUDENT TRANSFERS</b>		
<i>Adoption Date: 01/01/2022</i>	<i>Revision Date(s): 02/07/2022, 06/06/2022, 07/07/2025</i>	<i>Page 3 of 6</i>

- **4th-5th Grades**  
By site, the number of teachers per grade level x 20 students = 4th/5th Grade Program capacity, by site and by grade level
- **6th-12th Grades**  
By site, the number of English Language Arts Teachers per grade level x 140 students = 6th-12th Grade Program Capacity, by site and by grade level

The following calculations will be used to determine Program Capacity for schools designated as Schoolwide Title I school sites.

- **PK-3rd Grades**  
By site, the number of teachers per grade level x 18 students = PK-3rd Grade Program Capacity by site and by grade level
- **4th-5th Grades**  
By site, the number of teachers per grade level x 18 students = 4th/5th Grade Program capacity, by site and by grade level
- **6th-12th Grades**  
By site, the number of English Language Arts Teachers per grade level x 126 students = 6th-12th Grade Program Capacity, by site and by grade level

As it relates to Program Capacity, “Student” is defined as any student currently enrolled in Yukon Public Schools (YPS). This includes YPS students participating in any of the following learning formats: traditional in person; headstart; homebound; alternative program (s); blended instruction; virtual; concurrent enrollment; career and technology programs, and dual credit.

As it relates to Program Capacity, “English Language Arts” includes all levels of English Instruction for each specific grade level (e.g. English 3 and AP English Language). Self-contained special education courses and special education related teacher maximums are defined elsewhere.

As it relates to Program Capacity, the “number” of English Language Arts Teachers will be based on the Full-Time Equivalent (FTE), which is set at 5 sections of English Language Arts core instruction per teacher.

### **Transfer Capacity Review**

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.

### **Transfer of Employees Children**

<b>YUKON BOARD OF EDUCATION</b>		<b>FE</b>
<b>STUDENT TRANSFERS</b>		
<i>Adoption Date: 01/01/2022</i>	<i>Revision Date(s): 02/07/2022, 06/06/2022, 07/07/2025</i>	<i>Page 4 of 6</i>

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as an employee as per 70 O.S. § 8-113 and YPS Board Policy FEF.

### **Transfers for Special Education Students**

A Special Education student may request a transfer pursuant to the Education Open Transfer Act and YPS Board Policy FEH.

### **Uniformed Military Services - Dependent Children**

Please refer to YPS Board Policy FEG

~~Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:~~

- ~~1. At least one parent of the student has a Department of Defense issued identification card.~~

~~A student, as defined in this subsection, shall not be precluded from enrollment prior to residency as provided in this subsection for any of the following: (1) having an individualized education program or an individualized family service plan under the Individuals with Disabilities Education Act, 29 U.S.C., Section 1400 et seq., (2) receiving or qualifying for special education courses or services, or (3) receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973, 29 U.S.C., Section 504.~~

### **Transfer Acceptance**

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years.

### **Denial of Continued Transfer**

At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

### **Transfer Denial & Appeal (New or Continued Transfers)**

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

<b>YUKON BOARD OF EDUCATION</b>		<b>FE</b>
<b>STUDENT TRANSFERS</b>		
<i>Adoption Date: 01/01/2022</i>	<i>Revision Date(s): 02/07/2022, 06/06/2022, 07/07/2025</i>	<i>Page 5 of 6</i>

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be an online and/or paper appeal and will include the documentation utilized by the school district as well as a response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not

<b>YUKON BOARD OF EDUCATION</b>		<b>FE</b>
<b>STUDENT TRANSFERS</b>		
<i>Adoption Date: 01/01/2022</i>	<i>Revision Date(s): 02/07/2022, 06/06/2022, 07/07/2025</i>	<i>Page 6 of 6</i>

submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

**Athletics**

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

**REFERENCE:**

- 70 O.S. §1-114**
- 70 O.S. §1-113**
- 70 O.S. §5-117.1**
- 70 O.S. §8-101, et seq.**
- 70 O.S. §8-113**
- 70 O.S. §8-103.2**
- 70 O.S. §13-103**
- 70 O.S. §24-101, et seq.; §24-102**
- Section 3, Chapter 6, O.S.L. 2021**
- Family Education Rights and Privacy Act**
- Atty. Gen. Op. No. 87-134, April 1, 1988**
- State Accreditation Standards 210:10-1-18 and 210:10-1-18.1**

*THIS POLICY IS REQUIRED BY LAW.*

<b>YUKON BOARD OF EDUCATION</b>		<b>DABB</b>
<b>RECORDS INVESTIGATION</b>		
<i>Adoption Date:</i>	<i>Revision Date(s): 7/13/94, 9/6/94, 11/10/94, 7/21/97, 3/16/00, 5/7/03, 7/20/10, 6/2/11, 6/4/13, 3/26/15, 7/20/17, 12/4/17, 9/19/19, 10/7/2019, 8/03/20, 8/4/25</i>	<i>Page 1 of 2</i>

The Yukon Public Schools Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.

Any teacher employed prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022 to complete the criminal history background checks.

A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history records check for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding

<b>YUKON BOARD OF EDUCATION</b>		<b>DABB</b>
<b>RECORDS INVESTIGATION</b>		
<i>Adoption Date:</i>	<i>Revision Date(s): 7/13/94, 9/6/94, 11/10/94, 7/21/97, 3/16/00, 5/7/03, 7/20/10, 6/2/11, 6/4/13, 3/26/15, 7/20/17, 12/4/17, 9/19/19, 10/7/2019, 8/03/20, 8/4/25</i>	<i>Page 2 of 2</i>

five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record check results. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

**REFERENCE: 70 O.S. §5-142**

**REPORTING SUSPECTED CHILD ABUSE  
AND/OR NEGLECT***Adoption Date: 4/3/2017**Revision Date(s): Revision Date(s): 11/6/92,  
11/19/93, 8/3/95, 4/12/00, 5/6/16, 3/1/17, 7/9/18,  
9/17/19, 4/4/22, 8/4/25**Page 1 of 3*

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services and local law enforcement.. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent or designee and a District SRO that the report was made using the district Child Abuse Reporting Automated Form.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

**REPORTING SUSPECTED CHILD ABUSE  
AND/OR NEGLECT***Adoption Date: 4/3/2017**Revision Date(s): Revision Date(s): 11/6/92,  
11/19/93, 8/3/95, 4/12/00, 5/6/16, 3/1/17, 7/9/18,  
9/17/19, 4/4/22, 8/4/25**Page 2 of 3*

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

16. Sexual battery, when committed upon a person who is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center, by a person who is eighteen (18) years of age or older and is an employee of a private or public school system.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees.

Any person, other than a superintendent or school administrator, who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any superintendent or school administrator who knowingly and willfully fails to promptly report or interferes with the prompt reporting of abuse or neglect shall, upon conviction be guilty of a felony in accordance with 21 O.S. § 593.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such a report.

A school employee with knowledge that a report has been made shall not disclose information identifying the reporting employee unless otherwise ordered by the court or or as part of an investigation by local law enforcement or the Department.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

Every school employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law.

<b>YUKON BOARD OF EDUCATION</b>	<b>FFG</b>	
<b>REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT</b>		
<i>Adoption Date: 4/3/2017</i>	<i>Revision Date(s): Revision Date(s): 11/6/92, 11/19/93, 8/3/95, 4/12/00, 5/6/16, 3/1/17, 7/9/18, 9/17/19, 4/4/22, 8/4/25</i>	<i>Page 3 of 3</i>

**REFERENCE:** 10A O.S. § 1-2-101  
10A O.S. § 1-2-104  
63 O.S. §1-120 (G)  
70 O.S. §§ 1210.162 and 1210.163  
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

## MEDICATION: ADMINISTERING TO STUDENTS

*Adoption Date: 8/4/2025**Revision Date(s):**Page 1 of 3*

It is the policy of the Yukon Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
- B. time to be administered,
- C. whether the medication must be retained by student for self-administration,
- D. termination date for administering the medication, and
- E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, ~~or~~ an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma, ~~or~~ anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

## MEDICATION: ADMINISTERING TO STUDENTS

Adoption Date: 8/4/2025

Revision Date(s):

Page 2 of 3

### MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or~~ anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** for purposes of self-administration, means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine ~~injectors~~, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students 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. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

*District personnel may assist a student in applying sunscreen with the written permission of a parent, guardian, or person having legal custody. (This is optional as the law provides "may." If a school board does not want to have this paragraph, this language should be removed).*

*Optional language: Would require the district to obtain a prescription for Epinephrine ~~injectors~~ from a licensed physician who has prescriptive authority to the school district in the name of the district as a body corporate specified in Title 70, Section 5-105 which shall be maintained at each school site. This language should not be adopted or included in the policy if a prescription is not obtained.*

5. *School District Prescribed Epinephrine. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional or trained online or in person by the school nurse or a recognized food allergy and anaphylaxis training program Epinephrine to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered Epinephrine. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction. If Epinephrine is administered to a*

## MEDICATION: ADMINISTERING TO STUDENTS

*Adoption Date: 8/4/2025**Revision Date(s):**Page 3 of 3*

*student, a school employee shall contact 911 as soon as possible. The school district shall notify the parent or guardian of any student who experiences a possible allergic reaction as soon as possible.*

*6. School District Prescribed Inhalers. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designated by the superintendent will notify the parent or guardian of a student after the administration of an inhaler.*

The district will require annual training for teachers and school employees who are directly responsible for students on the topics of food allergies, recognizing anaphylaxis, and instruction on how to administer Epinephrine. The training school be completed before the school year begins or upon hiring the teacher or school employee. Documentation certifying completion of the required training shall be retained in the personnel file of the teacher or school employee. The training may be provided online or in person by the school nurse or a recognized food allergy and anaphylaxis training program.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

**REFERENCE: 10 O.S. §170.1  
59 O.S. §353.1  
70 O.S. §1-116, et seq.**

**INTRA-DISTRICT TRANSFER**

Adoption Date: 07/01/2024

Revision Date(s): 07/07/2025, 8/4/25

Page 1 of 3

Under certain circumstances, Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education. An intra-district transfer student *shall automatically continue* to attend the school site where they transferred each school year, with school district approval, unless denied for specific, permissible reasons. A school district may *only* deny a continued intra-district transfer for the reasons outlined in paragraphs 2 and 3 of subsection B of Section 8-114 of Oklahoma Statutes (which refer to acts and reasons outlined in Section 24-101.3 of Title 70 of the Oklahoma Statutes and a history of absences).

An intra-district transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received:

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year;
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district; and
5. Students who change residence within a school district and who wish to attend the same school site;
6. Military Dependent Transfers.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. A student is legally entitled to re-enroll at any time in their school district's site of residence.

**Foster Care Students:** Any child in the custody of the Department of Human Services in foster care who resides with another intra-district transfer student may attend the school site to which the student transferred.

Any sibling of a student who transfers may attend the school district to which their sibling transferred ~~as long as the school district has capacity in the grade level and~~ as long as the sibling does not meet a basis

**INTRA-DISTRICT TRANSFER**

Adoption Date: 07/01/2024

Revision Date(s): 07/07/2025, 8/4/25

Page 2 of 3

for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below regardless of capacity.

**Military Dependent Transfers (Provisional Eligibility and Capacity Exceptions)**

School districts *shall allow* students who are dependent children of active uniformed military service members or military reserve members on active duty orders *provisional eligibility for intra-district transfers regardless of capacity*.

**Military Dependents Capacity Exception:** The number of intra-district transfers specific to military dependents shall be based on:

- Two military dependents per 100 enrolled students at the elementary school level.
- Four military dependents per 100 students at the middle school level.
- Six military dependents at the high school level.
- Eligibility for these students is outlined in paragraphs 1 and 2 of subsection B of Section 8-103.1.

**Definitions for Military Dependents:** "Elementary school" (K-5), "middle school" (6-8), and "high school" (9-12) are defined for this subsection.

**Intra-District Acceptance**

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site notwithstanding any exceptions included in board policy or state statutes;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by [Section 163.2](#) of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

**INTRA-DISTRICT TRANSFER***Adoption Date: 07/01/2024**Revision Date(s): 07/07/2025, 8/4/25**Page 3 of 3*

c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. “History of absences” means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order in which the district received the application.

**LEGAL REFERENCE:** 70 O.S. Section 8-114.

# TERMINATION OF EMPLOYMENT TEACHERS

*Adoption Date: April 7, 2025*

*Revision Date(s): Revision Date(s): 3/8/93,  
1/28/97, 8/4/98, 6/13/06, 6/8/09, 7/31/23, 7/23/24,  
8/4/25*

*Page 1 of 2*

It is the policy of the Yukon Public Schools Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year likewise require a release by the board and will be considered on an individual basis.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Incompetency,
5. Instructional ineffectiveness,
6. Unsatisfactory teaching performance,
7. Commission of an act of moral turpitude,
8. Abandonment of contract,
9. Conviction of a felony,
10. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
11. Failure to earn required staff development points.
12. Knowing and willful failure to report suspected child abuse or neglect.

Mental or physical abuse to a child would also include, but is not limited to a finding that a teacher has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

Probationary teachers may be terminated or non renewed by the board for cause subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to

<b>YUKON BOARD OF EDUCATION</b>		<b>DO</b>
<b>TERMINATION OF EMPLOYMENT TEACHERS</b>		
<i>Adoption Date: April 7, 2025</i>	<i>Revision Date(s): Revision Date(s): 3/8/93, 1/28/97, 8/4/98, 6/13/06, 6/8/09, 7/31/23, 7/23/24, 8/4/25</i>	<i>Page 2 of 2</i>

lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

The superintendent or his/her designee is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

**REFERENCE:** 70 O.S. §6-101, §6-101.20, et seq.  
70 O.S. §18-123  
Accreditation Standard 210:20-29-5

<b>YUKON BOARD OF EDUCATION</b>	<b>FEG</b>
<b>STUDENT TRANSFERS FOR CHILDREN OF ACTIVE-DUTY MILITARY MEMBERS</b>	
<i>Adoption Date: 07/01/2013</i>	<i>Revision Date(s): 7/30/13, 7/1/25, 8/4/25</i>
<i>Page 1 of 1</i>	

The school district shall allow the transfer of students who are dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military server on active-duty orders and for whom Oklahoma is the home of record. Transfers will be approved if:

- a. At least one parent of the student has a Department of Defense-issued identification card; and
- b. ~~At least one parent can provide evidence that he or she will be on active duty status or orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days; and~~
- c. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer.

A student shall not be precluded from enrollment prior to residency for any of the following:

- a. Having an individualized education program (IEP) or an individualized family service plan under the Individuals with Disabilities Education Act;
- b. Receiving or qualifying for special education courses or services; or
- c. Receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, an individualized family service plan, or a Section 504 plan, the district shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in placed prior to the student's first day of school in the state.

**REFERENCE: 70 O.S. §8-103.1**

***POLICY REQUIRED BY LAW***

PERSONNEL REPORT

EXHIBIT A

RECOMMENDATION TO HIRE:

ADMINISTRATIVE CONTRACT			
Name	Position	Site/Dept	Effective

RECOMMENDATION TO HIRE:

CERTIFIED TEMPORARY CONTRACT			
Name	Position	Site/Dept	Effective
	1st grade		8/5/2025
	PE teacher		8/5/2025
	3rd grade teacher		8/5/2025
	Inst Math Spec		8/1/2025

RECOMMENDATION TO HIRE:

SUPPORT			
Name	Position	Site/Dept	Effective
	paraeducator LIFE		8/11/2025
	Substitute		8/13/2025
	childcare teacher		7/30/2025
	paraeducator		8/11/2025
	2nd grade LTS		8/5/2025
	Paraeducator		8/11/2025
	childcare teacher		7/30/2025
	Substitute		8/13/2025
	paraeducator LIFE		8/11/2025
	Paraeducator		8/11/2025
	childcare teacher		7/30/2025
	cafeteria monitor		8/13/2025
	Substitute		8/13/2025
	Substitute		8/13/2025
	Bilingual Asst		8/4/2025
	bus driver		8/1/2025
	childcare teacher		7/30/2025
	Substitute		8/13/2025
	Bus Aide		8/1/2025
	Paraprofessional LEAP		8/11/2025
	Substitute		8/13/2025
	Childcare teacher		7/30/2025
	Band Assistant		7/30/2025
	paraeducator		8/11/2025
	Paraeducator		8/11/0225
	Substitute		8/13/2025

	childcare teacher		7/30/2025
	childcare teacher		7/30/2025
	Cafeteria monitor		8/13/2025
	Playground monitor		8/12/2025
	Substitute		8/13/2025
	childcare teacher		7/30/2025
	cafeteria monitor		8/12/2025
	MAS Supv.		8/6/2025
	Substitute		8/13/2025
	Bus aide		8/1/2025
	master teacher		7/30/2025
	Substitute		8/13/2025
	MAS Supv.		8/6/2025
	Cafeteria monitor		8/12/2025
	Cafeteria monitor		8/12/2025
	Substitute		8/13/2025
	Substitute		8/13/2025
	Substitute		8/13/2025
	Playground monitor		8/13/2025
	MAS Supv.		8/6/2025
	bus driver		8/18/2025
	SpEd LTS RISE		8/5/2025
	paraeducator		8/11/2025
	Paraeducator		8/11/2025
	cafeteria monitor		8/12/2025
	MAS Aide		8/6/2025
	childcare teacher		7/30/2025
	cafeteria monitor		8/12/2025
	childcare teacher		7/30/2025
	childcare teacher		7/30/2025
	bus driver		8/1/2025
	Cafeteria monitor		8/13/2025
	Financial Secretary		8/11/2025
	PE Teacher		8/5/2025
	Paraprofessional LIFE		8/11/2025
	Substitute		8/13/2025
	Substitute		8/13/2025

<b>SEASONAL STUDENT AND/OR ADULT:</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
	MS Girls Soccer Coach		8/1/2025
	Karate instructor		7/1/2025
	7th boys basketball coach		8/13/2025
	Adjunct Coach		8/13/2025

<b>CHANGE OF POSITION/HOURS LOCATION/RATE OF PAY:</b>				
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>	<b>From</b>
Arnould, Elizabeth	1st grade	Central ES	8/5/2025	from Surrey Hills ES
Bogard, Amanda	Cafeteria monitor	Ranchwood ES	8/13/2025	from Myers ES
Brandt, Hunter	Financial Secty	YHS	8/5/2025	new start date
Buchanan, Tylor	MAS Supervisor	Comm Eng	8/1/2025	from FT to PT
Bush, Jessica	Paraeducator	Myers ES	8/11/2025	from LIS
Bworder, Christina	AD Special Svcs	Administration	7/22/2025	from coordinator
Chaparro, Shayla	Certified 2nd grade	Surrey Hills ES	8/5/2025	from LTS
Clifton, Borden	Virtual History	YHS	8/5/2025	YHS History
Collins, Kasey	Instructional Coach	YMS	8/1/2025	from English
Deters, Gabrielle	2nd grade	Parkland ES	8/5/2025	from 3rd grade
Espinoza, Ashley	Spanish teacher	YHS	8/5/2025	from non to certified
Fisher, Lindsay	BSP	Bridges	8/7/2025	from 7.5 to 7 hrs
Garcia, Jacquelyn	daycare teacher	Comm Eng	8/11/2025	new start date
Gindhart, Matthew	Activity Fund Manager	Administration	7/21/2025	pay rate change
Hernandez, Kelsi	Kindergarten	Parkland ES	8/5/2025	from 1st grade
Huval, Danielle	SpEd teacher RISE	Surrey Hills ES	8/5/2025	from LEAP
Jackson-Bohanan, Jou'Dan	NASS Tutor	Skyview ES	8/12/2025	new certified ROP
Jones, Celia	Science teacher	YHS	8/5/2025	from non to certified
Long, Jennifer	Certified SpEd teacher	Skyview ES	8/5/2025	from LTS
Morris, Melissa	1st grade	Parkland ES	8/5/2025	from 2nd grade
Nelson, Jonathon	bus driver	Transportation	8/12/2025	from 6 to 8 hrs
Oliver, Amanda	SpEd teacher LEAP	Surrey Hills ES	8/5/2025	from 1st grade
Patton, Allyona	1st grade teacher	Central ES	8/5/2025	from LTS
Ralls, Angel	LTS	RIS	8/5/2025	from Tier II to III
Reeves, Lauren	SpEd teacher LIFE	YMS	8/5/2025	from para
Shockley, Kayla	1st grade	Skyview ES	8/5/2025	from Kindergarten
Sinor, Allison	Science teacher	YHS	8/5/2025	from non to certified
Stone, Jeanine	Routing Assistant	Transportation	7/28/2025	from bus driver
Vobornik, Jennifer	Millers3 teacher	Comm Eng	7/30/2025	to daycare
Voth, Brittany	2nd grade	Skkyview ES	8/5/2025	from 1st grade
Wilcox, Kathryn	Counselor	YMS	7/28/2025	from Inst. Spec.

<b>STIPEND ASSIGNMENT: EXTRA DUTY/2ND JOB:</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Case, Meya	bus aide in training	transportation	7/21/2025
Davis, Zachary	groundskeeper	Athletics	7/1/2025
Fouts, Kale	bus aide in training	transportation	7/21/2025
Kean, Lydnsey	PD Presenter	YMS	7/22/2025
Keese, Daxton	Summer coaching	Athletics	7/7/2025
Kolar, John	bus aide in training	transportation	7/21/2025
McNeil, Daniel	MS AD	Athletics	7/23/2025

Michael, Hannah	PD Presenter	Myers ES	7/22/2025
Parker, Brandon	bus aide in training	transportation	7/21/2025
Smith, Melvin	bus aide in training	transportation	7/21/2025
Stout, Cheri	bus aide	transportation	8/12/2025

<b>RESIGNATIONS/RETIREMENTS/SEPARATIONS:</b>			
<b>Name</b>	<b>Position</b>	<b>Site/Dept</b>	<b>Effective</b>
Archibeque, Megan	2nd grade	Surrey Hills ES	5/23/2025
Baker-Muncaster, Alicia	English	YHS	8/4/2025
Bell, Judy	playground monitor	IIS	5/22/2025
Bengs, Jalonda	Asst. Dir. of Spec. Svcs.	Administration	7/30/2025
Carter, Leslie	Paraeducator	YHS	5/22/2025
Gaines, Sheena	NASS tutor	Surrey Hills ES	6/30/2025
Gonzales, Christopher	bus driver	Transportation	5/22/2025
Hendricks, Amber	SpEd teacher	LIS	5/23/2025
Hudson, Destiny	Bus driver	Transportation	5/22/2025
McKeown, Tracy	Counselor	YMS	5/30/2025
Powell, Chelsea	Para & Swim coach	YHS	5/22/2025
Rolen, Kevin	Cafeteria Monitor	YMS	5/22/2025
Sample, Cissili	instructional spec	IIS	7/31/2025
Sanders, Mazie	Para RISE	Central	5/22/2025
Sims, Kourtney	Behavior Support Para	Administration	5/27/2025
Small, Brandy	bus driver	Transportation	5/22/2025
Soto, Lorena	Financial Secretary	YHS	7/9/2025
Sours, Tiffany	classroom aide	Ranchwood ES	8/11/2025
White, Stephen	Bus driver	Transportation	7/31/2025