

Owasso Public Schools
Owasso Board of Education Regular Meeting
Independent School District No. 11
Tulsa County, Oklahoma

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District No. 11, Tulsa County, Oklahoma will hold Owasso Board of Education Regular Meeting on Monday, July 18, 2022, at 6:30 PM, Board of Education Room of the Dale C. Johnson Education Service Center, 1501 N Ash St., Owasso, Oklahoma 74055

Meeting live stream link: https://youtu.be/hEhWyNjO_JM<https://youtube.com/live/Z49Tdpurnm8>

- I. **Call to Order and Roll Call**
- II. **Pledge of Allegiance**
- III. **Reports to the Board**
 - A. Superintendent's Report - Dr. Margaret Coates
 - B. Teaching and Learning Report - Mr. Mark Officer
 - C. District Services - Mr. Kerwin Koerner
- IV. **Comments from the Public Regarding Agenda Items**

Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.
- V. **Consent Agenda:** Board to consider and take possible action on the following consent agenda items. (Dr. Coates)
 - A. Minutes of June 20, 2022 Regular Meeting
 - B. Minutes of July 7, 2022 Special Meeting
 - C. Teaching and Learning
 - i. Overnight/Out of State Student Activity Trips
 - ii. License Agreement with International Academy of Science for the Acellus Learning System for Virtual Education of elementary students for the 2022-2023 school year at a cost of \$12,500.00, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU / License Agreement / Contract
 - iii. Contract with the Oklahoma Department of Career and Technology Education for Secondary Career and Technology Education Programs for the 2022- 2023 school year at a cost of \$ -0- and to receive an allocation from career tech in the amount of \$70,605 as outlined in the attachments and authorize the Superintendent or designee to execute the contract.
 - iv. Memorandum of Understanding with Tulsa Community College for Owasso High School students to participate in the Concurrent Enrollment Program for the 2022-2023 school year at a cost of \$0 to the school district, as outlined in the attachment and authorize the Superintendent or designee to execute the Memorandum of Understanding.
 - v. License agreement with Istation for Istation Reading and Math Bundle, ISIP Advanced Reading Student Assessment, ISIP Math Student

Assessment and Onsite Professional Development for our 9 elementary schools and the Owasso 6th, 7th and 8th Grade Centers for the 2022-2023 school year at a cost of \$169,832.66, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement.

- vi. Contract with Function 1st Therapies for Occupational Therapy Services for the 2022-2023 school year at a cost of \$ 101,275.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract.
 - vii. Contract with Integrative Physical Therapy P.C. for Physical Therapy Services for the 2022-2023 school year at a cost of \$ 141,300.00, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU / License Agreement / Contract.
 - viii. Contract with Beth Anne Manipela, PLLC for Occupational Therapy Services for the 2022-2023 school year at a cost of \$150,100.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract.
- D. District Services
- i. License Agreement with Dude Solutions for Facility Scheduling Software for the 2022-2023 school year at a cost of \$13,496.13, as outlined in the attachment and authorize the Superintendent or designee to execute the License Agreement.
 - ii. Service Agreement with Team Professional Services for Extracurricular Activities Drug Testing for the 2022-2023 school year at a cost of \$8,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Service Agreement
 - iii. Renewal of Agreement with Rogers County for the Interlocal use of Property Maintenance Agreement for the 2022-2023 school year at a cost of \$0, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement.
- E. Finance
- i. Purchase orders (encumbrances) and changes to encumbrances for July 2022
 - ii. Activity Financial Report for June 2022
 - iii. Contract with Tulsa Technology Center for student transportation for the 2022-2023 school year at a cost of \$0.00 as outlined in the attachment and authorize the superintendent or designee to execute the contract.. Tulsa Technology Center will pay Owasso Public Schools \$2.60 per mile (not to exceed \$293,138.56) for transporting our students to their facilities.
- F. Human Resources
- i. Transitions

VI. **Communications/Superintendent** - Dr. Margaret Coates

- A. Board to consider and take possible action on the Contract with Maxwell Leadership Organization for professional development leadership training for all district administrators for the 2022- 2023 school year at a cost of \$15,800, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract.

- B. Board to consider and take possible action on the proposed edits, changes, and additions to the 2022-2023 Student Handbooks; Elementary, 6th,7th,8th Grade, Owasso Ram Academy, and Owasso High School, as outlined in the attachments.
- VII. **Teaching and Learning** - Mark Officer
 - A. Board to review New Policy #1.85 Use/misuse of bathrooms and changing facilities for first reading. Edits, changes and additions to the policy are outlined in the attachment.
- VIII. **Technology** - Russell Thornton
 - A. Board to consider and take possible action on the Purchase Agreement with ImageNet for the design and implementation of LaserFiche at a cost of \$75,190.00, as outlined in the attachment, and authorize the Superintendent or designee to execute the agreement.
- IX. **Finance** - Phillip Storm
 - A. Board to consider and take possible action on the Treasurer's Report for June 2022
- X. **Human Resources** - Lisa Johnson
 - A. Board to review Policy #2.13 Parental Leave for certified personnel for first reading. Additions to the policy are outlined in the attachment.
 - B. Board to review Policy #2.13 Parental leave for administrators for first reading. Additions to the policy are outlined in the attachment.
 - C. Board to review Policy #3.12 Parental Leave for support personnel for first reading. Additions to the policy are outlined in the attachment
 - D. Board to review Policy #3.12 Personal Leave for support personnel for first reading. Edits, changes, and additions to the policy are outlined in the attachment.
- XI. **Executive Session**
 - A. Vote to convene into executive session for the purpose of discussing the hiring of one Bailey Elementary Assistant Principal, and/or one Morrow Assistant Principal as authorized by Okla.Stat.Tit.25§307(B)(1).
 - B. Acknowledge return to Open Session
 - C. Statement of Executive Session Minutes
- XII. Board to consider and take possible action to hire one individual for Bailey Elementary Assistant Principal (Mr. Mark Officer)
- XIII. Board to consider and take possible action to hire one individual for Morrow Elementary Assistant Principal (Mr. Mark Officer)
- XIV. **New Business**
- XV. **Comments from the Public Regarding Non-Agenda Items**

Each individual will have five (5) minutes to share their remarks related to the specific non-agenda item received in writing by the board minutes clerk seven (7) days prior to the board meeting date. The total time allotted to comments from the public regarding non-agenda items will not exceed fifteen (15) minutes.
- XVI. **Vote to Adjourn**

This agenda was posted prior to 6:30p.m., Friday, July 15, 2022 at the entrance of the Board of Education Room, located in the Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 N. Ash, Owasso, Oklahoma.

OWASSO PUBLIC SCHOOL BOARD OF EDUCATION
Renaë Klein, Clerk

Owasso Board of Education Regular Meeting
Monday, June 20, 2022 6:30 PM Central

Board of Education Room of the Dale C. Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. Call to Order and Roll Call

Attendance Taken at 6:30 PM.

Brent England: Present
Neal Kessler: Present
Rhonda Mills: Present
Stephanie Ruttman: Present
Forrest Turpen: Present
Present: 5.

II. Pledge of Allegiance

III. Special Recognition - Lexi Johnson - Girls Golf Team - Academic State Championship

IV. Special Recognition - Larry Turner - Varsity Baseball Team - State Championship

V. Reports to the Board

A. Superintendent's Report - Dr. Margaret Coates

Dr. Coates shared a legislative update and stated the beginning steps are in progress for district strategic planning with the Oklahoma State School Board Association.

B. Teaching and Learning Report - Mr. Mark Officer

Mr. Officer reported 72 teachers and 33 administrators attended recent Professional Learning Community conferences. He reported over 200 secondary students and 115 elementary students are currently attending summer school.

C. District Services - Mr. Kerwin Koerner

Mr. Koerner gave an update on district wide summer projects including new carpeting, replacement lighting and painting. He reported the Health Services Department will now be included in the District Services Department and will report to the Director of Safety and Security.

VI. Comments from the Public Regarding Agenda Items

Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.

VII. Consent Agenda: Board to consider and take possible action on the following consent agenda items. (Dr. Coates)

Motion to approve consent agenda items VII.A. through V.II.H.i. This motion, made by Forrest Turpen and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea

Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

- A. Minutes of May 9, 2022 Special Meeting
- B. Minutes of May 9, 2022 Regular Meeting
- C. Minutes of May 11, 2022 Special Meeting
- D. Minutes of June 6, 2022 Special Meeting
- E. Teaching and Learning
 - i. A New Leaf
 - ii. Behavior Specialists
 - iii. Brainpop
 - iv. Curriculum Associates
 - v. CREOKS - RAM Academy Counseling Services
 - vi. CREOKS - RAM Academy Memorandum of Understanding
 - vii. CREOKS - Special Education Counseling Agreement
 - viii. CREOKS - Special Education Memorandum of Understanding
 - ix. Consultant for the Hearing Impaired
 - x. Grand Canyon University Agreement
 - xi. Imagine Learning
 - xii. Junior Achievement Biztown Agreement
 - xiii. Noredink
 - xiv. Northeastern University Memorandum of Understanding
 - xv. Oklahoma Baptist University
 - xvi. Oklahoma Department of Rehabilitation Services
 - xvii. Oklahoma State University Memorandum of Understanding - Psychologists Interns
 - xviii. Oral Roberts University
 - xix. Pittsburg State University
 - xx. Professional Software for Nurses, Inc.
 - xxi. Sebastian Lantos, LLC - Language Interpreting and Translating
 - xxii. Superior Vision Consulting
 - xxiii. The Tristesse Grief Center

- xxiv. Tulsa City-County Health Department Agreement - It's All About Kids
- xxv. Tulsa Tech General Academic Memorandum of Understanding
- xxvi. Tulsa Tech Aerospace/Career Academy Programs Agreement
- xxvii. University of Tulsa - Teacher Education Program
- xxviii. University of Tulsa - Externship/Off Campus Pacticum Agreement
- xxix. Western Governors University - Student Teaching Agreement
- xxx. World Book
- xxxi. Youth Services of Tulsa

F. District Services

- i. ECT Contract
- ii. Edlio Website Content Management System Agreement
- iii. School Safe ID
- iv. Owasso Police Department Student Resource Officers
- v. Owasso Police Department Narcotics Control

G. Finance

- i. Purchase orders (encumbrances) and changes to encumbrances for June 2022
 - 2021-2022 General Fund #1367-1412 (Vendors) \$99,931.50
 - 2021-2022 General Fund Net Change Orders \$2,319.86
 - 2021-2022 Building Fund #84-87 (Vendors) \$17,986.40
 - 2021-2022 Building Fund Net Change Orders \$26,770.00
 - 2021-2022 Child Nutrition Fund #41-44 (Vendors) \$6,950.61
 - 2021-2022 Bond Fund 33 #4 (Vendors) \$7,162.00
 - 2021-2022 Bond Fund 39 #259-269 (Vendors) \$263,529.31
 - 2021-2022 Bond Fund 39 Net Change Orders \$1,085.10
 - 2021-2022 Bond Fund 04-BOK #20-24 (Vendors) \$234,500.00
- ii. Purchase orders (encumbrances) and changes to encumbrances for July 2022
 - 2022-2023 General Fund #1-58 (Vendors) \$1,177,773.84
 - 2022-2023 Building Fund #1-8 (Vendors) \$3,024,176.00
- iii. Activity Financial Report for May 2022
- iv. Activity Account Budgets
- v. Advertising Agreements
- vi. Concession Contracts
- vii. Sanctioning Applications
- viii. Oklahoma Schools Assurance Group

ix. Renewal of the sublease agreement dated March 1, 2018 between the District and Tulsa County Industrial Authority for the fiscal year ending June 30, 2023 as required under the provisions of the agreement.

H. Human Resources

i. Transitions

VIII. Communications/Interim Superintendent - Dr. Margaret Coates

A. Board to consider and take possible action on the 2022-2023 Negotiated Agreement pending OWEA ratification

Motion to approve the 2022-2023 Negotiated Agreement pending OWEA ratification.

This motion, made by Stephanie Ruttman and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

B. Receive first draft reading of proposed revisions to 2022-2023 Student Handbooks; Elementary, 6th, 7th, 8th Grade, Owasso Ram Academy and Owasso High School

IX. Teaching and Learning - Mark Officer

A. Board to consider and take possible action on Dave Stuart Consulting, LLC Agreement for professional development services.

Motion to approve Dave Stuart Consulting, LLC Agreement for professional development services. This motion, made by Rhonda Mills and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

X. District Services - Kerwin Koerner

A. Board to consider and take possible action on The Stacy Group American Institute of Architect's Services Agreement for the Track Facilities and Wellness Center renovation.

Motion to approve The Stacy Group American Institute of Architect's Services Agreement for the Track Facilities and Wellness Center renovation. This motion, made by Forrest Turpen and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

Motion to table Supplemental Schedule 1 - Wellness Center Renovation. This motion, made by Brent England and seconded by Forrest Turpen, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

Motin to table Supplemental Schedule 2 - Track Facilities. This motion, made by Rhonda Mills and seconded by Forrest Turpen, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

B. Board to consider and take possible action on Student Transfers Policy #5.20

Motion to approve Student Transfers Policy #5.20. This motion, made by Rhonda Mills and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

C. Board to consider and take possible action on Student Transfer District Procedures

Motion to approve Student Transfer District Procedures. This motion, made by Brent England and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

XI. Finance

A. Board to consider and take possible action on the Treasurer's Report for May 2022

Motion to approve Treasurer's Report for May 2022. This motion, made by Forrest Turpen and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

B. Board to consider and take possible action on a renewal quote and resolution for property, casualty and liability insurance coverage for Fiscal Year 2022-2023 with Oklahoma Schools Insurance Group

Motion to approve renewal quote and resolution for property, casualty and liability insurance coverage for Fiscal Year 2022-2023 with Oklahoma Schools Insurance Group.

This motion, made by Stephanie Ruttman and seconded by Forrest Turpen, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

XII. Human Resources

A. Board to consider and take possible action on Indian Education Enrichment Consultant Extra Duty position (Charlene Duncan)

Motion to approve Indian Education Enrichment Consultant Extra Duty position. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

B. Board to consider and take possible action on an additional travel stipend (Lisa Johnson)

Motion to approve an additional travel stipend. This motion, made by Stephanie Ruttman and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

XIII. New Business

There was no new business.

XIV. Executive Session

A. Vote to convene into executive session for the purpose of discussing the hiring of one Director of Instructional Services of Teaching and Learning and/or one High School Principal and/or one 8th Grade Center Assistant Principal as authorized by Okla.Stat.Tit.25§307(B)(1).

Motion to convene into executive session at 7:56p.m. for the purpose of discussing the hiring of one Director of Instructional Services of Teaching and Learning and/or one High School Principal and/or one 8th Grade Center Assistant Principal. This motion, made by Forrest Turpen and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

B. Acknowledge return to Open Session

Acknowledge return to open session at 8:16p.m.

C. Statement of Executive Session Minutes

During the executive session the members of the Board of Education who were present were Neal Kessler, Brent England, Frosty Turpen, Stephanie Ruttman and Rhonda Mills. Also present during the executive session was Dr. Margaret Coates. During the executive session the board members discussed the hiring of one Director of Instructional Services of Teaching and Learning and/or one High School Principal and/or one 8th Grade Center Assistant Principal. Nothing else was discussed and no votes were taken. This will constitute the minutes of the executive session.

XV. Board to consider and take possible action to hire a Director of Instructional Services of Teaching and Learning

Motion to hire Ms. Ashley Hearn as the Director of Instructional Services of Teaching and Learning. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

XVI. Board to consider and take possible action to hire an 8th Grade Center Assistant Principal

Motion to hire Ms. Sami Duffield as the 8th Grade Center Assistant Principal. This motion, made by Forrest Turpen and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

XVII. Board to consider and take possible action to hire the High School Principal

Motion to hire Ms. Tiffani Cooper as the Owasso High School Principal. This motion, made by Forrest Turpen and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

XVIII. Comments from the Public Regarding Non-Agenda Items

Each individual will have five (5) minutes to share their remarks related to the specific non-agenda item received in writing by the board minutes clerk seven (7) days prior to the board meeting date. The total time allotted to comments from the public regarding non-agenda items will not exceed fifteen (15) minutes.

A. Ron Causby

Mr. Causby was not in attendance.

XIX. Vote to Adjourn

Motion to adjourn at 8:21p.m. This motion, made by Rhonda Mills and seconded by Forrest Turpen, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

Owasso Board of Education Special Meeting
Thursday, July 7, 2022 11:30 AM Central

Board of Education Room of the Dale C. Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. Call to Order and Roll Call

Attendance Taken at 11:30 AM.

Brent England: Present
Neal Kessler: Present
Rhonda Mills: Present
Stephanie Ruttman: Present
Forrest Turpen: Present
Present: 5.

II. Pledge of Allegiance

III. Board to consider and take possible action on the proposed new Policy #1.22 Curriculum Discrimination Complaint Policy #1.22A as outlined in the attachment (Mr. Chris Barber)

Motion to approve the proposed new Policy #1.22 Curriculum Discrimination Complaint Policy #1.22A as outlined in the attachment. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

IV. Board to consider and take possible action on purchase orders (encumbrances) and changes to encumbrances for July 2022 (Mr. Phillip Storm)

2022-2023 General Fund #59-214 (Vendors) \$1,915,083.80
2022-2023 Building Fund #9-69 (Vendors) \$1,327,277.63
2022-2023 Child Nutrition Fund #1-26 (Vendors) 2,191,821.86
2022-2023 Bond Fund 31 #1-34 (Vendors) \$1,135,456.60
2022-2023 Bond Fund 33 #1 (Vendors) \$45,062.84
2022-2023 Bond Fund 35 #1-9 (Vendors) \$311,691.40
2022-2023 Bond Fund 39 #1-34 (Vendors) \$1,535,151.43
2022-2023 Bond Fund 04-BOK #1-11 (Vendors) \$2,119,725.40

Motion to approve purchase orders (encumbrances) and changes to encumbrances for July 2022. This motion, made by Brent England and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

V. Board to consider and take possible action on Human Resources transitions report for July (Ms. Lisa Johnson)

Motion to approve Human Resources transactions report for July. This motion, made by Forrest Turpen and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

VI. Board to consider and take possible action on The Stacy Group Supplemental Schedule 1 for the Wellness Center Renovation. (Mr. Kerwin Koerner)

Motion to approve the Stacy Group Supplemental Schedule 1 for the Wellness Center Renovation. This motion, made by Forrest Turpen and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

VII. Board to consider and take possible action on The Stacy Group Supplemental Schedule 2 for the Track Facilities. (Mr. Kerwin Koerner)

Motion to table The Stacy Group Supplemental Schedule 2 for the Track Facilities. This motion, made by Brent England and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

VIII. Executive Session

A. Vote to convene into executive session for the purpose of discussing the hiring of one Bailey Elementary Principal, and/or one Morrow Principal, and/or two high school Assistant Principals as authorized by Okla.Stat.Tit.25§307(B)(1).

Motion to convene into executive session for the purpose of discussing the hiring of one Bailey Elementary Principal, and/or one Morrow Principal, and/or two high school Assistant Principals as authorized by Okla.Stat.Tit.25§307(B)(1). This motion, made by Brent England and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea
Yea: 5, Nay: 0

IX. Acknowledge Board's return from executive session
Acknowledge the Board's return from executive session at 12:05p.m.

X. Statement of executive session minutes

During the executive session, the members of the Board of Education who were present were Neal Kessler, Brent England, Frosty Turpen, Stephanie Ruttman and Rhonda Mills. Also present during the executive session was Dr. Margaret Coates. During the executive session, the board members discussed the hiring of one Bailey Elementary Principal, and/or one Morrow Principal, and/or two high school Assistant Principals. Nothing else was discussed and no votes were taken. This will constitute the minutes of the executive session.

XI. Board to consider and take possible action to hire one individual for Bailey Elementary Principal (Mr. Mark Officer)

Motion to hire Lisa Welter as the Bailey Elementary Principal. This motion, made by Rhonda Mills and seconded by Stephanie Ruttman, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

XII. Board to consider and take possible action to hire one individual for Morrow Elementary Principal (Mr. Mark Officer)

Motion to hire Tyler Martin as Morrow Elementary Principal. This motion, made by Rhonda Mills and seconded by Forrest Turpen, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

XIII. Board to consider and take possible action to hire one individual for High School Assistant Principal (Mr. Mark Officer)

Motion to hire Kristi Vrska as High School Assistant Principal. This motion, made by Stephanie Ruttman and seconded by Forrest Turpen, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

XIV. Board to consider and take possible action to hire one individual for High School Assistant Principal (Mr. Mark Officer)

Motion to hire Austin Higgs as High School Assistant Principal. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

XV. **Vote to Adjourn**

Motion to adjourn at 12:13p.m. This motion, made by Forrest Turpen and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

July, 2022 Overnight/Out of State Student Activity Requests

- **August 18-20, 2022 - Varsity Volleyball Tournament - OHS Volleyball - Yukon/Westmoore, OK**
- **September 9-11, 2022 - Forest Park Cross Country Festival - OHS Cross Country - St Louis, MO**
- **September 17, 2022 - Missouri Southern Stampede Cross Country Meet - OHS Cross Country - Joplin, MO**
- **October 28-29, 2022 - Oklahoma State Cross Country Meet - OHS Cross Country - Edmond, OK**
- **November 18-19 2022 - Nike Cross South Regionals - OHS Cross Country - Woodlands, TX**



Acellus Learning System

Proposal Approval Form

SCHOOL

Acellus Teacher Training Grant Proposal

Contact ID: 279461 [change](#)

International Academy of Science is the Sole Source for these items.

Please look over the information provided below carefully. Please do not activate this proposal unless local funds are available to cover the amount to be paid by the school.

Date Issued: 06/22/2022
Proposal Number: 940881

School: Owasso Public Schools
District: Owasso Public Schools
State: OK

[Edit](#)

Contact: Ms. Charlene Duncan, Director
Phone: 918-272-5367 -
Email: charlene.duncan@owassops.org

QTY	DESCRIPTION	PRICE	EXTENDED PRICE
50	Acellus Virtual Student License - \$250/student (50 Student Minimum) <ul style="list-style-type: none"> View Course List License valid to June 30th, 2023 	\$ 250.00	\$ 12,500.00
Amount to be Paid by School:			\$ 12,500.00

Upon acceptance of this proposal your school will be given access to Acellus and an invoice will be sent.

- Click here to indicate that you have read and agree to the [Standard Purchase and License Terms](#).
- Click here to certify that you the have authority to bind the District and are signing as an authorized agent of the District.

ACCEPTED BY:

NAME:

TITLE:

EMAIL:

PO NUMBER: (Optional)

Accept this Proposal

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**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2022-2023**

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2022** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs, and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to connie.lewis@careertech.ok.gov **no later than September 30, 2022.**

Approved:

Dr. Lee Denney., Interim State Director Date

President, Board of Education Date

Superintendent of Schools Date

Owasso School System
District Name (please print)

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
 NOTICE OF ALLOCATION
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 23

SUPERINTENDENT
 OWASSO SCHOOL SYSTEM
 1501 N. ASH ST
 OWASSO, OK, 740554998

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
2.00 AG EDUCATION			\$25,484.00
3.00 FAM AND CONSUMER SCIENCES			\$18,681.00
Summer Salary	411	3811	
2.00 AG EDUCATION			\$14,640.00
State Teacher Supplement	411	3811	
2.00 AG EDUCATION			\$5,200.00
3.00 FAM AND CONSUMER SCIENCES			\$6,600.00
Total:			\$70,605.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located

Questions regarding this Notice of Allocation should be directed to Valerie McBane at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Lisa Batchelder

Chief Financial Officer
 Oklahoma Department of Career and Technology Education

7/5/2022 4:45 PM

Date

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Memorandum of Understanding
Tulsa Community College
And
Owasso Public Schools

This Memorandum of Understanding (“MOU”) between Owasso Public Schools, Owasso, Oklahoma, (“partner”), and Tulsa Community College (“TCC”), an agency of the State of Oklahoma. Its purpose is to set forth the responsibilities and obligations of the parties with regard to dual credit programs. Tulsa Community College is dedicated to serving high school students while helping to develop a seamless and accessible transition to higher education. Tulsa Community College is a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP). Established in 1999, NACEP provides standards of academic excellence, research, and advocacy. TCC has developed partnership guidelines based on NACEP standards in order to provide a valuable and credible academic experience. The TCC guidelines are available on request from the TCC Office of Dual Credit Programs. NACEP standards can be viewed at www.nacep.org.

TCC enrollment provides high school students an opportunity to earn transferable college credits while also satisfying high school course requirements through dual credit as well as an introduction to college academics and rigor. Additionally, this program provides an economical head-start through the tuition waiver program and reduced fee schedules for courses taught at community campuses, approved off-campus sites, or high school campuses during the regular school day. Through the program, students gain access to TCC writing labs, math labs, academic advisement, career advisement, libraries, clubs, organizations, and fitness centers.

1. Purpose

The purpose of this agreement is to foster increased access to college courses for high school students who have demonstrated the academic ability to complete a rigorous course of study. By using partner facilities to offer TCC courses, eligible students have an opportunity to participate in college courses during regular high school hours in a familiar environment. Students will earn high school academic credit and college credit, referred to as dual credit, as established by the Oklahoma Legislature in 70 O.S. §628.13. Any addendum shall be governed by the terms, provisions, and conditions set forth in this agreement.

2. Term

The agreement will be in continuous effect beginning in the semester in which the memorandum of understanding is signed unless terminated in writing by either institution. Either party shall have the right to terminate this MOU with or without cause by giving ninety (90) days prior written notice of intention to terminate at the end of the college semester during which the notice was provided. If the notice to terminate is received less than 90 days from the end of the college semester, then the agreement will conclude at the end of the following college semester. The parties agree to work in good faith to avoid any such termination. The rationale for the requested termination should be stated with the request, and the parties will attempt to resolve

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any disputes in a mutually satisfactory way. Any future agreements will be subject to their own terms for termination, which may differ from this memorandum of understanding.

3. Operations

A. TCC will ensure the following conditions:

- Admit high school students to the college according to the Oklahoma State Regents for Higher Education requirements.
- Offer 1000 level and 2000 level courses to a minimum of fourteen (14) pre-enrolled students.
- Hold courses open and accept enrollments to meet required minimum fourteen enrollments: minimums must be met by December 15 for spring courses and May 15 for fall courses.
- Accept course enrollments in addition to the minimum fourteen (14) students until the section fills or until the first class meeting.
- Post the Dual Credit Student Enrollment Portal and instructional video on the TCC Dual Credit Programs' web pages for participating high school districts.
- Counsel students on issues concerning academic success and higher education goals including course transferability, college majors, and pathways to Associates Degrees, or workforce certifications.
- Conduct annual training for high school counselors.
- Provide online and classroom delivered instruction for courses as agreed upon by TCC, the partner, attending districts, and appropriate external authorities.
- Endeavor to provide instructors and courses; however, TCC cannot guarantee course availability at the site.
- Provide curriculum and instructors for all TCC courses.
- Comply with the policies, practices, and procedures as outlined in the TCC faculty handbook at all times.
- Administer courses to follow a sixteen (16) week format and students will follow the established TCC calendar as it relates to add/drop dates, withdrawal dates, holidays, and unscheduled closings.
- Provide high schools with due dates for the course scheduling process. See addendums for specific program timelines.
- Provide TCC student ID cards to each concurrently enrolled student who presents a TCC ID number and photo identification at TCC Student Activities Centers. The ID card will provide students with access to all four (4) TCC libraries and online library access. Students are billed \$5.00 per semester.
- Allow students to enroll in additional courses on TCC campuses as well as in the courses taught at the off-campus site.
- All enrollments beyond the tuition waiver will be charged full TCC tuition.
- Send a password encrypted, electronic end of term grade spreadsheet to the district registrar or staff authorized to receive FERPA information.

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- Provide dual credit student orientations. Partners may attend scheduled orientations on TCC campuses, online, or students may view the dual credit orientation electronically from www.tulsacc.edu/dualcredit in the high school counselor's office.
 - Provide an early alert system via email to the district's high school counselor and/or administrator authorized to receive student information.
 - Provide ADA accommodations: TCC requires students to self-identify and submit appropriate professional documentation in accordance with the guidelines established by the Accessibility Resources Center located at 909 S. Boston Ave Room MC 331B.
 - The Director of Dual Credit Programs, TCC faculty department chairs, TCC Deans and Associate Deans, and the Associate Vice-President of Academic Affairs will review all course requests from participating high schools. Courses will be approved based on the program scope, collective resources, and available support for each course.
- B. The partner high school will ensure the following conditions:
- Ensure that each student has textbooks and instructional materials as required for each course and that no student is denied an opportunity to participate due to the inability to purchase textbooks and instructional materials.
 - Comply with the one hour and fifty minute TCC semester finals schedule.
 - Designate a representative as the liaison between the partner and TCC. The partner liaison provides program information and guidance to students, parents, and high school faculty.
 - Establish a process to confirm eligibility.
 - Support and help guide the development and integrity of the program through the partner high school principal and counselor(s).
 - Advise concurrently enrolling students on all issues concerning high school education, graduation, and college application requirements.
 - Distribute for signatures and retain the signed district's student/parent MOU (if used).
 - Communicate clearly to the parent and student regarding financial responsibilities and the college environment.
 - Ensure that students have an opportunity to enroll in courses necessary for high school graduation. TCC courses may not be available or convenient for some students so should not be depended on as the sole source for completing high school graduation requirements.
 - Include TCC courses in the high school course catalog.
 - Display TCC brochures, guides, posters, and other promotional materials that TCC provides in a designated area such as the high school guidance office.
 - Allow compliance with the TCC student policies and resources handbook during TCC class time. Note: Any student suspended or expelled from the high school will be expected to continue participating in his or her TCC class(es).
 - Provide program information and enrollment due dates to parents and students prior to registration periods.
 - Support the instructor and the student through standards set by TCC.

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- TCC campuses, including community campuses, do not close as frequently as high schools. If the high school closes and TCC does not, students will be expected to complete any homework or assigned readings and may be required to complete an online assignment, using Blackboard. Even when TCC is closed, students should keep up with the course agenda and check Blackboard for updated assignment schedules.
 - Provide an orientation for TCC faculty prior to the start of the semester if the district or partner campus is hosting TCC faculty. The orientation should include a tour of the campus, information about parking, keys to rooms, introductions to appropriate personnel, computer network passwords, IDs, and other information that may be unique to the site that faculty will need to teach their classes.
 - Provide students with adequate time to travel to and participate fully in courses and time to return to their home high school if applicable.
 - Provide, when course delivery model requires, qualified (per TCC standards) facilitators in classrooms, access to computer labs, and access to tutoring services. See addenda for specific program requirements.
 - Request all course additions or program changes in writing to the TCC Dual Credit Programs office.
 - Fall semester requests should be submitted by February 15th. Spring semester requests should be submitted by September 15th.
 - English courses require a minimum of 14 enrollments and a maximum of 20 enrollments per section. All other courses require a minimum of 14 and a maximum set by the discipline and faculty. All enrollment maximums are additionally based on the ability to provide a collegiate environment.
 - Course change requests and program requests should include the rationale for the additional course, any extenuating circumstances surrounding the request; the number of students qualified and expected to enroll in the course, and the availability of specialized equipment/labs if appropriate. The requests will be reviewed and newly approved courses may be offered in the following semester.
- C. Obligations of both TCC and Partner:
- Attend an annual senior leadership meeting.
 - Collaborate to provide program information, communication, promotional materials, and activities.
 - Collaborate to articulate curricula between the high school and the college.
 - Collaborate to develop a two-year pathway of academic course offerings. The course schedule will be reviewed annually.
 - Collaborate when advising a concurrently enrolled student to ensure that the student is apprised of all education options.
 - Attend scheduled dual credit updates and counselor summit.

D. High School Concurrently Enrolled Students Will:

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- Meet the minimum requirements as set forth by the Oklahoma State Regents for Higher Education. Admission and enrollment requirements are posted at www.tulsacc.edu and accompany the enrollment form.
- Complete the online TCC college admission application one week prior to enrollment.
- Enroll using the Dual Credit Student Enrollment Portal www.tulsacc.edu/dualcredit.
- Pay course fees and materials used via Bb for all courses at any TCC Bursar office or online.
- Pay full tuition incurred beyond the maximum tuition waiver amount.
- Assume responsibility for course materials.
- Complete a student orientation in person, online, or with a high school counselor via TCC's orientation presentations and materials.
- Assume all responsibility for personal actions during transportation to the course delivery sites and during the return to the home high school.
- Comply with the TCC student policies and resources as outlined in the TCC Student Code of Conduct (<http://www.tulsacc.edu/student-resources/student-handbook>) during TCC class time.
- Behave in the same manner as any student enrolled and participating in a college course as written in the TCC Student Code of Conduct available on the TCC website.
- Assume responsibility for any malicious destruction of property, equipment and materials belonging to the host concurrent delivery site and/or TCC.
- Read the district's student/parent MOU if required by the district (to be retained at the high school counselor's office).
- Participate as required and outlined in the course syllabus.
- Check the television, radio, and TCC Alerts for class cancellations due to unforeseen situations (weather), and log onto TCC Blackboard to complete any assignments.
- Assume responsibility for reporting grades to appropriate high school staff.

4. Financial Arrangements

- Students will pay the one-time admission fee of \$20.00 with the first semester enrollment.
- TCC will waive tuition via the state of Oklahoma and TCC's tuition waiver programs.
- TCC Financial Aid will apply the juniors' tuition waiver for a maximum of twelve (12) credit hours per semester beginning the summer after the 10th grade. The student must meet all OSRHE policy regulations for high school student early enrollment including being on track for graduation from high school in the spring of their senior year.
- TCC Financial Aid will apply the seniors' tuition waiver for a maximum of eighteen (18) credit hours during the three senior semesters of concurrent eligibility beginning the summer after 11th grade. The student must meet all OSRHE policy regulations for high school student early enrollment including being on track for graduation from high school in the spring of their senior year.

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- All courses are charged Oklahoma State Regents for Higher Education mandatory course fees regardless of delivery mode or location.
- Partners may set up third-party billing with the TCC bursar to eliminate student barriers.
 - Participating third-party billing high schools will be billed for all students on the TCC rosters after the semester drop date. Consult the TCC academic calendar for semester dates.
 - Students are not eligible to receive a federal T-1098 tuition statement for education credit for any amounts remitted by the district via 3rd party billing

5. Liability

Each party to this Agreement will be responsible for its own negligent acts or omissions and those of its employees, officers, volunteers or agents in the performance of this Agreement. Neither party will be considered the agent of the other nor does either party assume any responsibility to the other party for the consequences of any act or omission of any person or entity not a party to this Agreement. The terms of this provision shall survive the termination of the Agreement.

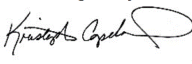
Both parties recognize that this is a programmatic agreement and does not afford TCC control of over any District property, therefore the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act does not apply to District property utilized under this agreement.

6. Independent Capacity

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

Official Signatures

We agree to the conditions and responsibilities and indicate by our signatures our commitment to provide quality dual credit enrollment courses for our students.

DocuSigned by:

 D69EBC39220A495...

Dr. Kristopher Copeland, Assoc. Vice-
 President Academic Affairs
 Tulsa Community College

Date: 7/11/2022

School Board President or Superintendent
 Participating school or district

Date:

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MOU Addendum:

Precalculus Learning Community (PCLC)

In cooperation with the high school mathematics department, Tulsa Community College is offering eligible high school juniors and seniors the opportunity to earn three hours of college Mathematics (transferable to state universities) while at the same time satisfying their high school Mathematics requirement. The goal is for all students who take the Precalculus Learning Community (PCLC) class to successfully complete a TCC Pre-Calculus I Math 1513 course the following semester.

Tulsa Community College Responsibilities

- Meet with the district and high school administrations to review the MOU and addendums.
- Provide the high school with PCLC curriculum and objectives, which will be used during the fall semester to prepare students for the pre-calculus I course.
- Conduct an on-site or virtual information session during the first week(s) of the PCLC class.
- Provide a TCC Math faculty liaison to review the PCLC course materials with the high school math teacher and to provide support throughout the semester.
- Provide a 16-week online section of Pre-Calculus I Math 1513, taught by a TCC faculty who will communicate with the high school support instructor throughout the semester.
- Reserve seats for the PCLC students who meet admissions and enrollment criteria, who earn a C or better in PCLC, and who enroll by January 3 for spring semester.
- Process the high school junior or senior tuition waiver for all concurrent high school students as applicable.

High School District Responsibilities

- Follow the PCLC procedural timeline.
- Meet with the TCC dual credit director and high school administrations to review the MOU and addendum.
- Work with high school math teacher to identify students who want to go to college and who have a strong work ethic but who don't yet have the academic and/or study skills needed to succeed in a college-level math class.
- Communicate student deadlines for admission, enrollment, and payment to students.
- Recruit a qualified and interested math teacher to deliver the preparatory curriculum and to provide support for the online MATH 1513 class the following semester.
- Provide a dedicated class period and space for both PCLC and online MATH 1513.
- Send the math teacher's name and contact information to the Director of Dual Credit Programs by June 1.
- Notify the Director of Dual Credit Programs of any personnel changes during the semester and arrange for the new teacher to meet with the TCC faculty liaison.
- Provide students with computers and Internet access during the dedicated class period. Note: IT departments will need to assist students with technology issues when they take MATH 1513.
- Ensure that qualified students have access to course material, software, and textbooks.

High School Teacher responsibilities

- Send the PCLC class roster to the Dual Credit office by the second week of the semester
- Teach the PCLC math class:

- Meet with the TCC faculty liaison before the semester to review course curriculum, materials, and updates
- Attend TCC math faculty meeting/professional development activity, when offered
- Communicate regularly with the TCC faculty liaison throughout the semester
- Notify the TCC faculty liaison of any students who are not ready to take Math 1513
- Make sure students participate in/watch the video of the dual credit student orientation.
- Become familiar with Blackboard and other TCC technology.
- Provide supplemental instruction and or individual tutoring to reinforce the course's learning outcomes.
- Take attendance during both semesters' dedicated class periods.
- Check Bb grades once a week and alert the high school counselor if a student's grade drops below 70%.
- Counsel failing students into an on-level high school class.
- Support the TCC Student handbook, the TCC professor's syllabus, and the grading standards.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, the high school teacher will work with the TCC professor to dismiss students who consistently disrupt the designated study time.
- Avoid intervening in the student's day-to-day assignments. Although the course is taking place at a high school, students are expected to work independently during the dedicated class period and to behave as responsible college students.
- Assist with time management, study skills, and technology issues.
- Communicate regularly with the MATH 1513 professor
- Follow best practices for tutoring.

Student Responsibilities

- By week 14 of the preparatory semester, students must qualify for and enroll in the Tulsa Community Dual Credit program. Acceptance into the program requires
 - Junior or Senior status in high school
 - On-track for high school graduation with peer group
 - Enrolled in no more than 19 credit hours combined high school and college classes per semester
 - Demonstrate admission eligibility in one of the following ways:
 - ACT, Pre-ACT composite of 19 or above [ACT college code #3441]
 - SAT, PSAT10, PSAT -NMSQ composite of at least 990 [SAT college code # 6839]
 - H.S. GPA of 3.0 or above for an Oklahoma accredited high school
 - take the on-campus/residual ACT at TCC's Northeast Campus testing center—call 918-595-7594 for information and guidelines
- Successfully complete PCLC math course. Students earning a C or better in PCLC meet the placement criteria to enroll in the instructor designated section of online MATH 1513 only; the grade does not work for placement in any other section of MATH 1513. For any other Math 1513 class, students must demonstrate enrollment eligibility in one of the following ways:
 - ACT Math score of 19 or above
 - SAT Math score of 510 or above
 - Accuplacer range (see testing center)
 - unweighted High School GPA 3.4 (Jrs. 4 sem. transcript; Srs. 5 sem. transcript)
- Enroll in the designated section by January 3rd for spring semester. ***After this deadline, the MATH 1513 will be open to other high school students.***
- Sign the faculty association letter (student and parent)
- Complete a FERPA Student Records Release Form to allow communication between TCC and the high school instructor.

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- Attend TCC’s mandatory dual credit student orientation before or during Math 1513

TCC student FERPA waiver

Student records at Tulsa Community College are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 as Amended in 1995. The Act affords students certain rights with respect to their educational records.

- These rights include the right of students to request access to their personal records and also the right to request the amendment of the student's education records that the student believes are inaccurate.
- The student must submit in writing a request precisely noting the record for review.
- Additionally, students have the right to consent of disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Act affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office, U.S. Department of Education 400 Maryland Ave, SW Washington, DC 20202-4605

In order to release information to a third party, a FERPA Release Form must be on file in the student's record.

The link below may be completed online or printed. Please release academic records to the high school mathematics teacher and or student support teacher and the TCC Pre-calculus I Learning Community mathematics personnel. You may return the form via your student TCC email account, fax w/ photo ID, or go to West Campus Enrollment Services, 7505 W. 41st Street, Tulsa, OK, FAX 918-595-8130.

https://www.tulsacc.edu/sites/default/files/file_attachments/ferpa_4-19-2018.pdf

Student Name	Student Signature	Date
Parent Name	Parent Signature	Date

Your student has been identified as a candidate for the Precalculus Learning Community course, a high school class that prepares students to succeed in a Tulsa Community College MATH 1513 course. This letter is to inform you about this opportunity.

Precalculus Learning Community is a class developed by college and high school math faculty with the goal of ensuring high school students are prepared for college-level mathematics. Many high school graduates do not meet the criteria to take a college-level math class and therefore have to take developmental studies or remedial classes during their first year at college. While taking Precalculus Learning Community does not guarantee that a student will be able to take MATH 1513 the following semester, students who take the class will be challenged to improve their math skills so they can avoid costly developmental studies courses.

The Precalculus Learning Community class helps prepare students for MATH 1513 by asking students to practice some of the same math concepts they will be asked to complete in MATH 1513. High school teachers will also

- Enforce strict deadlines for late work
- Require students spend time studying outside of class
- Review challenging learning outcomes from the precalculus curriculum
- Focus on time management skills
- Consult with a TCC math professor about learning outcomes and student progress

The high school instructor will continue to help students succeed in an online MATH 1513 class the following semester by providing tutoring, technology support, and encouragement. Although students will have a dedicated class period to work on MATH 1513, they are expected to work independently and to behave as responsible college students. The professor will follow college policies regarding attendance, academic freedom, and grades, and the high school teacher will reinforce college policies (including the professor's syllabus policies), take daily attendance, and ensure that the classroom environment is conducive to studying. Students who complete MATH 1513 successfully will have three hours of college credit, transferable to most colleges and universities and required of almost all degree programs.

If you would like your student to participate in this opportunity, please discuss the overview of student responsibilities and the project timeline with him or her. If he or she is interested, please sign and return this letter to your high school counselor.

Dear Student,

Congratulations! You are enrolled in Tulsa Community College. High school students who successfully complete TCC courses will earn college credit and—more importantly—will develop skills needed to succeed in future college classes. To help you succeed as a college student, this letter outlines some key differences between college and high school classes. These differences will also be reflected in the syllabus for each of your classes. The syllabus presents your professor’s specific policies, teaching methods, and deadlines for assignments, so be sure to read it carefully.

First, we want you to know that many students experience a drop in their grades during their first year of college because college professors determine grades differently than high school teachers. While effort, improvement, and good attendance all contribute to a student’s success in college, college grades are based primarily on how much a student learns and on how well he or she demonstrates that learning in a few major assignments. In a typical class, students must demonstrate an exceptionally high level of learning to earn A’s and B’s. The course syllabus will explain how you will be graded.

Second, most college courses require students to spend approximately six hours a week outside of class studying and completing assignments. Some students may master the material more quickly than others, but most need to manage their time so that they can meet this requirement. Students who have a demanding job or numerous extracurricular activities may have to forgo some social and family time to succeed in their classes.

Third, professors have the academic freedom to create their courses and to determine standards for their classes. (Please see the academic freedom statement below.) In some cases, course content may include sensitive political, cultural, and religious topics as well as controversial texts (readings, artwork, films, etc.). Students can expect to engage with and think critically about ideas and perspectives that may be different from their own and that may be challenging and uncomfortable.

Fourth, TCC faculty members are employed by TCC, so your high school administration does not play a role in dealing with any issue involving college professors. If you have concerns or questions about a professor’s teaching or grading, you should first schedule an appointment to talk to the professor. In most cases, the professor can address your concerns and questions and will help you succeed in the class. If talking to your professor does not alleviate your concerns, you can contact the appropriate faculty chair, whose contact information is on the course syllabus.

Finally, the Family Educational Rights and Privacy Act (FERPA) obligates college professors to protect the privacy rights of our students. Even when students waive their right to privacy, many professors feel strongly that students need to take responsibility for their own learning. Students in this class, therefore, should be mature and independent enough to discuss any concerns or problems with the instructor. If you want or need to share your grades on Blackboard, they will be updated after each major assignment, but you alone are responsible for monitoring your academic progress in this class and for contacting your professor if you have any concerns.

TCC faculty who teach concurrent enrollment courses are familiar with many of the challenges associated with this age group and are willing to work hard in helping students meet those challenges. We hope this class helps you meet your academic goals.

Sincerely,
TCC Faculty

Statement on Academic Freedom

“The U.S. Supreme Court recognizes a First Amendment right of institutional as well as individual academic freedom: “It is the business of a university to provide that atmosphere which is most conducive to speculation, experiment, and creation. It is an atmosphere in which there prevail ‘the four essential freedoms’ of a university – to determine for itself on academic grounds who may teach, what may be taught, how it shall be taught, and who may be admitted to study” [stated by Justice Felix Frankfurter in *Sweezy v. New Hampshire* (354U.S. 234 1957) and Justice Lewis Powell in *Regents of the University of California v. Bakke* (438 U.S. 265 1978)].

I have read and understand all the information presented in this letter.

Student Name [print]

Student Signature

Parent Name [print]

Parent Signature

The Precalculus Learning Community Timeline

March-April

- High schools indicate interest in offering/continuing to offer PCLC fall semester the following academic year
 - Schools offering the course for the first time will meet with the Dual Credit faculty chair and/or the Dual Credit Program director
 - High schools who have offered the course for at least one semester may discuss curriculum changes with the PCLC Math lead Professor.
- High schools identify students
 - High school math faculty should recruit current sophomores and juniors during the high school scheduling period.
 - High school sends letters to parents about the PCLC class
- High schools offering a spring semester PCLC class provide number of students earning a C or better in March. (For scheduling purposes, Dual Credit needs to know approximately how many students will be enrolling in Math 1513.)
 -

May-August:

- High school sends the math teacher's name(s) and contact information to the Director of Dual Credit Programs **no later than June 1**.
- HS math teacher meets with TCC faculty liaison to review curriculum.

August-October:

- HS teacher sends Dual Credit office a roster of students in PCLC.
- TCC faculty liaison meets with PCLC students, virtually or in person.
- HS math teacher communicates regularly with TCC faculty liaison.
- If offering the online instructor-supported Math 1513 fall semester for spring PCLC students, the students will complete TCC's dual credit orientation.

October-December

- HS teacher sends Dual Credit office number of students earning a C or better on October 1 (For scheduling purposes, Dual Credit needs to know approximately how many students will be taking Math 1513.)
- Students apply to TCC's Dual Credit program (<https://www.tulsacc.edu/programs-courses/dual-credit-programs>).
- Students complete additional testing, if necessary.
- Students enroll in designated online Math 1513. All students may enroll at this point, but any student who does not earn a C or better and receive the recommendation of the HS teacher will be removed from the class in January.
- HS teacher provides a final headcount of students eligible, no later than **Dec. 15**; spring semester PCLC instructors provide headcount—number of students enrolled in spring PCLC.

January-February

AY 2022-2023

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- HS sends fall semester transcript by January 10th for each Math 1513 student to demonstrate all students meet placement criteria for Math 1513; TCC will de-enroll students who were projected to earn a C but did not.
- students complete TCC's dual credit orientation.
- MATH 1513 professor meets virtually or in person with students.
- TCC faculty liaison meets with any spring semester PCLC classes.
- HS math teacher helps students adjust to the professor's expectations.

March

Students pay Bursar

MOU Addendum:

College Preparatory English

In cooperation with the high school English department, Tulsa Community College is offering eligible high school students (second-semester sophomores, juniors, and/or seniors) the opportunity to earn three hours of college English (transferable to state universities) while at the same time satisfying their high school English requirements. The goal is for all students who take the College Preparatory English (CPE) class to successfully complete a TCC English 1113 course the following semester.

Tulsa Community College Responsibilities

- Meet with the district and high school administrations to review the MOU and addenda.
- Provide the high school with CPE curriculum, which includes a syllabus, selected readings, assignments, and grading rubrics.
- Conduct an on-site or virtual information session during the first week(s) of the CPE class.
- Provide a TCC English faculty liaison to review the CPE course materials with the high school English teacher and to provide support throughout the semester.
- Provide a 16-week online section of ENGL 1113, taught by a TCC faculty who will communicate with the high school support instructor throughout the semester.
- Reserve seats for the CPE students who meet admissions and enrollment criteria, who earn a C or better in CPE, and who enroll by January 3 for spring semester, by May 30 for fall semester.
- Process the junior or senior tuition waiver for all concurrent high school students as applicable.

High School District Responsibilities

- Follow the CPE procedural time-line.
- Meet with the TCC dual credit director and high school administration to review the MOU and addendum.
- Work with high school English faculty to identify students who want to go to college and who have a strong work ethic but who don't yet have the academic and/or study skills needed succeed in a college-level English class.
- Communicate the deadlines for admission, enrollment, and payments to the students.
- Recruit a qualified and interested English teacher to deliver the curriculum and to provide support for the online English 1113 class the following semester.
- Provide a dedicated class period and space for both CPE and online English 1113.
- Send the English teacher's name and contact information to the Director of Dual Credit Programs by June 1.
- Notify the Director of Dual Credit Programs of any personnel changes during the semester and arrange for the new teacher to meet with the TCC faculty liaison.
- Enforce the 25 student maximum enrollment in the course. To teach this course effectively, instructors must work with no more than 25 students each semester. If all 25 students place into English 1113 successfully, TCC will provide seats for all students who meet the deadline for enrollment.
- Grant the teacher professional development time during the semester to participate in a grade norming session
- Review the English teacher's lesson plans as needed to ensure he/she is adhering to the CPE curriculum
- Provide students with computers and Internet access during the dedicated class period. Note: IT departments will need to assist students with technology issues when they take English 1113.

- Ensure that qualified students have access to course materials. Neither the CPE nor the English 1113 class uses a textbook; however, students will need to print and/or photocopy online readings and other materials.

High School Teacher responsibilities

- Send the CPE class roster to the Dual Credit office by the second week of the semester
- Teach the CPE English class:
 - Meet with the TCC faculty liaison before the semester to review course curriculum, materials
 - Attend TCC English faculty meeting/professional development activities
 - Follow the curriculum closely and discuss any variations with the TCC faculty liaison
 - Communicate regularly with the TCC faculty liaison throughout the semester
 - Share a selection of graded assignments with the liaison twice during the semester
 - Notify the TCC faculty liaison of any students who are not ready to take English 1113
- Make sure students participate in/watch the video of the dual credit student orientation.
- Become familiar with English 1113 Blackboard site and other TCC technology.
- Print the TCC professor's syllabus, major assignments, and other materials.
- Go over the professor's syllabus with the students during the first week.
- Review the professor's handouts, assignment sheets, and grading rubrics with students and be familiar with other materials posted in Blackboard.
- Provide supplemental instruction and/or individual tutoring to reinforce the course's learning outcomes.
- Monitor student progress by taking attendance during both semesters' dedicated class periods.
- Check Bb grades once a week and alert the high school counselor if a student's grade drops below 70%
- Counsel failing students into an on-level high school class.
- Support the TCC Student handbook, the TCC professor's syllabus, and the grading standards.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, the high school teacher will work with the TCC professor to dismiss students who consistently disrupt the designated study time.
- Avoid intervening in the student's day-to-day assignments. Although the course is taking place at a high school, students are expected to work independently during the dedicated class period and to behave as responsible college students.
- Assist with time management, study skills, and technology issues.
- Communicate regularly with the English 1113 professor.
- Follow best practices for tutoring.

Student Responsibilities

- By week 14 of the preparatory semester, students must qualify for and enroll in the Tulsa Community Dual Credit program. Acceptance into the program requires
 - Junior or Senior status in high school
 - On-track for high school graduation with peer group
 - Enrolled in no more than 19 credit hours combined high school and college classes per semester
 - Demonstrate admission eligibility one of the following ways:
 - ACT, Pre-ACT composite of 19 or above [ACT college code #3441]
 - SAT, PSAT10, PSAT -NMSQ composite of at least 990 [SAT college code # 6839]
 - H.S. GPA of 3.0 or above for an Oklahoma accredited high school
 - take the on-campus/residual ACT at TCC's Northeast Campus testing center—call 918-595-7594 for information and guidelines.
- Successfully complete CPE. Students earning a C or better in CPE meet the placement criteria to enroll in the designated online section of English 1113 only; the grade does not work for placement in any other

section of English 1113. For any other English 1113 class, students must demonstrate enrollment eligibility one of the following ways:

- ACT reading score of 19 or above
 - SAT reading / writing score of 510 or above
 - Six-semester high school GPA of 3.2 (applies to seniors only)
 - Appropriate score on TCC's placement tests (tests can be taken for free, twice a semester)
- Enroll in the designated section of online English 1113 by January 3rd for spring semester, May 30th for fall semester. **After these deadlines, the English 1113 will be open to other high school students.**
 - Sign the faculty association letter (student and parent).
 - Complete a FERPA Student Records Release Form to allow communication between TCC and the high school instructor.
 - Attend the mandatory TCC dual credit student orientation before or during English 1113

TCC student FERPA waiver

Student records at Tulsa Community College are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 as Amended in 1995. The Act affords students certain rights with respect to their educational records.

- These rights include the right of students to request access to their personal records and also the right to request the amendment of the student's education records that the student believes are inaccurate.
- The student must submit in writing a request precisely noting the record for review.
- Additionally, students have the right to consent of disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Act affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office, U.S. Department of Education 400 Maryland Ave, SW Washington, DC 20202-4605

In order to release information to a third party, a FERPA Release Form must be on file in the student's record.

The link below may be completed online or printed. Please release academic records to the high school English teacher and/or student support teacher and to the TCC English faculty liaison . You may return the form via your student TCC email account, fax w/ photo ID, or go to West Campus Enrollment Services, 7505 W. 41st Street, Tulsa, OK, FAX 918-595-8130.

https://www.tulsacc.edu/sites/default/files/file_attachments/ferpa_4-19-2018.pdf

Student Name	Student Signature	Date
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Parent Name	Parent Signature	Date
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College Preparatory English
Letter to parents

Dear Parent/Guardian,

Your student has been identified as a candidate for the College Preparatory English course, a high school class that prepares students to succeed in a Tulsa Community College ENGL 1113 course. This letter is to inform you about this opportunity.

College Preparatory English is a class developed by college and high school English faculty with the goal of ensuring high school students are prepared for college-level reading and writing. Many high school graduates do not meet the criteria to take a college-level English class and therefore have to take developmental studies or remedial classes during their first year at college. While taking College Preparatory English does not guarantee that a student will be able to take English 1113 the following semester, students who take the class will be challenged to improve their reading and writing so they can avoid costly developmental studies courses.

The College Preparatory English class helps prepare students for English 1113 by asking students to complete some of the same reading and writing assignments they will be asked to complete in English 1113. High school teachers will also

- Enforce strict deadlines for late work
- Require students spend approximately 4 hours a week studying outside of class
- Emphasize critical reading strategies needed for college-level courses
- Assign challenging texts that students will read, summarize, and analyze
- Teach specific writing skills students will use in college English classes
- Consult with a TCC English professor for guidance on grading standards

The high school instructor will continue to help students succeed in an online English 1113 class the following semester by providing tutoring, technology support, and encouragement. Although students will have a dedicated class period to work on English 1113, the professor will follow college policies regarding attendance, academic freedom, and grades, and the high school teacher will reinforce college policies (including the professor's syllabus policies), take daily attendance, and ensure that the classroom environment is conducive to studying. Students who complete English 1113 successfully will have three hours of college credit, transferable to most colleges and universities and required of almost all degree programs.

If you would like your student to participate in this opportunity, please discuss the overview of student responsibilities and the project timeline with him or her. If he or she is interested, please sign and return this letter to your high school counselor.

Dear Student,

Congratulations! You are enrolled in Tulsa Community College. High school students who successfully complete TCC courses will earn college credit and—more importantly—will develop skills needed to succeed in future college classes. To help you succeed as a college student, this letter outlines some key differences between college and high school classes. These differences will also be reflected in the syllabus for each of your classes. The syllabus presents your professor’s specific policies, teaching methods, and deadlines for assignments, so be sure to read it carefully.

First, we want you to know that many students experience a drop in their grades during their first year of college because college professors determine grades differently than high school teachers. While effort, improvement, and good attendance all contribute to a student’s success in college, college grades are based primarily on how much a student learns and on how well he or she demonstrates that learning in a few major assignments. In a typical class, students must demonstrate an exceptionally high level of learning to earn A’s and B’s. The course syllabus will explain how you will be graded.

Second, most college courses require students to spend approximately six hours a week outside of class studying and completing assignments. Some students may master the material more quickly than others, but most need to manage their time so that they can meet this requirement. Students who have a demanding job or numerous extracurricular activities may have to forgo some social and family time to succeed in their classes.

Third, professors have the academic freedom to create their courses and to determine standards for their classes. (Please see the academic freedom statement below.) In some cases, course content may include sensitive political, cultural, and religious topics as well as controversial texts (readings, artwork, films, etc.). Students can expect to engage with and think critically about ideas and perspectives that may be different from their own and that may be challenging and uncomfortable.

Fourth, TCC faculty members are employed by TCC, so your high school administration does not play a role in dealing with any issue involving college professors. If you have concerns or questions about a professor’s teaching or grading, you should first schedule an appointment to talk to the professor. In most cases, the professor can address your concerns and questions and will help you succeed in the class. If talking to your professor does not alleviate your concerns, you can contact the appropriate faculty chair, whose contact information is on the course syllabus.

Finally, the Family Educational Rights and Privacy Act (FERPA) obligates college professors to protect the privacy rights of our students. Even when students waive their right to privacy, many professors feel strongly that students need to take responsibility for their own learning. Students in this class, therefore, should be mature and independent enough to discuss any concerns or problems with the instructor. If you want or need to share your grades on Blackboard, they will be updated after each major assignment, but you alone are responsible for monitoring your academic progress in this class and for contacting your professor if you have any concerns.

TCC faculty who teach concurrent enrollment courses are familiar with many of the challenges associated with this age group and are willing to work hard in helping students meet those challenges. We hope this class helps you meet your academic goals.

Sincerely,
TCC Faculty

Statement on Academic Freedom

“The U.S. Supreme Court recognizes a First Amendment right of institutional as well as individual academic freedom: “It is the business of a university to provide that atmosphere which is most conducive to speculation, experiment, and creation. It is an atmosphere in which there prevail ‘the four essential freedoms’ of a university – to determine for itself on academic grounds who may teach, what may be taught, how it shall be taught, and who may be admitted to study” [stated by Justice Felix Frankfurter in *Sweezy v. New Hampshire* (354U.S. 234 1957) and Justice Lewis Powell in *Regents of the University of California v. Bakke* (438 U.S. 265 1978)].

I have read and understand all the information presented in this letter.

Student Name [print] _____ Student Signature _____

Parent Name [print] _____ Parent Signature _____

The College Preparatory English Timeline

March-April

- High schools indicate interest in offering/continuing to offer CPE fall semester of the following academic year
 - Schools offering the course for the first time will meet with the Dual Credit faculty chair and/or the Dual Credit Program director
 - High schools who have offered the course for at least one semester may discuss curriculum changes with the Dual Credit faculty chair.
- High schools identify students
 - High school English faculty should recruit current sophomores and juniors during the high school scheduling period.
 - High school sends letters to parents about the CPE class
- High schools offering a spring semester CPE class provide number of students earning a C or better in March. (For scheduling purposes, Dual Credit needs to know approximately how many students will be taking English 1113.)

May-August

- High school sends the English teacher's name(s) and contact information to the Director of Dual Credit Programs **no later than June 1**.
- HS English teachers meet with TCC faculty liaison to review curriculum.
- HS English teacher provides his/her course syllabus and agenda to the TCC faculty liaison for review no later than the week before the semester begins.
- If offering the online instructor-supported English 1113 fall semester for spring CPE students, the students will complete TCC's dual credit orientation.

August-October

- HS teacher sends Dual Credit office a roster of students enrolled in CPE.
- TCC faculty liaison meets with CPE students, virtually or in person.
- HS English teacher communicates regularly with TCC faculty liaison.
- HS English teachers participates in grade norming session with TCC English faculty.
- HS English teachers share samples of graded assignments.

October-December

- HS teacher sends Dual Credit office number of students earning a C or better (For scheduling purposes, Dual Credit needs to know approximately how many students will be enrolling in English 1113.)
- Students apply to TCC's Dual Credit program (<https://www.tulsacc.edu/programs-courses/dual-credit-programs>).
- Students complete additional testing, if necessary.
- HS English teachers share samples of graded assignments.
- Students enroll in designated online English 1113. All students may enroll at this point, but any student who does not earn a C or better and receive the recommendation of the HS teacher will be removed from the class in January.
- If the high school is offering the CPE course during the spring semester, they should identify the following students: (1) juniors or seniors who did not complete Composition I with a C or better in a fall

course, (2) students who are taking CPE class but who are not eligible for Composition I enrollment, and/or (3) sophomores who want to take Composition I in the summer or fall after the 10th grade.

- HS teacher provides a final headcount of students eligible, no later than **Dec. 15**; spring semester PCLC instructors provide headcount—number of students enrolled in spring PCLC.

January-February

- HS sends fall semester transcript by January 10th for each English 1113 student to demonstrate all students meet placement criteria for Math 1113; TCC will de-enroll students who were projected to earn a C but did not.
- HS English teacher enrolls in English 1113 Blackboard site.
- Students complete TCC's dual credit orientation.
- English 1113 professor meets with students, in person or virtually
- TCC faculty liaison meets with any spring semester CPE classes.
- HS English teacher helps students adjust to the professor's expectations.

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MOU Addenda

TCC Online Courses with High School instructor support

In cooperation with the high school, Tulsa Community College (TCC) is offering eligible high school juniors and seniors the opportunity to earn college credit while at the same time satisfying their high school graduation requirements. The goal of this collaboration is for all students involved to successfully complete (grade of C or above) a TCC online general education course(s).

TCC Responsibilities

- Meet with the district and high school administrations to review the MOU and addenda.
- Provide the high school with TCC admissions qualifications for concurrent students.
- Provide the high school with TCC qualifications for course enrollment.
- Provide an annual dual credit student orientation at a TCC campus.
- Conduct an on-site student information session, at the beginning of the semester.
- Provide 16-week online sections of general education college courses provided minimum enrollment requirements are met.
- Provide a TCC professor to deliver the online course(s).
- Provide early alerts to high school counselors authorized to receive FERPA information (early alerts sent when faculty reply to bi-weekly early alert requests).
- Provide semester grades to the district staff authorized to accept electronic FERPA reports.
- Meet with potential students and parents at Dual Credit to College Degree information meetings organized by the high school.

TCC Professor Responsibilities:

- Meet with high school instructor and/or faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
- Communicate with the high school instructor frequently throughout the semester—once a week the first four weeks of the semester, less frequently after.
- Follow college syllabus template and departmental standards.
- Provide grade updates after every major graded assignment.
- Grade and return work in a reasonable amount of time (no more than two weeks for essays, less for other assignments).
- Incorporate best practices for engaging students in online classes.
- Create a column in Blackboard called “Grade to Date” or “Eligibility.” This column will help students demonstrate eligibility for extracurricular activities. (Note: this saves faculty time, is not a violation of FERPA, and ensures the high school has accurate information about grades).
- Update the grade book either by indicating each student’s letter grade (A, B, C, D, F) or by indicating the student is passing (P) or in danger of failing (F). High school students taking college classes must maintain a C average to continue taking college classes, so high school students earning below a C may be in danger of failing.
- Report students who are in danger of failing (i.e. whose grade drops below a 70%) either by responding to the Early Alert email from the CE office and/or by following college protocol.

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High School District Responsibilities

- Meet with the TCC concurrent enrollment director and high school administrations to review the MOU and addenda.
- Identify students who express a desire to go to college, who have sufficient time to complete assignments outside of class time (minimum 9 hours a week per 3 credit hour online course) and who meet admission and enrollment qualifications for concurrent students.
- Communicate student deadlines for admission, enrollment, and payment to students.
- Commit by June 1 to a support instructor for the full year.
- Provide a qualified high school teacher or support staff to work with students during scheduled class meeting times.
 - English courses require support instructors with strong writing skills.
 - Math courses require a certified high school math teacher (B.S. in Mathematics).
- Notify the director of concurrent enrollment of any personnel changes and arrange for the new instructor to come to TCC for orientation and training.
- Provide the support instructor with the required textbooks and/or ancillary materials (e.g., MyMathLab)
- Ensure high school support instructor communicates regularly with TCC faculty and follows the requirements for effective student support.
- Provide adequate safety and security while faculty and students are at the site. This includes posting and practicing emergency evacuation as well as collaboration with TCC police.
- Provide a dedicated space for 20 to 30 students to support students in the online class during the TCC academic semester.
- Provide a dedicated class period within the regular school day and ensure that students attend the scheduled class time.
- Display physical evidence in a designated area such as outside the door to the TCC classroom that identify the site as a TCC course site. TCC provides brochures, guides, posters, and promotional materials.
- Provide students with computers and Internet access during the dedicated class period.
- Provide internet access, including website access, TCC library and database access, computer hardware, and software at the site as is required for the college courses' delivery and instruction.
- Provide a collegiate environment free from classroom interruptions. This includes announcements, staff entering the classroom, classroom orderliness, and room changes, and faculty access to the facility at least 20 minutes prior to class start times.
- Comply with the one hour and fifty-minute TCC semester finals schedule.
- Designate a representative as the liaison between the partner and TCC. The partner liaison provides marketing, program information, and notification to potential students in all area districts.
- Support and help guide the development and integrity of the program.
- Support the instructor and the student through standards set by TCC.
- Allow the concurrently enrolled students to comply with the TCC student policies and resources handbook during TCC class time. Note: Any student suspended or expelled from the high school will be expected to continue participating in his or her TCC class(es).
- Ensure that qualified students have access to course materials. Note: Photocopying portions of a textbook is a copyright violation. Students should be responsible for purchasing, printing, and/or borrowing assigned texts.

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- Grant students dual credit for all college courses per OK SB290.
- Optional: Set up third party billing with the TCC Bursar.

High School Support Instructor Responsibilities All Courses

- Attend TCC faculty's meeting/professional development activity.
- Become familiar with Blackboard and other TCC technology.
- Meet with TCC professor and/or full-time faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
- Take attendance each class period and let the course instructor know if students miss more than three hours of class.
- Provide supplemental instruction and/or individual tutoring to reinforce the course's learning outcomes.
- Assist with time management, study skills, and technology issues
- Read the texts students are required to read and study the professor's handouts and assignment sheets.
- Avoid intervening in the student's day-to-day work. Although the course is taking place at a high school, students are expected to work independently and to behave as responsible college students.
- Monitor student progress by checking Bb grades throughout the semester.
- Provide impromptu tutoring and instruction on an as-needed basis.
- Alert the student and the high school counselor if the student's grade drops below 70%.
- Counsel failing students into an on-level high school class.
- Support the TCC professor's syllabus and TCC student Handbook.
- Communicate regularly with course instructor.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, work with the course instructor to dismiss students who consistently disrupt the designated study time.
- When appropriate, facilitate group discussions, study sessions, or workshops.

Additional English teacher responsibilities

- During the first three weeks of the semester, spend several class periods re-enforcing the online instruction, reviewing grammar and mechanics, assisting students with time management and study skills, and helping with any technology issues. After the first few weeks of the semester, the instructor can intervene less in the students' day-to-day progress in the class.
- Monitor student progress by collecting copies of students' graded essays and summaries. *Students who earn less than a C on an assignment should be required to meet with the support instructor for additional tutoring.*
- Follow the TCC tutorial best practices guidelines and provide individual tutoring to each student at least twice semester.
- Provide tutoring in thirty-minute sessions (to prevent some students from monopolizing tutoring time).
- Provide Blackboard access to the high school instructor.

Additional Math teacher responsibilities

- Assist with time management and course pace to ensure all assignments are completed in time for the scheduled exams.
- Assist with MyMathLab technology.

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Student Responsibilities All courses:

- Apply for admissions into the Tulsa Community concurrent enrollment program. For admission requirements and to apply for admission see <https://www.tulsacc.edu/admissions-aid/admissions/college-courses-high-school-students>
- Acceptance into the dual credit enrollment program requires:
 - Junior or Senior status in high school
 - On-track for high school graduation with peer group
 - Enrolled in no more than 19 credit hours combined high school and college classes per semester
 - Admission score or GPA
 - ACT, Pre-ACT composite of 19 or above [ACT college code #3441]
 - **OR** SAT, PSAT10, PSAT -NMSQ composite of at least 990 [SAT college code # 6839]
 - **OR** H.S. GPA of 3.0 or above.
 - If the student's national ACT exam score does not meet the acceptance or enrollment criteria, the student may take the Residual ACT at TCC's Northeast Campus testing center. Dual Credit students may take the residual ACT one time between November 1 and October 31. 918-595-7594 for information and guidelines.
- Qualify for course enrollment in TCC's off-campus dual credit enrollment program in the spring semester of their sophomore year (for fall enrollment). See <https://www.tulsacc.edu/dualcredit> for the dual credit programs' college enrollment policy. Multiple placement options are available for students including ACT, Pre-ACT, SAT, PSAT10, PSAT-NMSQ, unweighted High School GPA (accredited schools).
- Sign the faculty association welcome letter (students and their parents), indicating that they understand the requirements of the concurrent enrollment program.
- Enrollment is filled on a first-come, first-served basis and is not guaranteed After the first day of the semester, students will not be allowed to enroll in a class, even if the class is not at capacity..
- Attend a Dual Credit to College Degree student orientation.
- Purchase required course materials (students or high schools); students (not the support instructor) are responsible for obtaining the required materials. Check with your high school counselor.
- Complete a FERPA Student Records Release Form to allow communication between TCC and the high school instructor (See below).
- Students should be prepared to complete required assignments on the first day of the TCC semester.
- Note assignment deadlines, follow course policies as outlined in the syllabus, and seek additional help from the high school support instructor, as needed.
- Devote a minimum of 6 hours a week per course to studying, completing assignments, and revising and editing written work.
- Provide Blackboard grade report to the high school support instructor every 2-3 weeks and to your high school counselor weekly.
- Pay the appropriate TCC course fees and any tuition if applicable.
- Attend the high school's dedicated class period throughout the entire semester.
- Communicate any concerns or issues (e.g., questions about grades) with the TCC professor.

Additional responsibilities for English courses:

- Print graded essays and summaries to give to the high school support instructor for review.

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- Participate in at least two tutoring sessions with the high school support instructor OR meet with a TCC writing consultant at one of the TCC writing centers.
- Students (not the support instructor) will be expected to find articles from the TCC library databases.
- Complete all English departmental requirements for Composition I and II (see TCC Composition I and II Guidebook).

Additional responsibilities for Math courses:

- Purchase required textbooks/ MYMATHLAB Student Access Kit (students or high schools)
- Take a proctored midterm and final exam (These exams will be scheduled at the high school campus or at a TCC campus).

TCC student FERPA waiver

The link below may be executed online or printed and completed. **Please release academic records only to the high school support teacher.** You may return printed forms via your student TCC email account, fax w/ photo ID, or in person to the TCC West Campus enrollment services office. West Campus Enrollment Services, 7505 W. 41st Street, Tulsa, OK, FAX 918-595-8130.

<http://www.tulsacc.edu/sites/default/files/FERPA%20revised%2010-23-14.pdf>

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Dear Student,

Congratulations! You are enrolled in Tulsa Community College. High school students who successfully complete TCC courses will earn college credit and—more importantly—will develop skills needed to succeed in future college classes. To help you succeed as a college student, this letter outlines some key differences between college and high school classes. These differences will also be reflected in the syllabus for each of your classes. The syllabus presents your professor’s specific policies, teaching methods, and deadlines for assignments, so be sure to read it carefully.

First, we want you to know that many students experience a drop in their grades during their first year of college because college professors determine grades differently than high school teachers. While effort, improvement, and good attendance all contribute to a student’s success in college, college grades are based primarily on how much a student learns and on how well he or she demonstrates that learning in a few major assignments. In a typical class, students must demonstrate an exceptionally high level of learning to earn A’s and B’s. The course syllabus will explain how you will be graded.

Second, most college courses require students to spend approximately six hours a week outside of class studying and completing assignments. Some students may master the material more quickly than others, but most need to manage their time so that they can meet this requirement. Students who have a demanding job or numerous extracurricular activities may have to forgo some social and family time to succeed in their classes.

Third, professors have the academic freedom to create their courses and to determine standards for their classes. (Please see the academic freedom statement below.) In some cases, course content may include sensitive political, cultural, and religious topics as well as controversial texts (readings, artwork, films, etc.). Students can expect to engage with and think critically about ideas and perspectives that may be different from their own and that may be challenging and uncomfortable.

Fourth, TCC faculty members are employed by TCC, so your high school administration does not play a role in dealing with any issue involving college professors. If you have concerns or questions about a professor’s teaching or grading, you should first schedule an appointment to talk to the professor. In most cases, the professor can address your concerns and questions and will help you succeed in the class. If talking to your professor does not alleviate your concerns, you can contact the appropriate faculty chair, whose contact information is on the course syllabus.

Finally, the Family Educational Rights and Privacy Act (FERPA) obligates college professors to protect the privacy rights of our students. Even when students waive their right to privacy, many professors feel strongly that students need to take responsibility for their own learning. Students in this class, therefore, should be mature and independent enough to discuss any concerns or problems with the instructor. If you want or need to share your grades on Blackboard, they will be updated after each major assignment, but you alone are responsible for monitoring your academic progress in this class and for contacting your professor if you have any concerns.

TCC faculty who teach concurrent enrollment courses are familiar with many of the challenges associated with this age group and are willing to work hard in helping students meet those challenges. We hope this class helps you meet your academic goals.

Sincerely,
TCC Faculty

Statement on Academic Freedom

“The U.S. Supreme Court recognizes a First Amendment right of institutional as well as individual academic freedom: “It is the business of a university to provide that atmosphere which is most conducive to speculation, experiment, and creation. It is an atmosphere in which there prevail ‘the four essential freedoms’ of a university – to determine for itself on academic grounds who may teach, what may be taught, how it shall be taught, and who may be admitted to study” [stated by Justice Felix Frankfurter in *Sweezy v. New Hampshire* (354U.S. 234 1957) and Justice Lewis Powell in *Regents of the University of California v. Bakke* (438 U.S. 265 1978)].

I have read and understand all the information presented in this letter.

Student Name [print] _____ Student Signature _____

Parent Name [print] _____ Parent Signature _____



Tulsa Community College
Dual Credit Programs

Tulsa Community College
Dual Credit Programs
MOU AY 2022-23
July 5, 2022

Dear partner,

Thank you for your collaboration with Tulsa Community College's Dual Credit Programs during the very difficult Covid19 pandemic. We value your partnership and dedication to education. Your students benefit from your passion for education and partnership with Tulsa Community College.

Your AY 2022-23 primary MOU agreement and supplemental addenda for any of the TCC transition Math, transition English, or online embedded programs that you may participate in have not had substantive additions or changes this year, minor changes are not listed. Your dual credit agreement will be in continuous effect beginning in the semester in which the memorandum of understanding is signed unless terminated in writing by either institution (see Term).

Dual Credit Programs Update

1. We launched a fully automated, online Dual Credit Student Enrollment Portal. All students, parents, and counselors can complete enrollment, adds, and drops virtually. All high school counselors were invited to enrollment portal training in March and ongoing assistance is available. View the portal, tutorials, and steps to admission and enrollment at <https://www.tulsacc.edu/programs-courses/dual-credit-programs/dual-credit-admission-and-enrollment-guide>
2. We introduced a fully *online* one-year program reserved for high school students. High School Plus One is a 30 to 31 credit hour general education pathway with 30 hours of free tuition, the lowest fees in OK, no additional online fees, and OER (no cost) textbooks for all courses but math. <https://www.tulsacc.edu/programs-courses/dual-credit-programs/high-school-plus-one>
3. We expanded our degree programs for high school students. Dual Credit to College Degree and EDGE: Earn a Degree Graduate Early provide a path to complete an Associate Degree during high school. We will *graduate 51 high school students with Associate Degrees* at TCC's May commencement.
4. The Oklahoma State Regents for Higher Education granted TCC tuition increases of \$4 per credit hour to \$116.55. The Oklahoma high school student tuition waivers (12 hours for juniors and 18 hours for seniors will cover the slight increase in tuition).
5. TCC will not have an increase to the state mandatory course fees.

Here to serve,

Melissa Steadley
Director, Dual Credit Programs
dualcredit@tulsacc.edu



**Superheroes
Can Do Anything!**



Every Student Deserves to Feel Powerful!

Discover hidden strengths with dynamic intervention and instruction.

Quote Q-44279-1

Prepared For:

Owasso Public Schools
1501 N Ash St
Owasso, OK
74055-4930

Your Istation Partner:

Heather Tennyson
Account Executive
htennyson@istation.com
+1 4054092932



BBB Rating: A+



8150 North Central Expressway, Suite 2000
 Dallas, TX 75206
 Phone: 1-866-883-READ (7323)
 Email: orders@istation.com

Quote: Q-44279-1
Prepared For: Owasso Public Schools
Expires On: 7/31/2022

DISCLAIMER: Pricing is as quoted and subject to change with any edits to bundle configurations, enrollment updates, or other revisions. Taxes in particular, if applicable, should be verified before issuing any PO.

Istation Reading and Math Bundle

QTY	PRODUCT	Start Date	Months	End Date	CAMPUS	LIST PRICE
1	Istation Reading and Math Bundle	8/1/2022	12	7/31/2023	Ator Elementary School	\$10,098.00
1	Istation Reading and Math Bundle	8/1/2022	12	7/31/2023	Barnes Elementary School	\$17,252.00
1	Istation Reading and Math Bundle	8/1/2022	12	7/31/2023	Hayward Smith Elementary School	\$10,098.00
1	Istation Reading and Math Bundle	8/1/2022	12	7/31/2023	Larkin Bailey Elementary School	\$17,252.00
1	Istation Reading and Math Bundle	8/1/2022	12	7/31/2023	Lucille Ellingwood Morrow Elementary	\$17,252.00
1	Istation Reading and Math Bundle	8/1/2022	12	7/31/2023	Mills Elementary School	\$17,252.00
1	Istation Reading and Math Bundle	8/1/2022	12	7/31/2023	Northeast Elementary School	\$17,252.00
1	Istation Reading and Math Bundle	8/1/2022	12	7/31/2023	Pamela Hodson Elementary School	\$17,252.00
1	Istation Reading and Math Bundle	8/1/2022	12	7/31/2023	Stone Canyon Elementary School	\$17,252.00
Istation Reading and Math Bundle TOTAL:						\$140,960.00

ISIP™ Advanced Reading Student Assessment

QTY	PRODUCT	Start Date	Months	End Date	CAMPUS	LIST PRICE
750	ISIP™ Advanced Reading Student Assessment	8/1/2022	12	7/31/2023	Owasso 6Th Grade Center	\$5,625.00
731	ISIP™ Advanced Reading Student Assessment	8/1/2022	12	7/31/2023	Owasso 7Th Grade Center	\$5,482.50
738	ISIP™ Advanced Reading Student Assessment	8/1/2022	12	7/31/2023	Owasso 8Th Grade Center	\$5,535.00
ISIP™ Advanced Reading Student Assessment TOTAL:						\$16,642.50

ISIP™ Math Student Assessment

QTY	PRODUCT	Start Date	Months	End Date	CAMPUS	LIST PRICE
750	ISIP™ Math Student Assessment	8/1/2022	12	7/31/2023	Owasso 6Th Grade Center	\$4,687.50

QTY	PRODUCT	Start Date	Months	End Date	CAMPUS	LIST PRICE
731	ISIP™ Math Student Assessment	8/1/2022	12	7/31/2023	Owasso 7Th Grade Center	\$4,568.75
738	ISIP™ Math Student Assessment	8/1/2022	12	7/31/2023	Owasso 8Th Grade Center	\$4,612.50
ISIP™ Math Student Assessment TOTAL:						\$13,868.75

Professional Development Onsite - Full Day 40

One Full-Day of Istation Professional Development with 1 Trainer for up to a maximum of 40 attendees. Additional time, trainers, or attendees may require addition Professional Development to be purchased. Must be used in current subscription term. Potential Virtual Conversion due to COVID-19 school closures.

QTY	PRODUCT	Start Date	Months	End Date	CAMPUS	LIST PRICE
1	Professional Development Onsite - Full Day 40	8/1/2022	12	7/31/2023		\$3,500.00
Professional Development Onsite - Full Day 40 TOTAL:						\$3,500.00

SUBTOTAL:	\$174,971.25
DISCOUNT:	(\$5,138.59)
TAX (if applicable):	
CUSTOMER TOTAL:	\$169,832.66



8150 North Central Expressway, Suite 2000
 Dallas, TX 75206
 Phone: 1-866-883-READ (7323)
 Email: orders@istation.com

Quote: Q-44279-1
Prepared For: Owasso Public Schools
Expires On: 7/31/2022

DISCLAIMER: Pricing is as quoted and subject to change with any edits to bundle configurations, enrollment updates, or other revisions. Taxes in particular, if applicable, should be verified before issuing any PO.

Additional Options (to be paid in full). Totals do not include tax (if applicable):

Choose 1, 2, or 3 year Subscription						
		1 YEAR SUBSCRIPTION		2 YEAR SUBSCRIPTION		3 YEAR SUBSCRIPTION
Additional Discount Amount:		Quoted Price		(\$20,379.92)		(\$76,424.70)
% Discount:		Quoted Price		6.00%		15.00%
Your Total Cost:	<input checked="" type="checkbox"/>	\$169,832.66	<input type="checkbox"/>	\$319,285.40	<input type="checkbox"/>	\$433,073.28

Subscription Start Date: 8/1/2022 Subscription Term: 12 Subscription End Date: 7/31/2023

Please email or fax the following items to 214-291-5534 or orders@istation.com. Failure to provide the below will cause a delay in processing your order.

- Signed Purchase Order that includes the quote number
- Signature page of this Quote (choose subscription length)

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed and delivered by their respective authorized representatives whose signatures appear below.

Istation

Signature:

Heather Tenayson

Printed Name:

Heather Tenayson

Title:

Act Exec & Regional Manager

Dated:

7-13-2022

Owasso Public Schools

Signature: _____

Printed Name: _____

Title: _____

Dated: _____

PO # (if available): _____

To ensure timely fulfillment, please provide the requested contact information below:

Primary Implementation Contact

Name:

Angela Parks

Email:

angela-parks@owassops.org

Phone:

918-272-8182

Accounts Payable / Billing Contact

Name:

Kay Wilburn

Email:

Kay.wilburn@owassops.org

Phone:

918-272-8182

District Technology Contact

Name:

Russell Thornton

Email:

russell.thornton@owassops.org

District Data Contact

Name:

Angela.Parks@owassops.org

Email:

Angela Parks

Phone:

Phone:



8150 North Central Expressway, Suite 2000
Dallas, TX 75206
Phone: 1-866-883-READ (7323)
Email: orders@istation.com

Quote: Q-44279-1
Prepared For: Owasso Public Schools
Expires On: 7/31/2022

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Istation provides customers with a variety of resources, including, but not limited to, (i) one or more of Istation's interactive educational-based applications (collectively the "**Licensed Applications**"), (ii) Istation's Internet Web site (the "**Web Site**"), currently located at www.istation.com, (iii) account information regarding the Licensed Applications and the Web Site, (iv) materials and documentation (including, but not limited to, preprinted forms, form letters, resource materials, lesson plans, books, images of Istation characters, and so-called "Black Line Masters" coloring-book style pictures) available from the Web Site (collectively the "**Downloadable Materials**"), (v) reports, calculated results, scoring, graphs and any other materials derived from Istation's algorithmic software features (collectively the "Scoring and Reporting Resources"), (vi) Processed Data, as defined hereinafter, and (vii) news and information about Istation, the Licensed Applications, and the Web Site. Any and all of the foregoing resources (including, but not limited to, the Licensed Applications, the Web Site, and the Downloadable Materials), together with any other resources made available by Istation, are collectively the "**Resources**".

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Each of the Resources is provided to You conditioned on Your acceptance, without modification, of these Terms, which constitute a legally binding agreement between Istation and You. YOUR ACCESS OR USE OF ANY RESOURCE CONSTITUTES YOUR AGREEMENT TO BE BOUND BY THESE TERMS FOR ALL RESOURCES. IF YOU DO NOT AGREE TO THESE TERMS, YOU MAY NOT ACCESS OR USE ANY RESOURCE. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THESE TERMS SHALL BE BINDING ON YOU UPON THE EARLIER TO OCCUR OF (i) YOUR EXECUTION OF THESE TERMS, (ii) THE DATE THAT YOU DOWNLOAD ANY LICENSED APPLICATION OR DOWNLOADABLE MATERIAL FROM Istation, (iii) THE DATE OF DELIVERY OF ANY LICENSED APPLICATION OR DOWNLOADABLE MATERIAL BY Istation TO YOU, AND (iv) THE DATE ON WHICH YOU ACCESS OR USE ANY OF THE RESOURCES THROUGH THE WEB SITE.

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 1. Most (if not all) of the Resources require You to purchase a subscription from Istation before You may use or access them (a "**Subscription**"). You may purchase a Subscription to one or more Resources (the "**Purchased Resources**") by paying the then-current subscription fee to Istation (the "**Subscription Fee**") for such Purchased Resources, as such Subscription Fee is determined by Istation. Each Subscription Fee shall cover a specified period of time for the Purchased Resources (the "**Subscription Period**"). Upon expiration of the Subscription Period for a Purchased Resource, Your access and use of the Purchased Resources shall expire, and You shall no longer be entitled to access or use such Purchased Resources, unless You renew Your Subscription to such Purchased Resources by paying the then-current Subscription Fee for such Purchased Resources. Any Professional Development purchases including Onsite Training, Webinars, and Implementation services must also be used within the current Subscription Period and may not be rolled over into later Subscription Periods. Istation may, from time to time and at Istation's sole discretion, modify the Subscription Fees for any and all Resources without individual notice to You.
 2. In the event You purchase a Subscription to a Purchased Resource, You will be required to register (the "**Registration**") and obtain a user account (a "**User Account**") for each Authorized User's access to, and use of, such Purchased Resource provided, however, that each Purchased Resource may, as determined by Istation, (i) be limited to a maximum number of Authorized Users (such as students) and (ii) have other restrictions applicable to such Purchased Resource. During Registration for each and every Purchased Resource, You agree to submit accurate, current, and complete information about You (including, but not limited to, Your Company and the Authorized Users) and promptly update such information. Should Istation suspect that any such Registration information is untrue, inaccurate, not current, or incomplete, Istation has the right to suspend or terminate use of any and all Resources and User Accounts. Upon Registration, each Authorized User will be assigned a personal, nontransferable password tied to a specific User Account. You are solely responsible for (i) any and all activities that occur under the User Accounts and (ii) ensuring that Authorized Users exit or log off from User Accounts at the end of each session of use. Users Accounts cannot be shared and may be used only by the Authorized User to whom the User Account is registered. User Accounts cannot be assigned to any third party vendors or other entities seeking to use the Purchased Resources for use in their products and/or for commercial use or monetary gain. You shall notify Istation immediately of any unauthorized use of the Authorized Users' passwords or the User Accounts or any other breach of security that is known or suspected by You. Where the number of Authorized Users for a Purchased Resource falls below the maximum number permitted under Your Subscription for such Purchased Resource, You may designate other students as replacement Authorized Users with respect to such Purchased Resource. You are responsible for Registration of all Authorized Users and all acts and omissions (whether authorized or unauthorized) of the Authorized Users.
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 9. Any deviations from any of these Terms require prior written consent from Istation.
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1. Istation will take commercially reasonable precautions to secure the Web Site against (i) unauthorized access by third parties and by unauthorized Istation employees, (ii) damage, disruption, and other activity aimed at Resource availability, and (iii) trespass or illegal actions. Istation reserves the right to temporarily deny and cancel access privileges for anyone suspected of attempting to work outside parameters that threaten the security of the Resource, the Resource Materials, Your Submissions (including, but not limited to, data submitted by You), or Istation's providing the Resources.
2. NOTWITHSTANDING SECTION 8a, YOU ACCEPT SOLE RESPONSIBILITY FOR THE ACCURACY, ADEQUACY, AND LEGALITY OF, AND LIABILITIES ASSOCIATED WITH, YOUR SUBMISSIONS (INCLUDING, BUT NOT LIMITED TO, DATA SUBMITTED BY YOU AND WRITINGS PREPARED BY STUDENTS) AND FOR ALL RESULTS OBTAINED THEREFROM. You are liable for any and all expenses, losses, damage to the reputation of Istation, and damages to the Resources, the Resource Materials, or components thereof arising out of, or caused by, the negligent or willful misconduct of You or Your agents. Istation assumes no liability for any damages You may suffer as a result of interception, alteration, or misuse of any information transmitted over the Internet.

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1. Istation HAS NO CONTROL OVER YOUR SUBMISSIONS AND IS NOT RESPONSIBLE FOR ANY SUBMISSIONS (SUCH AS STUDENT DATA OR WRITINGS PREPARED BY STUDENTS), INCLUDING, BUT NOT LIMITED TO, SUBMISSIONS THAT (i) ARE DISCOVERED TO BE INACCURATE OR MISSING, (ii) ARE CORRUPTED DUE TO TECHNOLOGICAL OR OTHER CAUSES BEYOND THE REASONABLE CONTROL OF Istation, AND (iii) CONTAIN OFFENSIVE OR INAPPROPRIATE LANGUAGE OR THREATS OR ACTS OF VIOLENCE.
2. Istation reserves the right to take archiving and other measures that Istation deems necessary in order to ensure high-quality server performance and maintenance of Istation's servers.

2. **No Endorsement of Third-Party Sites.**

1. The Web Site may reference or contain links to third-party Web sites, resources, and advertisers (collectively "**Third-Party Sites**"). Your linking to such Third-Party Sites is at Your own risk. Istation is not responsible for the accuracy or reliability of any content, data, opinions, advice, statements, or other information on the Third-Party Sites. Istation also is not responsible for the availability of these Third-Party Sites, nor is Istation responsible for the aesthetics, appeal, suitability to taste, or subjective quality of informational content, advertising, products, or other materials made available on or through such Third-Party Sites. No endorsement of any third-party content, information, data, opinions, advice, statements, goods, services, or products is expressed or implied by any information, material, or content of any third party contained in, referred to on, included on, or linked from or to the Web Site. Under no circumstances shall Istation or any affiliated providers be held responsible or liable, directly or indirectly, for any loss, injury, or damage caused or alleged to have been caused to You in connection with the use of, or reliance on, any content, information, data, opinions, advice, statements, goods, services, or products available on such Third-Party Sites. You should direct any concerns to the respective Third-Party Site's administrator or Webmaster. Any links to Third-Party Sites do not imply that Istation is legally authorized to use any trademark, trade name, logo, or copyright symbol displayed in, or accessible through, such links or that any linked Third-Party Site is authorized to use any trademark, trade name, logo, or copyright symbol of Istation.
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1. In purchasing a Subscription to a Purchased Resource, You are being granted access to an interactive Resource for individualized instruction. Given the nature of the Resources, there are many factors outside the reasonable control of Istation that may affect the access to, and use of, the Resources and the Resource Materials, including, but not limited to, failures or difficulties with the Internet or data provided by You. You remain solely responsible for acting or deciding not to act on the results of data input into the Resources and the handling of such results. In providing the Resources, Istation shall not be responsible for loss of data associated with the failure of Your equipment, software, or any information service provider.
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3. Istation STRIVES TO KEEP THE RESOURCES AND RESOURCE MATERIALS ACCURATE, CURRENT, AND UP TO DATE. HOWEVER, Istation CANNOT GUARANTEE THAT ALL MATERIALS AND ALL RESOURCE MATERIALS (INCLUDING, BUT NOT LIMITED TO, FORMS AND FORM LETTERS) ARE COMPLETELY CURRENT OR STRICTLY COMPLY WITH ALL APPLICABLE LAW, INCLUDING, BUT NOT LIMITED TO, EDUCATIONAL INITIATIVES OR EDUCATIONAL TESTING REQUIREMENTS. THE LAW IS DIFFERENT FROM JURISDICTION TO JURISDICTION AND IS ALSO SUBJECT TO INTERPRETATION BY DIFFERENT COURTS AND OTHER GOVERNING BODIES. THE LAW IS A PERSONAL MATTER, AND NO GENERAL INFORMATION OR TOOLS LIKE THE RESOURCES OR THE RESOURCE MATERIALS CAN FIT EVERY CIRCUMSTANCE. FURTHERMORE, THE INFORMATION CONTAINED ON THE WEB SITE AND IN THE RESOURCES AND RESOURCE MATERIALS IS NOT LEGAL ADVICE AND IS NOT GUARANTEED TO

BE CORRECT, COMPLETE, OR UP TO DATE. THEREFORE, IT IS RECOMMENDED THAT YOU SEEK INDEPENDENT LEGAL ADVICE REGARDING THE SUITABILITY OF THE RESOURCES AND THE RESOURCE MATERIALS.

4. Istation MAKES NO WARRANTY THAT (i) THE RESOURCES OR THE RESOURCE MATERIALS WILL MEET YOUR REQUIREMENTS, (ii) THE RESOURCES OR THE RESOURCE MATERIALS WILL BE AVAILABLE ON AN UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE BASIS, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF RESOURCES OR RESOURCE MATERIALS WILL BE ACCURATE OR RELIABLE, OR (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIALS PURCHASED OR OBTAINED BY YOU AS PART OF THE RESOURCES OR RESOURCE MATERIALS WILL MEET YOUR EXPECTATIONS.
4. **Violations of Terms.** Istation reserves the right to seek all remedies available at law and in equity for violations of these Terms, including, but not limited to, the right to block or restrict access from a particular Internet address to the Web Site.
5. **Miscellaneous.**
 1. You agree to comply with all applicable laws, rules, regulations, orders, and ordinances of the United States of America and in any other state, county, or city with jurisdiction over You or Your activities under these Terms. If any provision of these Terms is held to be illegal, invalid, or unenforceable, then that provision shall be fully severable from these Terms and shall not affect the legality, validity, or enforceability of the remaining provisions of these Terms. Failure of Istation to enforce any of the terms or conditions of these Terms, unless waived in writing, shall not constitute a waiver of Istation's right to enforce each and every term and condition of these Terms. To the extent You have entered into any separate license agreement with Istation for access to, or use of, a Resource (the "**Additional Terms**"), such Additional Terms are incorporated into these Terms by reference. To the extent there is any conflict between these Terms and any Additional Terms, the Additional Terms shall control.
 2. A printed version of these Terms and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon, or relating to, these Terms to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. It is the express wish of Istation and You that these Terms of Use and all related documents be drawn up in English as spoken in the United States.
 3. You may not assign these Terms (or delegate Your rights, duties, or obligations under these Terms) without Istation's prior, express, and written consent.

PRIVACY STATEMENT:

This Privacy Statement is incorporated in, and subject to, the Terms of Use and Service for Imagination Station, Inc. ("**Istation**"). Please refer to those terms for definitions of words with initial capitals letters that are not otherwise defined in this Privacy Statement. Istation encourages you to read this Privacy Statement carefully. For purposes of this Privacy Statement, references to "**You**" or "**Your**" mean (i) you in your individual capacity, (ii) your company, which may be a school or school district, and (iii) students, employees, representatives and agents of Your school or school district that are registered with Istation and that have a valid security identification and password to access and use the Resources (collectively the "**Authorized Users**").

As noted in the Terms of Use, Istation provides its customers with a range of educational resources, including, but not limited to, (i) Istation's interactive educational-based applications (collectively the "**Licensed Applications**"), (ii) Istation's Internet Web site (the "**Web Site**"), currently located at www.istation.com, (iii) account information regarding the Licensed Applications and the Web Site, (iv) materials and documentation (including, but not limited to, preprinted forms, form letters, resource materials, lesson plans, books, images of Istation characters, and so-called "Black Line Masters" coloring-book style pictures) available from the Web Site (collectively the "**Downloadable Materials**"), and (v) news and information about Istation, the Licensed Applications, and the Web Site. Any and all of the foregoing resources (including, but not limited to, the Licensed Applications, the Web Site, and the Downloadable Materials), together with any other resources made available by Istation, are collectively referred to as the "**Resources**".

What Personally Identifiable Information Is Collected by Istation?

"**Personally Identifiable Information**" generally refers to any data that could potentially identify a specific individual. While You have access to the Resources, Istation may collect the following Personally Identifiable Information about You:

- Your first and last name
- **Teachers and administrators only** – Your contact information, such as email addresses, mailing addresses, and phone numbers
- Your school and school district
- Any identification numbers issued by Your school and/or Your school district to You, including teacher numbers, administrator numbers, and student numbers;
- Security information, such as usernames, passwords, and password hints;
- Browser information, such as browser version, IP address, and the presence of various plug-ins and tools;
- **Students only** – "Demographic Data," such as gender, race, special-education status, socio-economic status, and English language learner status, but only to the extent provided by Your school or Your school district;
- Resource-related responses submitted by You, including, but not limited to responses to interactive activities and assessments;
- Resource use behavior, such as pages visited, downloads, or searches requested; and
- Resource use results, but only to the extent that such results identify one or more (i) students, (ii) teachers, (iii) classrooms within an identified school, (iii) grades within an identified school or school district or (iv) schools (collectively "**Identifiable Use Results**"). Identifiable Use Results do not include Resource use results for school districts or for geographic regions that do not identify a specific school (such as Resource use results reported (i) on a county-wide basis, (ii) within a defined territory [whether officially or unofficially defined], such as North Texas, or (iii) within a metropolitan area, such as Dallas-Fort Worth).

Personally Identifiable Information does not include "De-identified Information," which is any data or information that cannot be traced back to an individual (except for Identifiable Use Results, as defined above). For example, a table listing the number of students in each grade at a specific school using a particular Resource would not be Personally Identifiable Information.

How Is Personally Identifiable Information Used and/or Disclosed?

Istation does not sell Personally Identifiable Information to any affiliated entity of Istation or any third-party, nor does it use such information for any sort of behavioral advertising. However, Istation may use and disclose Personally Identifiable Information for a range of educational, compliance and quality assurance purposes. Istation may use Personally Identifiable Information for the following purposes:

- To provide status reporting notices to teachers and administrators about the Resources (e.g. – an email prompting a teacher to log in to see his or her students' latest assessment results);
- To internally analyze data regarding the use of the Resources;

- To track students' usage of the Resources over time, including performance metrics collected over multiple school years;
- To send You (**teachers and administrators only**) updates, promotional/advertising materials, and newsletters related to the Resources and Istation's products and services or to otherwise market specific Istation services or offers to You. If You want to stop receiving promotional/advertising/marketing materials from Istation, You will have the option to unsubscribe;
- To respond to Your questions or comments; and
- To customize content within the Resources, to improve the Resources' content and functionality and to develop new products and updates.

Istation may disclose Personally Identifiable Information to the following individuals or entities under the following circumstances:

- To Istation's employees who need to access the Personally Identifiable Information to perform their jobs;
- To third parties, including contractors, vendors, and service providers, that assist with the production, implementation or servicing of the Resources, but only after receiving satisfactory assurances from each third-party that its data privacy and security protections are at least as stringent as those of Istation;
- To Authorized Users as determined by each school or school district at issue. Generally, but subject to determination by the school at issue or the school district at issue,
 1. a teacher may only see the Personally Identifiable Information of the students in the teacher's classroom,
 2. a principal may only see the Personally Identifiable Information of those students and teachers in the principal's school, and
 3. a school district-level administrator may only see the Personally Identifiable Information of those students and teachers in the administrator's school district;
- To third parties, and solely for educational purposes, when Istation has the consent of the school or school district at issue, including Identifiable Use Results that identify specific individual students if Istation has received a written acknowledgement from the school or school district that it has obtained the student's consent to such disclosure;
- When Istation believes that sharing Personally Identifiable Information is reasonably necessary in order to (i) protect or defend the legal rights, interests, property, safety, or security of Istation, its employees or contractors, or the public, (ii) protect or defend against, or otherwise address, fraud, security, or technical issues, (iii) comply with, or respond to a law, regulation, legal request, legal process, legal requirement, judicial proceeding, or court order, or (iv) investigate a possible crime, such as fraud or identity theft;
- In connection with an actual or potential sale, purchase, acquisition, merger, reorganization, bankruptcy, liquidation, dissolution, or similar transaction or proceeding of or involving Istation, but only to the extent that the purchasing, acquiring or successor entity agrees to implement data privacy and security protections with respect to Personally Identifiable Information that are at least as stringent as those of Istation.

Istation is permitted to use and/or disclose Personally Identifiable Information about You when Istation has Your consent. Istation does not need Your consent to use De-identified Information.

Can I Access or Change My Personally Identifiable Information?

Each school and/or school district is permitted via functionality made available by the Resources to determine what Personally Identifiable Information (if any) is accessible by Authorized Users and to which Authorized Users in particular. In certain circumstances, a school and/or school district may be entitled to permit one or more Authorized Users to change Personally Identifiable Information. Any requests by Students or parents to access and/or change Personally Identifiable Information must be made to the school and/or school district in the first instance, and these entities will maintain a record of all such access and amendment requests and of any actual changes made. To the extent that a student and/or parent makes a direct request to Istation to access and/or amend Personally Identifiable Information, Istation will forward that request to the school and/or school district for response.

Data Retention

Unless required by law to maintain certain information for a longer period of time, Istation retains Personally Identifiable Information only for as long as a student's school and/or school district maintains a subscription with Istation to one or more of the Resources. Once a subscription to a particular Resource is cancelled or otherwise terminated, Istation will typically retain any Personally Identifiable Information related to that Resource for sixty days after cancellation/termination to allow for temporary lapses in subscription services, at which point that information is destroyed. Personally Identifiable Information may also be destroyed at any time at the request of the school and/or school district.

Website and Resource Security

Istation recognizes its responsibility to protect the Personally Identifiable Information that You entrust to it. Istation uses a variety of secure techniques to protect Your information, including secure servers, firewalls, access limitations on Istation's servers and password protections that guard against unauthorized access. Additionally, the information that You send Istation via the Website, including student usage information and passwords, may be encrypted, a process used to scramble information and make it extremely difficult to read if wrongly intercepted. Istation utilizes industry standard Secure Sockets Layer (SSL) technology to allow for the encryption of Personally Identifiable Information. All Personally Identifiable Information sent to Istation is encrypted during transmission, such as during login. Once the data reaches Istation's server, Personally Identifiable Information is stored on a secure database, and access to this information is password protected.

Use of "Cookies"

"Cookies" are small pieces of information that some websites store on Your computer's hard drive when You visit them. This element of data is a piece of text, not a program, that contains information identifying a user. When a user revisits a Website, his or her computer automatically "serves up" the cookie, eliminating the need for the customer to reenter the information. Like many other websites, Istation uses cookies for this purpose. Your user "domain" (that is, Your school name) is the only data stored on Your hard drive by Istation.

Most web browsers automatically accept cookies but allow You to modify security settings so You can approve or reject cookies on a case-by-case basis. At a minimum, Your web browser must allow temporary cookies that are not stored on Your hard disk to log into the Website. Please refer to the "Help" file of Your Internet Browser either to learn how to receive a warning before a cookie is stored.

Third Party Sites

The Website may contain links to or reference third party websites and resources (collectively "**Third Party Sites**"). These Third Party Sites are not controlled by Istation and, therefore, are not subject to this Privacy Statement. You should check the privacy policies of these individual Third Party Sites to see how Your personally identifiable information will be utilized by them before providing any personally identifiable information. Please be aware that these Third Party Sites may collect personally identifiable information about You and may also send you "cookies." Istation is not responsible for the content or practices of any linked Third Party Sites, and Istation provides these links solely for the convenience and information of Istation's visitors.

Can Istation change this Privacy Statement?

Istation may change this Privacy Statement at any time without advance notice. However, if the Privacy Statement changes, Istation will post an updated version on the Website, and the revision date will be posted at the bottom of the page. If this occurs, You will be required to re-acknowledge review of the revised Privacy Statement before you can continue using the Resources.

Who can I contact if I have questions about this Privacy Statement?

If You have any questions about this Privacy Statement or any privacy questions or concerns, You may contact Istation using the information below:

Email address: info@Istation.com

Street/Postal address:

8150 North Central Expressway, Suite 2000
Dallas, Texas 75026

Phone: (214) 237-9300

Fax: (972) 643-3441

Effective Date: February 23, 2018

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Dallas, TX 75206
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Any rights not expressly granted herein are reserved.



OCCUPATIONAL THERAPY SERVICES

This Contract, entered into this 18th day of July, 2022 by and between Owasso Public Schools (the Agency) and Stephanie Kuykendall, O.T., Function 1st Therapies (The Therapy Provider(s)) affirms that:

WHEREAS, the AGENCY has determined that it is necessary to retain the services of a qualified Occupational Therapist (OT/L) licensed by the Oklahoma State Board of Medical Licensure and Supervision and/or an Occupational Therapy Assistant (OTA) for consultation and/or treatment of students in the **Agency's** school district;

WHEREAS, the above named individual(s) are duly qualified to perform these services;

NOW, THEREFORE, the parties agree as follows:

1. The THERAPY PROVIDER(S) shall perform any or all of the following services, as requested by the AGENCY:
 - A. evaluate each referred student, formally or informally;
 - B. provide recommendations for IEP goals, individual or group therapy, as deemed necessary;
 - C. determine specific therapeutic needs, plan and provide appropriate occupational therapy utilizing sensorimotor activities, therapeutic exercises, mobility training, self-help skills, and use of special adaptive equipment;
 - D. participate in AGENCY planning meetings, such as Educational Team Conferences, Individualized Educational Plan Meetings, staffings, or other meetings as mutually agreed upon by both parties of the contract;
 - E. orient, train, and supervise professional and nonprofessional staff in treatment methods as they relate to the educational setting;
 - F. assess, modify, and improve each individualized occupational therapy program as the client changes and his/her needs change;
 - G. provide periodic verbal and written reports to the **AGENCY**;
 - H. provide in-service training for staff and families upon request of the **AGENCY**;
 - I. provide other services as may be mutually agreed upon by both parties of this contract.
2. As mandated by state and federal law, the **THERAPY PROVIDER(S)** will provide input for IEP goals / objectives related to occupational therapy needs for each student receiving services. Furthermore, the **THERAPY PROVIDER(S)** will maintain treatment records. Informal assessment of progress on IEP goals will be ongoing with IEP goals revised annually, or more often if deemed necessary. Participation in IEP meetings and parent conferences is considered essential for provision of services, when possible.
3. The **THERAPY PROVIDER(S)** shall perform these services for students referred by the **AGENCY**. The need for ongoing Occupational Therapy services for the referred student shall be determined jointly by the **THERAPY PROVIDER(S)** and the **AGENCY'S** school team.
4. The **AGENCY** shall obtain appropriate educational and medical information on referred students.
5. The specific recommendations given by the **THERAPY PROVIDER(S)** for any student shall not be used in the school or home program of any other student unless advice concerning such action is first obtained from the **THERAPY PROVIDER(S)**.
6. In the event that the **AGENCY'S** need for Occupational Therapy services increases during the contract period and the **THERAPY PROVIDER(S)** is/are able to provide the additional services, the **THERAPY PROVIDER(S)** contract will be amended per School Board approval. The **Therapy Provider(s)** will invoice the **AGENCY** monthly for additional time at the same hourly rate as listed on the current contract. If the **THERAPY PROVIDER(S)** is/are unable to provide the additional services, the **AGENCY** is free to contract or employ an Occupational Therapist for the additional hours needed.
7. The **AGENCY** shall monitor the services of the **THERAPY PROVIDER(S)** through regular meetings or telephone conferences with the **THERAPY PROVIDER(S)** and/or with **AGENCY** personnel.

8. The **AGENCY** agrees to pay the **THERAPY PROVIDER(S)** at a rate of \$ 55.00 per hour, for 15 hours weekly for 35 weeks or 525 total hours for an Occupational Therapist (OT) and \$ 50.00 per hour for 42 hours weekly for 34 weeks or 1428 total hours for a Certified Occupational Therapy Assistant (COTA) for a total contract price not to exceed \$ 100,275.00 for all Services delivered under the terms of this contract during the period of July 18, 2022 thru June 30, 2023. No charges will be made for mileage reimbursement. The **THERAPY PROVIDER(S)** will be allowed, with no financial penalty, three (3) sick days leave and two (2) professional days. Professional days will be approved in advance by the Director of Special Services. Each provider will log their sick days and/or professional days. The parties agree that inclusive within this contract fee are:

A. All therapy services previously outlined, travel time between schools in the **AGENCY'S** district, related administrative and record-keeping duties deemed necessary by the **THERAPY PROVIDER** for adequate delivery of service to the **AGENCY**.

1. Services will begin on July 18, 2022 and shall extend through June 30, 2023, or the last day of school, whichever is first. Excluded are holidays and school breaks.
2. In the event of student absences, distance learning or cancellation of Occupational Therapy Services by the **AGENCY**, except regularly scheduled school holidays and breaks, the **THERAPY PROVIDER(S)** will utilize this time to work on related matters to the **AGENCY'S** students, i.e.: classroom or teacher consultation, chart review, classroom or home program, etc.
3. In the event of absences or cancellation of Occupational Therapy Services by the **THERAPY PROVIDER(S)**, except regularly scheduled school holidays and breaks, the **THERAPY PROVIDER(S)** will make up the day(s) absent, will have an adjustment made by salary deduction, or provide a qualified substitute.
4. The **THERAPY PROVIDER(S)** will maintain records of all time spent providing Occupational Therapy Services. Monthly Service Logs must be signed and submitted to the Office of Special Services by **no later than the 5th day** of each working month.
5. The **THERAPY PROVIDER(S)** will furnish Certificates of Professional Liability Insurance coverage which will be kept enforced during the terms of this contract. In addition to such insurance, the **THERAPY PROVIDER(S)** agrees to indemnify and hold District and its agents, employees, and officers harmless against claims, demands, or action against District arising from the services provided.

B. Occupational Therapy services will be provided at the **AGENCY'S** schools, and the **AGENCY** will provide adequate space for the implementation of occupational therapy services except during the event of mandated distance learning by the **AGENCY**, at which time occupational therapy service provision and/or consultation will be provided through teletherapy, email, phone, or text.

9. The **AGENCY** represents that it has the funds for fulfillment of this contract and will pay all fees as follows:

- A. The **THERAPY PROVIDER(S)** will submit monthly invoices and Occupational Therapy Service logs and Documentation.
- B. The **AGENCY** will make 10 payments not to exceed \$ 10,027.50 and any additional invoiced amounts not to exceed \$ 1,000.00 during the period of July 18, 2022 through June 30, 2023. The total payments shall not exceed \$ 101,275.00 per contract period. Payments are to be made no later than the 1st day following monthly Board of Education meetings, commencing September 1, 2022 and continuing each month thereafter through May 31, 2023 or following June, 2023 BOE Meeting.

10. The date of execution of this contract need not correspond to the effective dates, but the effective dates shall be controlling and shall be the commencement and termination dates.

11. This contract shall become effective on July 18, 2022 and shall terminate on June 30, 2023. .

The Contract for Occupational Therapy Services is acceptable. I/We agree to provide the services as outlined in the contract.

Stephanie Kuykendall, OTR/L 7-13-2022

OCCUPATIONAL THERAPIST DATE

DATE

Oklahoma License #OT 753

INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA

ATTEST:

President, Board of Education

Date

Clerk, Board of Education

Date



PHYSICAL THERAPY SERVICES

This Contract, entered into this 18th day of July 2022 by and between Owasso Public Schools (the Agency) and Rhonda McAlister, P.T./Integrative Physical Therapy P.C. (The Therapy Provider(s) affirms that:

WHEREAS, the AGENCY has determined that it is necessary to retain the services of a qualified Physical Therapist (PT), registered by the American Physical Therapy Association and licensed by the Oklahoma State Board of Medical Licensure and Supervision for consultation and/or treatment of students in the **Agency's** school district;

WHEREAS, the above-named individual(s) are duly qualified to perform these services;

NOW, THEREFORE, the parties agree as follows:

1. The THERAPY PROVIDER(S) shall perform any or all of the following services as requested by the AGENCY;
 - a. Evaluate each referred student, formally or informally;
 - b. Provide recommendations for IEP goals, individual or group therapy, teletherapy, as deemed necessary;
 - c. Determine specific therapeutic needs, plan and provide appropriate physical therapy utilizing sensorimotor activities, therapeutic exercises, mobility training, self-help skills, and use of special adaptive equipment;
 - d. Participate in AGENCY planning meetings, such as Educational Team Conferences, Individualized Educational Plan Meetings, staffings, or other meetings as mutually agreed upon by both parties of the contract;
 - e. Orient, train, and supervise professional and nonprofessional staff in treatment methods as they relate to the educational setting;
 - f. Assess, modify, and improve each individualized physical therapy program as the client changes and his/her needs change;
 - g. Provide periodic verbal and written reports to the AGENCY;
 - h. Provide in-service training for staff and families upon request of the AGENCY;
 - i. Provide other services as may be mutually agreed upon by both parties of this contract.
2. As mandated by state and federal law, the THERAPY PROVIDER(S) will provide input for IEP goals / objectives related to physical therapy needs for each student receiving services, Furthermore, the THERAPY PROVIDER(S) will maintain treatment records. Informal assessment of progress on IEP goals will be ongoing with IEP goals revised annually, or more often if deemed necessary. Participation in IEP meetings and parent conferences is considered essential for provision of services, when possible.
3. The THERAPY PROVIDER(S) shall perform these services for students referred by the AGENCY. The need for ongoing Physical Therapy Services for the referred student shall be determined jointly by the THERAPY PROVIDER(S) and the AGENCY'S school team.
4. The AGENCY shall obtain appropriate educational and medical information on referred students.
5. The specific recommendations given by the THERAPY PROVIDER(S) for any student shall not be used in the school or home program of any other student unless advice concerning such action is first obtained from the THERAPY PROVIDER(S).
6. In the event that the AGENCY'S need for Physical Therapy services increases during the contract period and the THERAPY PROVIDER(S) is/are able to provide the additional services, the THERAPY PROVIDER(S) contract will be amended per School Board approval. The THERAPY PROVIDER(S) will invoice the AGENCY monthly for additional time at the same hourly rate as listed on the current contract. If the THERAPY PROVIDER(S) is/are unable to provide additional services, the AGENCY is free to contract or employ a Physical Therapist for the additional hours needed.
7. The AGENCY shall monitor the services of the THERAPY PROVIDER(S) through regular meetings or telephone Conferences with the THERAPY PROVIDER(S) and/or the AGENCY personnel.

8. The AGENCY agrees to pay the THERAPY PROVIDER(S) at a rate of \$ 55.00 per hour, for 22 hours weekly for 35 weeks or 770

total hours for a Physical Therapist (PT) and \$ 50.00 per hour for 57 hours weekly for 34 weeks or 1938 total hours for a Physical Therapy Assistant (PTA) for a total contract price not to exceed \$ 139,300.00 for all Services delivered under the terms of this contract during the period of July 18, 2022, thru June 30, 2023. No charges will be made for mileage reimbursement. The THERAPY PROVIDER(S) will be allowed, with no financial penalty, three (3) sick days leave and two (2) professional days. Professional days will be approved in advance by the Director of Special Services. Each Provider will log their sick leave and two professional days. The parties agree that inclusive within this contract fee are:

- a. All therapy services previously outlined, travel time between schools in the AGENCY'S district, related administrative and record-keeping duties deemed necessary by the THERAPY PROVIDER for adequate delivery of service to the AGENCY.
 - 1. Services will begin on July 18, 2022, and shall extend through June 30, 2023, or the last day of school whichever comes first. Excluded are holidays and school breaks.
 - 2. In the event of student absences, distance learning, or cancellation of Physical Therapy Services by the AGENCY, except regularly scheduled school holidays and breaks, the THERAPY PROVIDER(S) will utilize this time to work on related matters to the AGENCY'S students, i.e. classroom or teacher consultation, teletherapy, chart review, classroom or home program, etc.
 - 3. In the event of absences or cancellation of Physical Therapy Services by the THERAPY PROVIDER(S), except regularly scheduled school holidays and breaks, the THERAPY PROVIDER(S) will make up the day(s) absent, will have an adjustment made by salary deduction, or provide a qualified substitute.
 - 4. The THERAPY PROVIDER(S) will maintain records of all time spent providing Physical Therapy Services. Monthly Service Logs must be signed and submitted to the Office of Special Services by no later than the 5th day of each working month.
 - 5. The THERAPY PROVIDER(S) will furnish Certificates of Professional Liability Insurance coverage which will be kept enforced during the terms of this contract. In addition to such insurance, the THERAPY PROVIDER(S) agrees to indemnify and hold District and its agents, employees, and officers harmless against claims, demands, or action against District arising from the services provided.
- b. Physical Therapy services will be provided at the AGENCY's schools, and the AGENCY will provide adequate space for the implementation of physical therapy services, except during the event of mandated distance learning by the AGENCY, at which time physical therapy services provision and/or consultation will be provided through teletherapy, email, phone, or text.

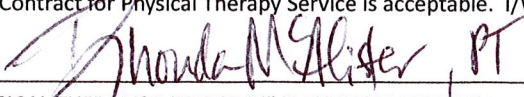
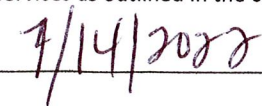
9. The AGENCY represents that it has the funds for fulfillment of this contract and will pay all fees as follows:

- a. The THERAPY PROVIDER(S) will submit monthly invoices and monthly Physical Therapy Service Logs/ Documentation **by no later than the 5th day** of each working month.
- b. The AGENCY will make 10 payments not to exceed \$ 13,930.00 and any additional invoiced amounts not to exceed \$ 2,000.00 during the period of July 1, 2022, through June 30, 2023. The total payments shall not exceed \$141,300.00 per contract period. Payments are to be made no later than the 1st day following monthly Board of Education meetings, commencing September 1, 2022, and continuing each month thereafter through May 31, 2023 or following June 2023 BOE Meeting.

10. The date of execution of this contract need not correspond to the effective dates, but the effective dates shall be controlling and shall be the commencement and termination dates.

11. This contract shall become effective on July 18, 2022, and shall terminate on June 30, 2022.

The Contract for Physical Therapy Service is acceptable. I/We agree to provide the services as outlined in the contract.

 DATE

Oklahoma License #PT 1607

INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA

 DATE
CLERK, BOARD OF EDUCATION
DATE



OCCUPATIONAL THERAPY SERVICES

This Contract, entered into this 18th day of July 2022 by and between Owasso Public Schools (the Agency) and Beth Anne Manipella, PLLC (The Therapy Provider(s) affirms that:

WHEREAS, the AGENCY has determined that it is necessary to retain the services of a qualified Occupational Therapist (OT/L) licensed by the Oklahoma State Board of Medical Licensure and Supervision and/or an Occupational Therapy Assistant (OTA) for consultation and/or treatment of students in the **Agency's** school district;

WHEREAS, the above-named individual(s) are duly qualified to perform these services;

NOW, THEREFORE, the parties agree as follows:

1. The THERAPY PROVIDER(S) shall perform any or all of the following services, as requested by the AGENCY;
 - a. evaluate each referred student, formally or informally;
 - b. provide recommendations for IEP goals, individual or group therapy, teletherapy as deemed necessary;
 - c. determine specific therapeutic needs, plan and provide appropriate occupational therapy utilizing sensorimotor activities, therapeutic exercises, mobility training, self-help skills, and use of special adaptive equipment;
 - d. participate in AGENCY planning meetings, such as Educational Team Conferences, Individualized Educational Plan Meetings, staffings, or other meetings as mutually agreed upon by both parties of the contract;
 - e. orient, train, and supervise professional and nonprofessional staff in treatment methods as they relate to the educational setting;
 - f. assess, modify, and improve each individualized occupational therapy program as the client changes and his/her needs change;
 - g. provide periodic verbal and written reports to the **AGENCY**;
 - h. provide in-service training for staff and families upon request of the **AGENCY**;
 - i. provide other services as may be mutually agreed upon by both parties of this contract.
2. As mandated by state and federal law, the **THERAPY PROVIDER(S)** will provide input for IEP goals / objectives related to occupational therapy needs for each student receiving services. Furthermore, the **THERAPY PROVIDER(S)** will maintain treatment records. Informal assessment of progress on IEP goals will be ongoing with IEP goals revised annually, or more often if deemed necessary. Participation in IEP meetings and parent conferences is considered essential for provision of services, when possible.
3. The **THERAPY PROVIDER(S)** shall perform these services for students referred by the **AGENCY**. The need for ongoing Occupational Therapy services for the referred student shall be determined jointly by the **THERAPY PROVIDER(S)** and the **AGENCY'S** school team.
4. The **AGENCY** shall obtain appropriate educational and medical information on referred students.
5. The specific recommendations given by the **THERAPY PROVIDER(S)** for any student shall not be used in the school or home program of any other student unless advice concerning such action is first obtained from the **THERAPY PROVIDER(S)**.
6. In the event that the **AGENCY'S** need for Occupational Therapy services increases during the contract period and the **THERAPY PROVIDER(S)** is/are able to provide the additional services, the **THERAPY PROVIDER(S)** contract will be amended per School Board approval. The **THERAPY PROVIDER(S)** will invoice the **AGENCY** monthly for additional time at the same hourly rate as listed on the current contract. If the **THERAPY PROVIDER(S)** is/are unable to provide the additional services, the **AGENCY** is free to contract or employ an Occupational Therapist for the additional hours needed.
7. The **AGENCY** shall monitor the services of the **THERAPY PROVIDER(S)** through regular meetings or telephone conferences with the **THERAPY PROVIDER(S)** and/or with **AGENCY** personnel.

8. The AGENCY agrees to pay the THERAPY PROVIDER(S) at a rate of \$ 55.00 per hour, for 28 hours weekly for 35 weeks or 926 total hours for an Occupational Therapist (OT) and \$ 50.00 per hour for 56 hours weekly for 34 weeks or 1904 total hours for a Certified Occupational Therapy Assistant (COTA) for a total contract price not to exceed \$ 149,100.00 for all services delivered under the terms of this contract during the period of July 18, 2022, thru June 30, 2023. No charges will be made for mileage reimbursement. The THERAPY PROVIDER(S) will be allowed, with no financial penalty, three (3) sick days leave and two (2) professional days. Professional days will be approved in advance by the Director of Special Services. Each provider will log their sick leave and professional days. The parties agree that inclusive within this contract fee are:

A. All therapy services previously outlined, travel time between schools in the AGENCY'S district, related administrative and record keeping duties deemed necessary by the THERAPY PROVIDER for adequate delivery of service to the AGENCY

1. Services will begin on July 18, 2022, and shall extend through June 30, 2023, or the last day of school, whichever is first. Excluded are holidays and school breaks.
2. In the event of student absences, distance learning, or cancellation of Occupational Therapy Services by the AGENCY, except regularly scheduled school holidays and breaks, the THERAPY PROVIDER(S) will utilize this time to work on related matters to the AGENCY'S students, i.e. classroom or teacher consultation, chart review, classroom or home program, etc.
3. In the event of absences or cancellation of Occupational Therapy Services by the THERAPY PROVIDER(S), except regularly scheduled school holidays and breaks, the THERAPY PROVIDER(S) will make up the day(s) absent, will have an adjustment made by salary deduction, or provide a qualified substitute.
4. The THERAPY PROVIDER(S) will maintain records of all time spent providing Occupational Therapy Services. Monthly Service Logs must be signed and submitted to the Office of Special Services by no later than the 5th day of each working month.
5. The THERAPY PROVIDER(S) will furnish Certificates of Professional Liability Insurance coverage which will be kept on file during the terms of this contract. In addition to such insurance, the THERAPY PROVIDER(S) agrees to indemnify and hold District and its agents, employees, and officers harmless against claims, demands, or action against the District arising from the services provided.

B. Occupational Therapy services will be provided at the AGENCY'S schools, and the AGENCY will provide adequate space for the implementation of occupational therapy services except during the event of mandated distance learning by the AGENCY, at which time occupational therapy service provision and/or consultation will be provided through teletherapy, email, phone, or text.

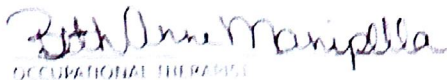
9. The AGENCY represents that it has the funds for fulfillment of this contract and will pay all fees as follows:

- a. The THERAPY PROVIDER(S) will submit monthly invoices and Occupational Therapy Service logs and documentation.
- b. The AGENCY will make 10 payments not to exceed \$ 14,910.00 and any additional invoiced amounts not to exceed \$1,000.00 during the period of July 1, 2022, through June 30, 2023. The total payments shall not exceed \$150,100.00 per contract period. Payments are to be made no later than the 1st day following monthly Board of Education meetings, commencing September 1, 2022, and continuing each month thereafter through May 31, 2023, or following June 2023 BOE Meeting.

10. The date of execution of this contract need not correspond to the effective dates, but the effective dates shall be controlling and shall be the commencement and termination dates.

11. This contract shall become effective on July 18, 2022, and shall terminate on June 30, 2023.

The Contract for Occupational Therapy Services is acceptable. I/We agree to provide the services as outlined in the contract.


OCCUPATIONAL THERAPIST

7/14/22
DATE

Oklahoma License #031 422

INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA

ATTEST

PRESIDENT BOARD OF EDUCATION

DATE

CLERK BOARD OF EDUCATION

DATE



Software for Smarter Operations

PREPARED FOR

Owasso Public Schools ("Subscriber")

PREPARED BY

Dude Solutions

11000 Regency Parkway, Suite 400

Cary, NC 27518

PUBLISHED ON

February 11, 2022





Thank you for your continued support of our market leading solutions for improving efficiency in operations. We are excited about providing you with online tools that will help you save money, increase efficiency and improve services. Dude Solutions, Inc. is dedicated to providing best in class solutions, including the following for Owasso Public Schools.

Service Term: 36 months (07/01/2022 - 06/30/2025)

Services

EventEssentials Pro

7/1/2022

6/30/2023

13,496.13 USD

Subscription

13,496.13 USD

Year 1 Total:

The Services invoice for Year 1 will be issued upon acceptance of the Order Form. Subsequent Services Invoices will be sent annually.



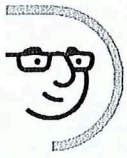


Q-278043

Remaining Services Invoices

EventEssentials Pro	7/1/2023	14,305.90 USD
	Total:	14,305.90 USD
EventEssentials Pro	7/1/2024	15,164.25 USD
	Total:	15,164.25 USD





Order Form terms

- By accepting this Order Form, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Fees for the full Services Term defined above.
- The "Effective Date" of the Agreement between Subscriber and DSI is the date Subscriber accepts this Order Form.
- This Order Form and its Services are governed by the terms of the Dude Solutions, Inc. Master Subscription Agreement found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Dude Solutions, Inc. ("DSI") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- To the extent professional services are included in the Professional Services section of this Order Form, the Professional Services Addendum found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) is expressly incorporated into the Terms by reference.
- During the Term, DSI shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday, excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day ("Business Hours"), except Community Development Services, where Business Hours means 5:00 AM – 5:00 PM PST.
- Unless otherwise specified on this Order Form, DSI maintains the right to increase Subscription Fees within the Services Term by an amount not to exceed the greater of 6% or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Service Terms will be charged at the then-current rate.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- Proposal expires in sixty (60) days

Additional information

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Subscriber. Tax exemption certifications can be sent to accountsreceivable@dudesolutions.com (<mailto:accountsreceivable@dudesolutions.com>).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-278043 on any applicable purchase order and email to accountsreceivable@dudesolutions.com (<mailto:accountsreceivable@dudesolutions.com>)
- Dude Solutions, Inc. maintains the necessary liability coverage for its products and professional services.





Signature

Presented to:

Q-278043

February 11, 2022, 3:38:45 PM

Accepted by:

Printed Name

Signed Name

Title

Date



TEAM PROFESSIONAL SERVICE AGREEMENT

THIS SERVICE AGREEMENT (the "Agreement") is made as of the 18 day of July (the "Effective Date"), by and between TEAM Professional Services, Inc., an Oklahoma corporation with offices located at 8165 South Mingo Road, Ste. 100, Tulsa, Oklahoma 74133 ("Provider") and **Owasso Public Schools** with offices located **12901 E 86th St N, Owasso, OK 74055** ("School").

WHEREAS, Provider and its Affiliates provide their customers with access to a range of drug testing services, training and compliance offerings, including drug and alcohol screening of students;

WHEREAS, School, which has or will adopt a drug and/or alcohol testing policy, desires to access certain testing services described herein, and Provider desires to provide School access to such offerings, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Definitions.

"Affiliate" of a Person means any other Person that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, such Person.

"Authorized Users" means School's employees, consultants, contractors, and agents who are authorized by School to access and use the Services under the rights granted to School pursuant to this Agreement.

"Documentation" means any manuals, instructions, or other documents or materials that the Provider provides or makes available to School in any form or medium and which describe the functionality, components, features, or requirements of the Services or Provider IP, including any aspect of the installation, configuration, integration, operation, use, support, or maintenance thereof.

"Law" means any statute, law, ordinance, regulation, rule, code, order, constitution, treaty, common law, judgment, decree, or other requirement of any federal, state, local, or foreign government or political subdivision thereof, or any arbitrator, court, or tribunal of competent jurisdiction.

"Parent" means the legal or biological parent, guardian, custodian, or other individual legally entitled to make decisions on behalf of any Student under eighteen (18) years of age.

"Permitted Use" means any permissible use of the Services by the School or an Authorized User.

"Personal Information" means information that the School, an Authorized User, or a Student provides or for which School provides access to Provider, or information which Provider creates or obtains on behalf of School, in accordance with this Agreement that: (i) directly or indirectly identifies an individual

unique identifiers); or (ii) can be used to authenticate an individual (including, without limitation, employee

identification numbers, government-issued identification numbers, passwords or PINs, user identification and account access credentials or passwords, financial account numbers, credit report information, student information, biometric, genetic, health, or health insurance data, answers to security questions, and other personal identifiers), in case of both subclauses (i) and (ii), including Sensitive Personal Information as defined herein.

"Testing Policy" means any student drug and/or alcohol testing policy existing or adopted by the School.

"Provider IP" means the Services, the Documentation, and any and all intellectual property provided to School or any Authorized User or Student in connection with the foregoing. For the avoidance of doubt, Provider IP does not include Student Data.

"Provider Systems" means the information technology infrastructure used by or on behalf of Provider in performing the Services, including all computers, software, hardware, databases, electronic systems (including database management systems), and networks, whether operated directly by Provider or through the use of third-party services.

"Sensitive Personal Information" means an individual's (i) government-issued identification number, including Social Security number, driver's license number, or state-issued identification number; (ii) financial account number, credit report information, or credit, debit, or other payment cardholder information, with or without any required security or access code, personal identification number, or password that permits access to the individual's financial account; or (iii) biometric, genetic, health, or health insurance data.

"Services" means drug and/or alcohol testing services and related offerings described in Exhibit A.

"Student" means any individual, regardless of age, enrolled at School's institution who is required or requested to submit to screening for alcohol, illegal drugs or other banned substances in accordance with the terms and conditions contained in the Policy.

"Student Data" means information, data, and other content, in any form or medium, that is collected, downloaded, or otherwise received, directly or indirectly from the School, an Authorized User, or a student by, through, or in connection with the Provider's provision of the Services. For the avoidance of doubt, Student Data does not include information reflecting the access or use of the Services by or on behalf of the School, an Authorized User, or a student.

"School Systems" means the School's information technology infrastructure, including computers, software, hardware, databases, electronic systems (including database management systems), and networks, whether operated directly by School or through the use of third-party services.

"Third-Party Materials" means materials and information, in any form or medium, including any open-source or other software, documents, data, content, specifications, products, equipment, or components

"Third-Party Products" means any third-party products described in Exhibit A provided with or incorporated into the Services such as Clinic or MRO Services.

2. **Services.**

- 2.1 Testing; Specimen Collection. Subject to and conditioned on School's and its Authorized Users' compliance with the terms and conditions of this Agreement, Provider will designate an approved vendor(s) to perform drug and alcohol screening as and when ordered by School by written work order for a Permitted Use. The vendor(s) shall be licensed medical professionals or technicians who have been trained with respect to collection and chain of custody and control procedures. School shall be responsible for selecting the Student(s) to be tested consistent with, and subject to, the criteria set forth in the Policy. Provider shall be responsible for processing sample results and maintaining privacy with respect to test results, which shall be reported to the School and its Authorized Users in accordance with the terms of this Agreement.
- 2.2 Access and Use to Web-Based Applications. Subject to and conditioned on School's and its Authorized Users' compliance with the terms and conditions of this Agreement, Provider may grant School a non-exclusive, non-transferable (except in compliance with Section 11.3) right to access and use certain web-based applications in connection with its provisions of the Services during the Term, solely for use by the School and its Authorized Users. Such use is limited to School's internal use. If access to the web-based applications described in this Section 2.2 is granted, Provider shall provide to School the access credentials within a reasonable time following the Effective Date.
- 2.3 Documentation License. Provider hereby grants to School a non-exclusive, non-sublicensable, non-transferable (except in compliance with Section 11.3) license to use the Documentation during the Term solely for School's internal business purposes in connection with its use of the Services.
- 2.4 Service and System Control. Except as otherwise expressly provided in this Agreement, as between the parties: Provider has and will retain sole control over the operation, provision, maintenance, and management of the Provider IP; and School has and will retain sole control over the operation, maintenance, and management of, and all access to and use of, the School Systems, and sole responsibility for all access to and use of the Provider IP by any Person by or through the School Systems or any other means controlled by School or any Authorized User or Student, including any: (i) information, instructions, or materials provided by any of them to the Services or Provider; (ii) results obtained from any use of the Services or Provider IP; and (iii) conclusions, decisions, or actions based on such use. *Notwithstanding anything to the contrary in this Agreement, all Services, including all processing of School Data by or on behalf of Provider shall be provided solely from within, and on computers, systems, networks, and other infrastructure located in, the United States.*
- 2.5 Reservation of Rights. Provider reserves all rights not expressly granted to School in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to School or any third party any intellectual property rights or other right, title, or interest in or to the Provider IP or Third-Party Materials.

and Provider IP that it deems necessary or useful to (a) maintain or enhance the quality or delivery of Provider's services to its Schools; or (b) to comply with applicable Law. Without

limiting the foregoing, either party may, at any time during the Term, request in writing changes to the Services. The parties shall evaluate and, if agreed, implement all such requested changes in a change order signed by both parties. No requested changes will be effective unless and until memorialized in a written change order signed by both parties.

2.7 Subcontractors. Provider may from time to time in its discretion engage third parties to perform Services (each, a "Subcontractor").

2.8 Suspension or Termination of Services. Provider may, directly or indirectly, suspend, terminate, or otherwise deny School's, any Authorized User's, Student's, or any other Person's access to or use of all or any part of the Services or Provider IP, without incurring any resulting obligation or liability, if: (a) Provider receives a judicial or other governmental demand or order, subpoena, or law enforcement request that expressly or by reasonable implication requires Provider to do so; (b) any vendor of Provider has suspended or terminated Provider's access to or use of any Third-Party Products required to enable School to access the Services; or (c) Provider believes, in its good faith and reasonable discretion, that School or any Authorized User has failed to comply with any material term of this Agreement, or accessed or used the Services beyond the scope of the rights granted or for a purpose not authorized under this Agreement; or (d) this Agreement expires or is terminated. This Section 2.8 does not limit any of Provider's other rights or remedies, whether at law, in equity, or under this Agreement.

3. Use Restrictions. School shall not use the Services for any purposes beyond the scope of the access granted in this Agreement. School shall not at any time, directly or indirectly, and shall not permit any Authorized Users to use the Services or Documentation in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or privacy right of any person, or that violates any applicable Law.

4. School Responsibilities.

4.1 General. School is responsible and liable for all uses of the Services and Documentation resulting from access provided by School, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, School is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by School will be deemed a breach of this Agreement by School. School shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Services, and shall cause Authorized Users to comply with such provisions.

4.2 Third-Party Products. Provider may from time to time make Third-Party Products available to School. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions and the applicable flow through provisions referred to in Exhibit A. If School does not agree to abide by the applicable terms for any such Third-Party Products, then School should not install or use such Third-Party Products.

4.3 Appropriate Consents. School is responsible for obtaining any and all necessary consents from Students and/or Parents, to the extent required by any and all applicable Law or under the terms and conditions of the Policy.

agents and Subcontractors from any and all claims, liabilities, damages, costs, and expenses, including without limitation, attorney's fees, arising from or related to School's adoption and

implementation of the Policy, any disciplinary measures or action taken by the School in response to a positive test result, or School's noncompliance with any of the terms of this Agreement.

5. **Security.**

- 5.1 Information Security. Provider will employ security measures in accordance with Provider's data privacy and security policy as amended from time to time.
- 5.2 School Control and Responsibility. School has and will retain sole responsibility for: (a) all School Data, including its content and use; (b) all information, instructions, and materials provided by or on behalf of School or any Authorized User or Student in connection with the Services; (c) School's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by School or through the use of third-party services ("School Systems"); (d) the security and use of Sensitive Personal Information; and (e) all access to and use of the Services and Provider IP and all conclusions, decisions, and actions based thereon.

6. **Fees and Payment.**

- 6.1 Fees. School shall pay Provider the fees set forth in Exhibit A in accordance with this without offset or deduction.
- 6.2 Taxes. All Fees and other amounts payable by School under this Agreement are exclusive of taxes and similar assessments. Without limiting the foregoing, School is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by School hereunder, other than any taxes imposed on Provider's income.
- 6.3 Payment. School shall pay all Fees within thirty (30) days after the date of the invoice, therefore. School shall make payments electronically or to TEAM Professional Services, PO Box 720534, Norman, OK 73070 or such other address or account as Provider may specify in writing from time to time. If School fails to make any payment when due, without limiting Provider's other rights and remedies, Provider may charge interest on the past due amount at the rate of 1.5% per month, calculated daily and compounded monthly.
- 6.4 Fee Increases. Provider may increase Fees no more than once annually for any contract year after the first contract year of the Initial Term, by providing written notice to School at least sixty (60) calendar days prior to the commencement of that contract year, and Exhibit A will be deemed amended accordingly.
- 6.5 Reimbursable Expenses. School shall reimburse Provider for out-of-pocket expenses incurred by Provider in connection with performing the Services ("Reimbursable Expenses"), including any costs relating to Third-Party Products or Subcontractor services provided with or incorporated into the Services.

7. **Confidentiality.** From time to time during the Term, either Party may disclose or make available to the other Party sensitive or proprietary information that is marked, designated or otherwise identified as "confidential" (collectively, "Confidential Information"). Confidential Information does not include

at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party. The receiving Party shall not

disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five years from the date first disclosed to the receiving Party; provided, however, with respect to any Confidential Information that constitutes Sensitive Personal Information, such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to protection under applicable Law.

8. **Intellectual Property Rights.**

- 8.1 Provider IP. School acknowledges that, as between School and Provider, Provider owns all right, title, and interest, including all intellectual property rights, in and to the Provider IP and, with respect to Third-Party Products, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the Third-Party Products.
- 8.2 School Data. Provider acknowledges that, as between Provider and School, School owns all right, title, and interest, including all intellectual property rights, in and to the School Data. School hereby grants to Provider a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the School Data and perform all acts with respect to the School Data as may be necessary for Provider to provide the Services to School.

9. **Representations and Warranties.**

- 9.1 Provider Representations, Warranties, and Covenants. Provider represents, warrants, and covenants to School that Provider will perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and will devote adequate resources to meet its obligations under this Agreement.
- 9.2 School Representations, Warranties, and Covenants. School represents, warrants, and covenants to Provider that School owns or otherwise has and will have the necessary rights and consents in and relating to the School Data so that, as received by Provider and Processed in accordance with this Agreement, they do not and will not infringe, misappropriate, or otherwise violate any intellectual property rights, or any privacy or other rights of any third party or violate any applicable Law.
- 9.3 DISCLAIMER OF WARRANTIES. EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH IN THIS

SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING

FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. WITHOUT LIMITING THE FOREGOING, PROVIDER MAKES NO WARRANTY OF ANY KIND THAT THE SERVICES OR PROVIDER IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET SCHOOL'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE. ALL THIRD-PARTY MATERIALS ARE PROVIDED "AS IS" AND ANY REPRESENTATION OR WARRANTY OF OR CONCERNING ANY THIRD-PARTY MATERIALS IS STRICTLY BETWEEN SCHOOL AND THE THIRD-PARTY OWNER OR DISTRIBUTOR OF THE THIRD-PARTY MATERIALS.

9.4 Audit Rights and Required Records. Each party agrees to maintain complete and accurate records during the Term and for a period of five years or as required by federal or state law after the termination or expiration of this Agreement with respect to matters necessary for accurately determining amounts due hereunder. Either party may, at its own expense, on reasonable prior notice, periodically inspect and audit the other party's records with respect to matters covered by this Agreement.

10. **Term and Termination.**

10.1 Initial Term. The initial term of this Agreement commences as of the Effective Date and unless terminated earlier pursuant any of the Agreement's express provisions, will continue in effect until _____ from such date (the "Initial Term").

10.2 Renewal Term. This Agreement will automatically renew for up to _____ additional successive _____ term[s] unless earlier terminated pursuant to this Agreement's express provisions or either party gives the other party written notice of non-renewal at least 30 days prior to the expiration of the then-current term (each a "Renewal Term" and, collectively, together with the Initial Term, the "Term").

10.3 Termination. In addition to any other express termination right set forth elsewhere in this Agreement: Provider may terminate this Agreement, effective on written notice to School, if School: (i) fails to pay any amount when due hereunder, and such failure continues more than thirty (30) days after Provider's delivery of written notice thereof; or (ii) breaches any of its obligations under this Agreement. Either party may terminate this Agreement, effective on written notice to the other party, if the other party materially breaches this Agreement, and such breach: (i) is incapable of cure; or (ii) being capable of cure, remains uncured thirty (30) days after the non-breaching party provides the breaching party with written notice of such breach; and either party may terminate this Agreement, effective immediately upon written notice to the other party, if the other party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency Law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

School shall immediately discontinue use of the Provider IP. No expiration or termination will

affect School's obligation to pay all Fees that may have become due before such expiration or termination, or entitle School to any refund.

10.5 Surviving Terms. The provisions set forth in the following sections, and any other right or obligation of the parties in this Agreement that, by its nature, should survive termination or expiration of this Agreement, will survive any expiration or termination of this Agreement: Section 3, Section 7, Section 9.2, Section 10, Section 12, Section 11.4, this Section 11.5, and Section 12.

11. **Miscellaneous.**

11.1 Further assurances. On a party's reasonable request, the other party shall, at the requesting party's sole cost and expense, execute and deliver all such documents and instruments, and take all such further actions, as may be necessary to give full effect to this Agreement.

11.2 Relationship of the Parties. The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

11.3 Entire Agreement. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.

11.4 Assignment. School shall not assign or otherwise transfer any of its rights, or delegate or otherwise transfer any of its obligations or performance under this Agreement, in each case whether voluntarily, involuntarily, by operation of law, or otherwise, without Provider's prior written consent, which consent shall not be unreasonably withheld, conditioned, or delayed. No assignment, delegation, or transfer will relieve School of any of its obligations or performance under this Agreement. Any purported assignment, delegation, or transfer in violation of this Section is void. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and permitted assigns.

11.5 Force Majeure. In no event shall either Party be liable to the other Party, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such Party's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

11.6 No Third-Party Beneficiaries. This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other Person any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

11.7 Amendment and Modification; Waiver. No amendment to or modification of this Agreement is

waiver by any Party of any of the provisions hereof will be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, (i)

no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement will operate or be construed as a waiver thereof and (ii) no single or partial exercise of any right, remedy, power, or privilege hereunder will preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

- 11.8 Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the parties hereto shall negotiate in good faith to modify this Agreement so as to affect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.
- 11.9 Governing Law; Dispute Resolution. The parties agree to cooperate with each other in an attempt to resolve any dispute, controversy, or claim (a "Dispute") arising out of or in connection with this Agreement. If the parties are not able to resolve the Dispute, they agree to submit the Dispute to mediation to be conducted in accordance with the American Arbitration Association ("AAA") mediation rules for commercial disputes. If the parties are not able to resolve the dispute by means of mediation, the parties hereby agree the Dispute shall be referred to and determined by binding arbitration, as the sole and exclusive remedy of the parties as to the Dispute, conducted in accordance with the AAA arbitration rules for commercial disputes. The arbitrator (the "Arbitrator") shall use the substantive laws of Oklahoma, excluding conflicts laws and choice of law principles, in construing and interpreting this Agreement. The Arbitrator shall be selected by agreement of the parties, or, in the event the parties cannot agree, appointed by the AAA in accordance with its rules for commercial disputes. The arbitration shall be in Tulsa, Oklahoma, and the proceedings shall be conducted and concluded as soon as reasonably practicable, based upon the schedule established by the Arbitrator. The decision of the Arbitrator pursuant hereto shall be final and binding upon parties. The parties hereby agree that this Section shall not preclude, limit or otherwise restrict a party from seeking immediate equitable relief against the other party in connection with this Agreement, including without limitation, a restraining order or an injunction, when the facts, circumstances and/or possible damages warrant such action.
- 11.10 Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first abovewritten.

By: _____

Name: Tammy Person

Title: Vice President of Operations

School Name: _____

By: _____

Name: _____

Title: _____

Exhibit A-TEAM Professional Services Pricing

DRUG & ALCOHOL TESTING SERVICES		PRICING
ON-SITE NON-DOT LAB-BASED URINE DRUG TEST (LAB, COLLECTION, MRO)		\$18
IN-CLINIC NON-DOT LAB-BASED URINE DRUG TEST (LAB, COLLECTION, MRO)		\$18
ON-SITE DOT LAB-BASED URINE DRUG TEST (LAB, COLLECTION, MRO)		\$40
IN-CLINIC DOT LAB-BASED URINE DRUG TEST (LAB, COLLECTION, MRO)		\$40
ON-SITE BREATH ALCOHOL TEST		\$15
IN-CLINIC BREATH ALCOHOL TEST		\$15
ON-SITE INSTANT URINE DRUG TEST (SUPPLIES AND REPORTING)		\$18
IN-CLINIC INSTANT URINE DRUG TEST (SUPPLIES AND REPORTING)		\$11
LAB CONFIRMATION TEST FOR NON-NEGATIVE URINE DRUG TEST		\$35
SELF-COLLECT NON-DOT LAB-BASED URINE DRUG TEST (TEST, COLLECTION, MRO)		\$13
OTHER FEES		PRICING
ADDITIONAL COLLECTOR FEE (applies when an additional collector is requested for less than 15 collections to be performed)		\$150/COLLECTOR**
MILEAGE***		\$.55/Mile

**The in-clinic rates outlined above are for tests completed in TEAM's Tulsa Clinic location. The on-site rates outlined above are for onsite testing events performed by TEAM Professional Services.*

***This fee may also be assessed if the number of tests represented during scheduling changes significantly impacts the collectors needed during the event.*

****If the location exceeds 20 miles, mileage will be charged.*

**Renewal of Agreement
Between
Independent School District No. 11, commonly known as
Owasso Public Schools
And
Rogers County Board of County Commissioners**

THIS AGREEMENT IS MADE between Rogers County, a political subdivision of the State of Oklahoma ("County"), by and through the Board of County Commissioners of Rogers County, and Independent School District No. 11, commonly known as Owasso Public Schools, wherein both parties agree to renew the Interlocal Agreement for Services between Rogers County and Independent School District No. 11, commonly known as Owasso Public Schools ending June 30, 2021, for fiscal year 2022-2023, beginning July 1, 2022, and ending June 30, 2023, under the same terms as those included in the Agreement ending June 30, 2021. This Agreement is effective as of July 1, 2022.

BOCC Meeting Date: JUL 0 5 2022

**THE BOARD OF COUNTY COMMISSIONERS
OF ROGERS COUNTY**

**INDEPENDENT SCHOOL DISTRICT NO. 11 OF
ROGERS COUNTY, OKLAHOMA A/K/A
OWASSO PUBLIC SCHOOLS**

By: 
Chairman

By: _____
President
Owasso Public Schools

APPROVED AS TO FORM:

ATTEST:

By: 
District Attorney

Clerk
Owasso Public Schools


County Clerk

(Seal)



Date: JUL 0 5 2022

**INTERLOCAL AGREEMENT BETWEEN ROGERS COUNTY AND THE
OWASSO PUBLIC SCHOOLS, INDEPENDENT SCHOOL DISTRICT NO. 11**

This Interlocal Agreement, hereinafter referred to as "Agreement," is entered into this 24th day of February, 2020 ("Commencement Date"), pursuant to OKLA. STAT. tit. 74, § 1001 *et seq.*, as amended, by and between the Board of County Commissioners of Rogers County, a political subdivision of the State of Oklahoma, hereinafter referred to as "Rogers County" and the Owasso Public Schools, Independent School District No. 11, hereinafter referred to as "School District" (collective, the "Parties").

WHEREAS, Rogers County is authorized to utilize county-owned equipment, labor, and supplies at their disposal on property owned by public schools for routine maintenance pursuant to OKLA. STAT. tit. 19, § 339(A)(18); and

WHEREAS, Rogers County is a political subdivision of the State of Oklahoma and has the power and authority to enter into this Agreement pursuant to OKLA. STAT. tit. 19, § 339(A)(18) and OKLA. STAT. tit. 74, § 1008; and

WHEREAS, School District is a political subdivision of the State of Oklahoma and has the power and authority to enter into this Agreement pursuant to Attorney General Opinion 05-12 and OKLA. STAT. tit. 74, § 1008; and

WHEREAS, it is the intent of Rogers County to use the authority granted it in OKLA. STAT. tit. 19, § 339(A)(18) for routine maintenance for School District.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein below, it is mutually agreed as follows:

SECTION I: PURPOSE

The purpose of this Agreement is to set forth the obligations of Rogers County and School District related to the performance of routine maintenance by Rogers County on property owned by School District.

SECTION II: RESPONSIBILITIES

- A. School District agrees to notify Rogers County, through the appropriate County Commissioner for the district in which the School District is located, of any routine maintenance requested of Rogers County. If School District has buildings and/or property in more than one district within Rogers County, School District shall request any such routine maintenance from the County Commissioner in the which the building and/or property to be maintained is located.

- B. Rogers County, by and through the County Commissioner for the School District in which the School District is located, may, in its sole discretion, agree to use equipment, labor, and supplies of Rogers County to perform such routine maintenance as requested by School District. Rogers County may decline to perform any routine maintenance requested by School District and nothing in this Agreement shall obligate Rogers County to perform any routine maintenance requested by School District.

SECTION III: GENERAL TERMS OF AGREEMENT

- A. Initial Term. The Term of this agreement (“Initial Term”) shall begin as of the Commencement Date and shall continue until June 30, 2020, unless terminated earlier as prescribed in subsection C herein.
- B. Renewal Term. Upon completion of the Initial Term, both School District and Rogers County may agree to extend the term of this Agreement for additional one-year terms upon the written approval of both parties. Notwithstanding any agreements to the contrary, the term of any such renewal shall not extend past the next ensuing June 30th.
- C. Termination. Rogers County or the School District may terminate this Agreement for any reason upon thirty (30) days prior written notice to the other party.
- D. Notice. All notices, demands, requests, or other communications which may be or are required to be given, served or sent by either party to the other pursuant to the Agreement shall be in writing and shall be deemed to have been properly given or sent as follows:
- a. If intended for Rogers County, mailing first class mail, or if sender prefers, by registered or certified mail, return receipt requested, with proper postage prepaid to:

Rogers County Board of County Commissioners
ATTN: Chairman
200 S Lynn Riggs Blvd
Claremore, OK 74017
 - b. If intended for School District, mailing first class mail, or if sender prefers, by registered or certified mail, return receipt requested, with proper postage prepaid to:

Owasso Public Schools, Independent School District No. 11
1501 North Ash Street
Owasso, OK 74055

- c. Either Party may designate another address or person to receive notice hereunder for all purposes of this Agreement by giving to the other Party not less than ten (10) days advance written notice of such change in accordance with the provisions of this Section. Nothing contained in this Section shall be construed to restrict the transmission of routine communications between representatives of Rogers County and School District.

- E. Governmental Tort Claims Act. Each Party is subject to the Governmental Tort Claims Act. Neither Party hereto waives any defenses or rights available pursuant to the Governmental Tort Claims Act, OKLA. STAT. tit. 51, § 151 *et seq.*, the common law, the Constitution of the United States, or the State of Oklahoma by entering into this Agreement. It is not the intent of the Parties to create or add any duties or liabilities which are not mandated by the Governmental Tort Claims Act.

SECTION IV: MISCELLANEOUS

- A. Headings. The headings used herein are for convenience only and shall not be used in interpreting this Agreement.

- B. Governing Law. This Agreement shall be governed by and in accordance with the laws of the State of Oklahoma and is subject to the jurisdiction and venue of the Federal and State Courts in and for Rogers County, Oklahoma.
 - a. If any terms of this Agreement shall be declared invalid, illegal or unenforceable for any reason or in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof and this Agreement shall be construed as if such provision had never been contained herein.

- C. Assignment. This Agreement may not be assigned by either Party without the written consent of the other Party.

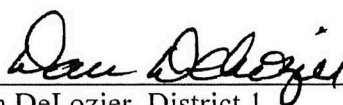
- D. No Third-Party Beneficiaries. It is not the intention of the Parties for this Agreement to create any rights in any third parties.

- E. Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

- F. Entire Agreement. This Agreement shall constitute the entire understanding between Rogers County and School District and shall supersede all prior understandings and agreements relating to the subject matter hereof.

IN WITNESS WHEREOF, Rogers County and School District have authorized this Interlocal Agreement regarding the aforementioned Project to be executed and attested by their undersigned officials.

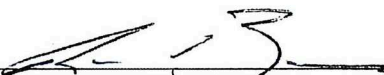
ROGERS COUNTY BOARD OF COUNTY COMMISSIONERS, acting on behalf of Rogers County, a body corporate and politic of the State of Oklahoma



Dan DeLozier, District 1
Rogers Co. Board of County Commissioners



Steve Hendrix, District 2
Rogers Co. Board of County Commissioners



Ron Burrows, District 3
Rogers Co. Board of County Commissioners



ATTEST:



Jeanne M. Heidlage, County Clerk

Owasso Public School, Independent School District
No. 11, a political subdivision of the State of
Oklahoma

President
Owasso Public Schools

ATTEST:

Clerk
Owasso Public Schools

CERTIFICATE OF APPROVAL

July 18, 2022

Purchase Orders to be approved by the Board of Education:

2022-2023 General Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		215-230	13,612.50
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
			\$ 13,612.50
			<hr/> <hr/>

2022-2023 Building Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		70	13,000.00
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
			\$ 13,000.00
			<hr/> <hr/>

2022-2023 Child Nutrition Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		27	6,983.20
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
			\$ 6,983.20
			<hr/> <hr/>

2022-2023 Bond Fund 31

		<u>P.O. Nos</u>	
<i>VENDORS</i>		35-70	458,773.04
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
			\$ 458,773.04
			<hr/> <hr/>

2022-2023 Bond Fund 33

<i>VENDORS</i>		<u>P.O. Nos</u>	
<i>VENDORS</i>	Change Orders	<u>2</u>	10,681.55
			0.00
			<u>\$ 10,681.55</u>

2022-2023 Bond Fund 35

<i>VENDORS</i>		<u>P.O. Nos.</u>	
<i>VENDORS</i>	Change Orders	<u>10-14</u>	432,543.03
			0.00
			<u>\$ 432,543.03</u>

2022-2023 Bond Fund 39

<i>VENDORS</i>		<u>P.O. Nos.</u>	
<i>VENDORS</i>	Change Orders	<u>35-39</u>	82,825.36
			0.00
			<u>\$ 82,825.36</u>

2022-2023 Bond Fund 04-BOK

<i>VENDORS</i>		<u>P.O. Nos</u>	
<i>VENDORS</i>	Change Orders	<u>12</u>	3,461.50
			0.00
			<u>\$ 3,461.50</u>

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 7/7/2022 - 7/13/2022, PO Range: 215 - 230

PO No	Date	Vendor No	Vendor	Description	Amount
215	07/08/2022	166	QUILL CORPORATION	Blanket for Professional Development Supplies	300.00
216	07/08/2022	4999	OFFICE DEPOT	Blanket for Professional Development Supplies	300.00
217	07/08/2022	15900	HOLIDAY INN EXPRESS-BRICKTOWN	Hotel 1 night- 8/2/22 CCOSA Training-A Higgs	119.00
218	07/08/2022	1432	OSSBA	Title IX training for secondary administrators	1,000.00
219	07/08/2022	18114	VIVACITY TECH PBC	iPad Charging Carts	618.00
220	07/12/2022	1536	TULSA WORLD	District Services Job Fair	4,341.00
221	07/12/2022	18357	CORPORATESURVEY.COM	PO for Zip Survey/Reliant	199.00
222	07/12/2022	14613	FULL COMPASS SYSTEMS	Green - PAC Speaker Parts	100.00
223	07/12/2022	18821	Brian Dutton	Harris - Color Guard Choreography	5,000.00
224	07/12/2022	87556	AUSTIN STEELE HIGGS	CCOSA Training Per Diem 8/2/22- 8/3/22	37.50
225	07/12/2022	3156	GENERAL BINDING CORPORATION	Laminating film	528.00
226	07/12/2022	276	WALMART #168	General office Supplies	250.00
227	07/12/2022	10483	SAM'S CLUB	General Office Supplies	500.00
228	07/12/2022	11351	AMAZON	General Office Supplies	250.00
229	07/12/2022	82469	ANDREA K ECHOLS	REIM FOR NOTARY FEES	35.00
230	07/12/2022	84092	TONYA D GOFF	REIM FOR NOTARY FEES	35.00
				Non-Payroll Total:	\$13,612.50
				Payroll Total:	\$0.00
				Report Total:	\$13,612.50

Purchase Order Register

Options: Year: 2022-2023, Fund: BUILDING FUND, Date Range: 7/7/2022 - 7/13/2022, PO Range: 70 - 70

PO No	Date	Vendor No	Vendor	Description	Amount
70	07/12/2022	16343	ELM CREEK GRAVEL, LLC	Mulch	13,000.00
Non-Payroll Total:					\$13,000.00
Payroll Total:					\$0.00
Report Total:					\$13,000.00

Purchase Order Register

Options: Year: 2022-2023, Fund: CHILD NUTRITION FUND, Date Range: 7/7/2022 - 7/13/2022, PO Range: 27 - 27

PO No	Date	Vendor No	Vendor	Description	Amount
27	07/12/2022	421	HOBART CORPORATION	Kitchen Equipment Repair and Parts	6,983.20
Non-Payroll Total:					\$6,983.20
Payroll Total:					\$0.00
Report Total:					\$6,983.20

Purchase Order Register

Options: Year: 2022-2023, Fund: FD 31 - 2022 BOND, Date Range: 7/7/2022 - 7/13/2022, PO Range: 35 - 70

PO No	Date	Vendor No	Vendor	Description	Amount
35	07/08/2022	17027	EDPUZZLE INC	District Edpuzzle Subscription	20,330.00
36	07/08/2022	9205	FOLLETT SCHOOL SOLUTIONS, INC	Destiny District Online Service	15,175.65
37	07/08/2022	9205	FOLLETT SCHOOL SOLUTIONS, INC	District Chromebook Management Software-Librarians	25,592.60
38	07/08/2022	13869	CENGAGE LEARNING	Subscription Renewal-Gale Student Resources	7,063.18
39	07/08/2022	12073	ARCHWAY - OKLAHOMA BOOK DEPOSITORY	Journeys ELA Materials for sites	2,893.07
40	07/08/2022	14978	MIDWEST BIOSERVICE CO LLC	Microscopes for 8GC	37,200.00
41	07/08/2022	17278	NOREDINK CORP	Writing Adoption Materials Grade 6-12	46,070.00
42	07/08/2022	8501	PROQUEST CSA LLC	Subscription License SIRS	3,983.08
43	07/08/2022	15689	REALLY GREAT READING	RGR Instructional Materials K, 1, 2 - Angela Parks	58,331.70
44	07/08/2022	15689	REALLY GREAT READING	RGR Instructional Materials PK, 3, 4, 5-A. Parks	144,022.90
45	07/08/2022	206	THOMPSON SCHOOL BK. DEPOSITORY	SAVVAS Science Materials-Ator Elementary	874.26
46	07/08/2022	206	THOMPSON SCHOOL BK. DEPOSITORY	SAVVAS Science Materials-Bailey Elementary	365.18
47	07/08/2022	206	THOMPSON SCHOOL BK. DEPOSITORY	SAVVAS Science Materials-Barnes Elementary	1,033.19
48	07/08/2022	206	THOMPSON SCHOOL BK. DEPOSITORY	SAVVAS Science Materials-Mills Elementary	1,095.53
49	07/08/2022	206	THOMPSON SCHOOL BK. DEPOSITORY	SAVVAS Science Materials-Smith Elementary	365.18
50	07/08/2022	206	THOMPSON SCHOOL BK. DEPOSITORY	SAVVAS Science Materials-Stone Canyon	509.08
51	07/08/2022	18354	SCHOOL SPECIALTY LLC	7th Grade Science Live Material Cards-K Wilburn	2,201.29
52	07/08/2022	18354	SCHOOL SPECIALTY LLC	8GC-Science Live Material Cards-K Wilburn	2,311.91
53	07/08/2022	10636	GUTENBERG INC	Ator Handwriting Workbooks	2,901.75
54	07/08/2022	10636	GUTENBERG INC	Bailey Handwriting Workbooks	2,186.25
55	07/08/2022	10636	GUTENBERG INC	Barnes Handwriting Workbooks	3,657.00
56	07/08/2022	10636	GUTENBERG INC	Hodson Handwriting Workbooks	3,267.45
57	07/08/2022	10636	GUTENBERG INC	Mills Handwriting Workbooks	3,060.75
58	07/08/2022	10636	GUTENBERG INC	Morrow Handwriting Workbooks	3,975.00
59	07/08/2022	10636	GUTENBERG INC	Northeast Handwriting Workbooks	3,140.25
60	07/08/2022	10636	GUTENBERG INC	Smith Handwriting Workbooks	2,822.25
61	07/08/2022	10636	GUTENBERG INC	Stone Canyon Handwriting Workbooks	4,014.75
62	07/08/2022	17322	THE WOMEN'S CENTER OF TARRANT CTY	3rd Grade Child Abuse Prevention Subscription	225.00
63	07/08/2022	18039	INTERNATIONAL ACADEMY OF SCIENCE	Acellus Elementary Virtual Licenses	12,500.00
64	07/08/2022	8232	WORLD BOOK, INC	Library Subscription	8,232.00

Purchase Order Register

Options: Year: 2022-2023, Fund: FD 31 - 2022 BOND, Date Range: 7/7/2022 - 7/13/2022, PO Range: 35 - 70

PO No	Date	Vendor No	Vendor	Description	Amount
65	07/08/2022	11351	AMAZON	Science Supplies-Hodson Elementary-D. Testa	150.00
66	07/08/2022	18402	AMPLIFY EDUCATION INC	Science Refill Kit-Barnes Elementary-C. Brown	229.60
67	07/08/2022	12033	APPLE EDUCATION STORE	Computers for OHS West Yearbook Class-K. Bowman	5,824.00
68	07/08/2022	16566	DGP PUBLISHING, INC.	6 - 12 Grade Grammar	16,696.39
69	07/08/2022	16841	EDCLUB INC	Typing Software for Elementary Students	8,488.80
70	07/08/2022	17221	SCHOOL SAFE ID LLC	Software for Annual Site License	7,984.00
				Non-Payroll Total:	\$458,773.04
				Payroll Total:	\$0.00
				Report Total:	\$458,773.04

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: FD 33 - 2016 BOND, Date Range: 7/7/2022 - 7/13/2022, PO Range: 2 - 2

PO No	Date	Vendor No	Vendor	Description	Amount
2	07/12/2022	18134	S2 SOLUTIONS INC	Exterior Cameras	10,681.55
Non-Payroll Total:					\$10,681.55
Payroll Total:					\$0.00
Report Total:					\$10,681.55

Owasso Public Schools**Purchase Order Register****Options:** Year: 2022-2023, Fund: FD 35 - 2017 BOND, Date Range: 7/7/2022 - 7/13/2022, PO Range: 10 - 14

PO No	Date	Vendor No	Vendor	Description	Amount
10	07/08/2022	18818	GARLAND/DBS INC	WEST CAMPUS ROOF	419,654.53
11	07/12/2022	248	C & J ELECTRIC COMPANY	District Wide Electrical Svc and Repairs	5,000.00
12	07/12/2022	10483	SAM'S CLUB	Blanket PO for fixtures/furniture	6,538.50
13	07/12/2022	2781	HEATWAVE SUPPLY CO.	Bottle Filters	850.00
14	07/12/2022	15989	LENNOX INDUSTRIES	HVAC Parts	500.00
Non-Payroll Total:					\$432,543.03
Payroll Total:					\$0.00
Report Total:					\$432,543.03

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: FD 39 - 2020 BOND, Date Range: 7/7/2022 - 7/13/2022, PO Range: 35 - 39

PO No	Date	Vendor No	Vendor	Description	Amount
35	07/08/2022	12115	SCHOLASTIC CLASSROOM MAGAZINES	Bookflix Renewal - All 9 Elementary Sites	12,114.00
36	07/08/2022	12844	BRAINPOP	Brainpop District Renewal	28,120.00
37	07/08/2022	7341	COUGHLAN COMPANIES LLC	District Subscription - Pebble Go	17,091.36
38	07/08/2022	18057	CODEHS INC	Unlimited HS Site License	13,500.00
39	07/12/2022	16731	ACCURATE FIRE EQUIPMENT CO	Fire Sprinkler Contract Service	12,000.00
Non-Payroll Total:					\$82,825.36
Payroll Total:					\$0.00
Report Total:					\$82,825.36

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: 2018 BOND/BOK, Date Range: 7/7/2022 - 7/13/2022, PO Range: 12 - 12

PO No	Date	Vendor No	Vendor	Description	Amount
12	07/12/2022	10483	SAM'S CLUB	Blanket PO for Furniture / Fixtures	3,461.50
Non-Payroll Total:					\$3,461.50
Payroll Total:					\$0.00
Report Total:					\$3,461.50

Owasso Public Schools

Cash Balances

Options: Fiscal Years: 2022, Funds: 60, As Of Date: 6/30/2022, Account Types: AC

Cash By Account and Fund

AC 0110	ROGERS COUNTY BANK				
2022	60	SCHOOL ACTIVITY FUND			\$2,509,469.59
			Total AC	0110	<u>\$2,509,469.59</u>
					<u>\$2,509,469.59</u>

Cash By Fund

2022	60	SCHOOL ACTIVITY FUND			\$2,509,469.59
					<u>\$2,509,469.59</u>

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2021 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 GENERAL FUND	\$0.00	\$23,306.14	\$82,362.09	\$32,431.80	\$73,236.43	\$0.00	\$73,236.43
802 GEN FD REFUND SUB ACCT	\$0.00	\$174.40	\$0.00	\$174.40	\$0.00	\$0.00	\$0.00
804 CH NUTRITION REF SUB ACCT	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
805 OHS ACTIVITY	\$0.00	\$33,838.28	\$37,920.03	\$19,551.51	\$52,206.80	\$0.00	\$52,206.80
806 HS AP	\$0.00	\$29,671.05	\$33,000.72	\$1,161.92	\$61,509.85	\$0.00	\$61,509.85
807 HS NATIONAL HONOR SOCIETY	\$0.00	\$7,965.00	\$34,032.42	\$8,359.11	\$33,638.31	\$0.00	\$33,638.31
808 HS STUDENT COUNCIL	\$0.00	\$29,821.00	\$18,804.04	\$31,610.53	\$17,014.51	\$0.00	\$17,014.51
809 HS SPEECH/DEBATE	\$0.00	\$1,060.00	\$1,966.66	\$1,172.00	\$1,854.66	\$0.00	\$1,854.66
810 OHS - TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$5,206.70	\$2,117.02	\$3,089.68	\$0.00	\$3,089.68
811 HS YOUTH ALIVE	\$0.00	\$0.00	\$805.69	\$0.00	\$805.69	\$0.00	\$805.69
812 HS YEARBOOK	\$0.00	\$4,670.10	\$8,541.64	\$8,099.71	\$5,112.03	\$0.00	\$5,112.03
814 HS ACADEMIC BOWL	\$0.00	\$0.00	\$328.43	\$0.00	\$328.43	\$0.00	\$328.43
815 HS EQUALITY CLUB	\$0.00	\$0.00	\$178.43	\$0.00	\$178.43	\$0.00	\$178.43
816 HS BAND	\$0.00	\$369,363.28	\$228,205.30	\$318,652.37	\$278,916.21	\$0.00	\$278,916.21
817 5TH GRADE HONOR CHOIR- DISTRICTWIDE	\$0.00	\$2,906.00	\$2,462.02	\$1,854.84	\$3,513.18	\$0.00	\$3,513.18
818 HS FFA	\$0.00	\$174,314.58	\$29,558.47	\$164,401.99	\$39,471.06	\$0.00	\$39,471.06
820 MARINE BIOLOGY CLUB	\$0.00	\$0.00	\$79.25	\$0.00	\$79.25	\$0.00	\$79.25
821 HS COUNSELORS	\$0.00	\$0.00	\$4,953.87	\$66.99	\$4,886.88	\$0.00	\$4,886.88
822 HS ART	\$0.00	\$3,699.00	\$146.74	\$3,148.44	\$697.30	\$0.00	\$697.30
824 HS STAGECRAFT	\$0.00	\$0.00	\$405.18	\$0.00	\$405.18	\$0.00	\$405.18
825 HS LIBRARY	\$0.00	\$39,170.31	\$8,130.19	\$37,080.27	\$10,220.23	\$0.00	\$10,220.23
826 HS SENIOR CLASS	\$0.00	\$52,730.64	\$5,673.88	\$47,993.17	\$10,411.35	\$0.00	\$10,411.35
827 HS UNIFIED CLUB	\$0.00	\$990.00	\$867.26	\$1,172.78	\$684.48	\$0.00	\$684.48
828 HS JUNIOR CLASS	\$0.00	\$44,632.45	\$9,107.05	\$37,811.50	\$15,928.00	\$0.00	\$15,928.00
835 HS HISTORY CLUB	\$0.00	\$200.00	\$800.62	\$1,000.00	\$0.62	\$0.00	\$0.62
837 HS ROBOTICS	\$0.00	\$0.00	\$1,018.72	\$0.00	\$1,018.72	\$0.00	\$1,018.72
839 HS DRAMA/PRODUCTIONS	\$0.00	\$15,718.25	\$436.84	\$8,407.80	\$7,747.29	\$0.00	\$7,747.29
840 8GC TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,401.45	\$675.39	\$726.06	\$0.00	\$726.06
841 EIGHTH GRADE ACTIVITY	\$0.00	\$552.58	\$3,371.19	\$168.46	\$3,755.31	\$0.00	\$3,755.31
842 EIGHTH GRADE STUDENT COUNCIL	\$0.00	\$5,452.00	\$6,630.48	\$6,273.38	\$5,809.10	\$0.00	\$5,809.10
844 EIGHTH GRADE HOME EC	\$0.00	\$1,635.00	\$1,449.80	\$968.22	\$2,116.58	\$0.00	\$2,116.58
845 EIGHTH GRADE YEARBOOK	\$0.00	\$2,555.00	\$1,522.90	\$76.77	\$4,001.13	\$0.00	\$4,001.13
848 EIGHTH GRADE ART	\$0.00	\$1,180.00	\$1,734.93	\$2,159.14	\$755.79	\$0.00	\$755.79
849 EIGHTH GRADE FOREIGN LANGUAGE	\$0.00	\$1,310.00	\$2,048.01	\$1,890.16	\$1,467.85	\$0.00	\$1,467.85
851 EIGHTH GRADE ROBOTICS	\$0.00	\$340.00	\$4.62	\$320.00	\$24.62	\$0.00	\$24.62
853 EIGHTH GRADE COMPUTER	\$0.00	\$330.00	\$1,533.01	\$703.57	\$1,159.44	\$0.00	\$1,159.44
855 EIGHTH GRADE ENGLISH	\$0.00	\$0.00	\$1,000.89	\$553.10	\$447.79	\$0.00	\$447.79
856 EIGHTH GRADE TEACHERS WELFARE	\$0.00	\$162.49	\$1,282.24	\$932.75	\$511.98	\$0.00	\$511.98
857 7TH GRADE STEM	\$0.00	\$1,385.00	\$582.35	\$1,509.36	\$457.99	\$0.00	\$457.99
858 EIGHTH GRADE FCCLA	\$0.00	\$5,686.60	\$86.98	\$5,289.44	\$484.14	\$0.00	\$484.14
859 EIGHTH GRADE STRENGTH & CONDITIONING / PE	\$0.00	\$2,820.00	\$2,734.20	\$926.21	\$4,627.99	\$0.00	\$4,627.99
860 EIGHTH GRADE STEM	\$0.00	\$864.00	\$66.24	\$857.26	\$72.98	\$0.00	\$72.98
861 SEVENTH GRADE ACTIVITY	\$0.00	\$350.01	\$12,621.85	\$2,031.26	\$10,940.60	\$0.00	\$10,940.60
862 SEVENTH GRADE YEARBOOK	\$0.00	\$2,031.43	\$0.92	\$0.00	\$2,032.35	\$0.00	\$2,032.35
863 SEVENTH FOREIGN LANGUAGE	\$0.00	\$1,134.00	\$592.17	\$861.92	\$864.25	\$0.00	\$864.25
864 SEVENTH GRADE STUDENT COUNCIL	\$0.00	\$1,102.00	\$122.79	\$1,050.00	\$174.79	\$0.00	\$174.79
865 SEVENTH GRADE MATH	\$0.00	\$0.00	\$513.05	\$0.00	\$513.05	\$0.00	\$513.05
866 SEVENTH GRADE SCIENCE	\$0.00	\$0.00	\$438.26	\$155.80	\$282.46	\$0.00	\$282.46
868 SEVENTH GRADE PHYS ED	\$0.00	\$6,330.00	\$1,176.74	\$4,484.14	\$3,022.60	\$0.00	\$3,022.60
870 7GC TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$99.92	\$900.08	\$0.00	\$900.08
871 SEVENTH GRADE TEACHERS WELFARE	\$0.00	\$351.34	\$1,536.60	\$1,396.55	\$491.39	\$0.00	\$491.39
872 SEVENTH GRADE NATL JR HON SOC	\$0.00	\$1,410.00	\$1,140.49	\$916.44	\$1,634.05	\$0.00	\$1,634.05
873 SEVENTH GRADE CREATIVE STUDIES	\$0.00	\$0.00	\$219.54	\$0.00	\$219.54	\$0.00	\$219.54

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2021 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
944 VIRTUAL/SUMMER SCHOOL	\$0.00	\$22,687.50	\$4,150.00	\$26,837.50	\$0.00	\$0.00	\$0.00
946 PERFORMING ARTS CENTER	\$0.00	\$464,564.59	\$49,303.22	\$9,607.78	\$504,260.03	\$0.00	\$504,260.03
947 OPERATIONS WELFARE FUND	\$0.00	\$85.06	\$507.71	\$336.65	\$256.12	\$0.00	\$256.12
949 HEALTH SERVICES	\$0.00	\$0.00	\$3,056.79	\$2,611.00	\$445.79	\$0.00	\$445.79
951 RAM TEACHER WELFARE	\$0.00	\$4,769.65	\$0.00	\$590.00	\$4,179.65	\$0.00	\$4,179.65
953 HS FAC	\$0.00	\$4,975.00	\$3,079.78	\$3,583.60	\$4,471.18	\$0.00	\$4,471.18
957 HS VOCAL	\$0.00	\$85,763.38	\$41,796.36	\$77,484.75	\$50,074.99	\$0.00	\$50,074.99
960 STEM - 6GC	\$0.00	\$2,095.00	\$1,174.21	\$1,537.24	\$1,731.97	\$0.00	\$1,731.97
962 STUDENT HOLDING ACCOUNT	\$0.00	\$11,511.50	\$49,722.46	\$0.00	\$61,233.96	\$0.00	\$61,233.96
963 HS LIBERTY COMMITTEE	\$0.00	\$9,706.00	\$6,384.74	\$11,649.62	\$4,441.12	\$0.00	\$4,441.12
965 HS TEACHERS WELFARE	\$0.00	\$5,678.18	\$6,121.85	\$7,635.24	\$4,164.79	\$0.00	\$4,164.79
968 MORROW ACTIVITY	\$0.00	\$5,092.78	\$11,737.86	\$3,819.40	\$13,011.24	\$0.00	\$13,011.24
969 MORROW TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,900.00	\$655.50	\$1,244.50	\$0.00	\$1,244.50
970 RAM ACADEMY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$999.05	\$361.50	\$637.55	\$0.00	\$637.55
971 HS FCCLA	\$0.00	\$2,941.22	\$754.35	\$2,358.82	\$1,336.75	\$0.00	\$1,336.75
973 HS FOREIGN LANGUAGE CLUB	\$0.00	\$24,260.73	\$9,164.54	\$19,595.55	\$13,829.72	\$0.00	\$13,829.72
974 MORROW LIBRARY	\$0.00	\$13,797.90	\$5,352.94	\$11,517.39	\$7,633.45	\$0.00	\$7,633.45
975 SIXTH GRADE ACTIVITY	\$0.00	\$1,591.24	\$11,813.40	\$3,261.15	\$10,143.49	\$0.00	\$10,143.49
976 SIXTH GRADE PHYS ED	\$0.00	\$90.00	\$646.98	\$0.00	\$736.98	\$0.00	\$736.98
977 SIXTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$19,085.50	\$1,836.50	\$17,249.00	\$0.00	\$17,249.00
978 SIXTH GRADE YEARBOOK	\$0.00	\$2,865.25	\$14,971.15	\$604.69	\$17,231.71	\$0.00	\$17,231.71
979 SIXTH GRADE COMPUTER	\$0.00	\$22.00	\$0.00	\$0.00	\$22.00	\$0.00	\$22.00
980 6GC TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$859.81	\$140.19	\$0.00	\$140.19
982 SIXTH GRADE SCIENCE	\$0.00	\$0.00	\$5,210.23	\$0.00	\$5,210.23	\$0.00	\$5,210.23
983 SIXTH GRADE ART	\$0.00	\$6,875.00	\$340.00	\$6,358.55	\$856.45	\$0.00	\$856.45
984 SIXTH GRADE TEACHERS WELFARE	\$0.00	\$845.07	\$1,221.34	\$0.00	\$2,066.41	\$0.00	\$2,066.41
986 SIXTH GRADE MATH	\$0.00	\$0.00	\$1,218.77	\$249.24	\$969.53	\$0.00	\$969.53
988 SIXTH GRADE SOCIAL STUDIES	\$0.00	\$0.00	\$4,170.82	\$0.00	\$4,170.82	\$0.00	\$4,170.82
989 SIXTH GRADE LIBRARY	\$0.00	\$10,102.84	\$13,486.16	\$9,167.56	\$14,421.44	\$0.00	\$14,421.44
990 STONE CANYON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,479.12	\$914.21	\$564.91	\$0.00	\$564.91
993 SIXTH GRADE E.S.C.	\$0.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00
994 STONE CANYON ACTIVITY	\$0.00	\$12,592.57	\$6,288.71	\$11,123.36	\$7,757.92	\$0.00	\$7,757.92
995 STONE CANYON TEACHERS WELF	\$0.00	\$916.97	\$315.96	\$612.36	\$620.57	\$0.00	\$620.57
997 STONE CANYON LIBRARY	\$0.00	\$47,496.11	\$10,036.16	\$35,074.93	\$22,457.34	\$0.00	\$22,457.34
998 CHROMEBOOK INS/ACCESORIES	\$0.00	\$48,831.47	\$108,157.01	\$103,197.20	\$53,791.28	\$0.00	\$53,791.28
Total	\$0.00	\$2,814,457.28	\$1,959,994.79	\$2,264,982.48	\$2,509,469.59	\$0.00	\$2,509,469.59

STUDENT TRANSPORTATION CONTRACT

between
TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18
and
OWASSO PUBLIC SCHOOL DISTRICT NO. 11]

This Contract is made and entered into this 17th day of August, 2022, by and between TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18 (“TTC”) and OWASSO PUBLIC SCHOOL DISTRICT NO. 11, commonly known as Owasso Public Schools (“District”).

Recitals:

(1) TTC desires to enter into this Contract with District whereby District will provide transportation equipment (“buses”) and bus operators (“drivers”) to transport district students who are enrolled in TTC’s programs from District’s campus (“District Students”) to a TTC campus and return to a District campus.

(2) District has available sufficient buses and drivers to provide the transportation.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the parties agree as follows:

1. **TRANSPORTATION DATES:** The transportation to be furnished by District under this Contract will commence on August 17, 2022, the date for beginning of classes for TTC students for the 2022-2023 School Year (the “School Year”) and will terminate the last day of TTC classes for the School Year, unless terminated for cause earlier by TTC as provided in this Contract.

2. **COMPENSATION:** TTC agrees to compensate the District for provided transportation services at the rate of \$2.60 per mile driven under this Contract, provided the total amount invoiced for transportation services during the School

Year shall not exceed \$293,138.56 (which is an amount equal to the mileage rate computed at 112,745.6 miles driven by the District over 176 school days) regardless of the actual mileage performed under this Contract. The amount paid shall constitute complete compensation for all costs and fees incurred, including any expenses for labor, materials, equipment, maintenance of equipment, and rentals, if applicable. The amount may be modified on the basis of a written request for route change or other modifications submitted by TTC and agreed to by the District. Any modifications or additional services must be authorized in writing by TTC prior to performance.

Mileage incurred under this Contract during the first semester will be invoiced to TTC by District at the end of the first semester of the School Year, and the remaining mileage incurred will be invoiced at the end of the second semester of the School Year. Compensation will be paid only to the extent that District presents documented evidence of mileage incurred during the period for which payment is requested. District's invoices will be paid within 15 days after receipt by TTC.

3. **BUSES:** All buses provided by District for the performance of this Contract will comply with all federal and state laws, rules and regulations applicable to transportation equipment used to transport school children, including, but not limited to, the rules of the Oklahoma State Department of Education ("OSDE").

4. **DRIVERS:** All drivers operating the buses will have current unrestricted licenses to operate transportation equipment used to transport school children and will be in compliance with all federal and state laws, rules and regulations, including, but not limited to the rules and regulations of the Oklahoma Department of Public Safety, OSDE,

including but not limited to, the requirement for satisfactory annual physical examination, and the rules and regulations of the Federal Department of Transportation (“DOT”), including drug/alcohol testing. The District will provide TTC with documentation of such licensure and compliance upon request.

5. **OBJECTIONS TO DRIVERS:** District will not permit any driver to operate a bus used in connection with the performance of this Contract if TTC reasonably objects to that driver. Any request for removal of a driver shall be submitted by TTC to the District’s designated liaison in writing and will specify TTC’s objections. The District will promptly remove any driver reasonably objected to by TTC from providing services under this Contract. If any drivers are removed by the District upon TTC’s request, the District shall replace them with drivers approved by TTC.

If TTC has any concerns about any driver’s performance under this Contract, it will submit those concerns in writing to the District’s designated liaison. Any differences concerning TTC’s concerns will be resolved between TTC’s designated representative and District’s designated representative.

6. **INSURANCE:** At all times during this Contract, District will maintain and have in force at its expense public liability and property damage insurance to cover the negligent acts of District’s employees with limits equal to District’s limits of liability under the Oklahoma Governmental Tort Claims Act. In the event of a claim, District’s insurance will be primary over similar insurance carried by TTC.

7. **RESPONSIBILITY FOR ACTIONS:** Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees, officers, and agents. A party shall not be liable for any claims, demands, actions, costs expenses and liabilities —

including reasonable attorneys' fees which may arise in connection with the failure of the other party or its employees, officers, or agents to perform any of their obligations under this Contract. Both TTC and the District are political subdivisions of the State of Oklahoma, and their liability shall be governed by the Oklahoma Governmental Tort Claims Act.

8. **EMPLOYEES OF THE DISTRICT:** The District, and not TTC, shall be the employer of the District's designated representative and the drivers. The District shall be responsible for (a) the compensation and benefits payable and made available to the District's designated representative and the drivers, (b) withholding any applicable federal and state taxes and other payroll deductions as required by law, and (c) any workers' compensation obligations.

9. **DISCLAIMER OF INTENT TO BECOME PARTNERS:** TTC and the District shall not by virtue of this Contract be deemed to be partners or otherwise engaged in a joint venture. Neither party shall incur any financial obligation on behalf of the other.

10. **DESIGNATED REPRESENTATIVES:** TTC's designated representative under this Contract shall be David Rosier, Transportation Technician. The District's designated representative under this Contract shall be Billy Oliver, Transportation Director. In the event either party wishes to alter the representative designated under this Contract, it shall promptly submit to the other party a written designation of a new representative.

11. **NOTICES:** Any notices from one party to the other party concerning the Contract shall be in writing and shall be given by certified mail, return receipt requested, or confirmed telecopy or private courier to the parties as follows:

If to TTC:

Tulsa Technology Center School District No. 18
ATTN: David Rosier, Transportation Technician
5647 South 122nd East Avenue
P.O. Box 477200
Tulsa, OK 74147-7200
FAX: (918) 828-5149

If to the District:

Owasso Public School District No. 11
ATTN: Billy Oliver, Transportation Director
1501 North Ash Street
Owasso, OK 74055
FAX: (918) 274-3017

12. **TERMINATION FOR CAUSE:** TTC may immediately terminate this Contract for cause upon notice to the District upon the occurrence of any of the following events:
- (i) the failure of the District to maintain insurance coverage as required by this Contract;
- or (ii) the District fails to remove a driver from performing services under this Contract after TTC has submitted reasonable objections to the driver's performance.
13. **FORCE MAJEURE:** Neither party shall be liable under this Contract nor shall such party be considered in breach of this Contract, for days on which the District is unable to provide transportation services under this Contract through no fault of either party, such as the occurrence of adverse weather conditions, any act of God or a public enemy or terrorist, act of any military, civil or regulatory authority, or a change in any law or regulation. Additionally, neither the District nor TTC shall be liable under this Contract or considered in breach of such contract when it is impossible or impractical to perform transportation services due to the cessation or limitation of in-person classes either at the District or at TTC's campuses. Within a reasonable time period following the occurrence of an event that makes performance under this contract impossible or impractical, the

affected party shall notify the other party of the occurrence by sending either (i) an e-mail message, or (ii) a fax message, to the other party.

14. **GOVERNING LAW:** This Contract shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

15. **SEVERABILITY:** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision.

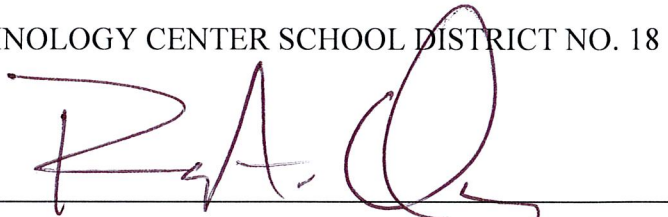
16. **MISCELLANEOUS:** This instrument represents the entire understanding between the parties concerning the subject matter hereof and may be modified on the mutually executed written agreement of the parties, which refers to this instrument. Neither party may assign this Contract.

IN WITNESS WHEREOF, the parties have executed this Student Transportation Contract as of the date first above written.

TTC:

TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18

By: _____



President, Board of Education
Tulsa Technology Center

DISTRICT:

OWASSO PUBLIC SCHOOL DISTRICT NO. 11

By: _____

President, Board of Education
Owasso Public Schools



MASTER SERVICES AGREEMENT

This master services agreement (this “Agreement”) is entered into today, July 18, 2022, (the “Effective Date”) by and between Owasso Public Schools, with its principal place of business at 1501 N. Ash St., Owasso, OK 74055 (the “Client”), and Maxwell Leadership, Inc., a Georgia Corporation, with its principal place of business at 2055 Sugarloaf Circle, Suite 100, Duluth, Georgia 30097 (the “Service Provider”).

1. DEFINITIONS.

“Affiliate” means any entity that controls, is controlled by or is under common control with another entity.

“Control” means direct or indirect ownership or control of more than 50% of the voting interests of a given entity.

“Deliverables” means documents or other materials created by the Service Provider and required to be delivered to the Client pursuant to any Statement of Work.

“Services” means the services to be provided to the Client by the Service Provider as described in any Statement of Work.

“Statement of Work” means a statement of work describing Deliverables and Services to be provided hereunder that is entered into between the Client and the Service Provider and which incorporates this Agreement by reference.

2. SERVICES. The Service Provider will perform the Services and deliver the Deliverables described on any related Statement of Work. The terms of this Agreement shall apply to the delivery of Deliverables and the provision of Services pursuant to any Statement of Work.

3. FEES AND PAYMENT.

- 3.1 The Client agrees to pay the Service Provider in accordance with any related Statement of Work.
- 3.2 After both Parties mutually determine the dates for the full-day training Services in the Statement of Work below, if changes to the date are made within 30 calendar days prior to the live Services date, Client will be billed a penalty of \$2500, however, can reschedule to another date mutually determined and agreed upon by both Parties.
- 3.3 The Client shall be responsible, and agrees to pay the Service Provider, for any taxes which are required to be collected or paid by the Service Provider with respect to the performance of the Services or delivery of the Deliverables.

4. PAYMENT. All amounts payable under this Agreement and any related Statement of Work shall be paid in full within fifteen days of the date of the Service Provider's invoice, by company check, cashier's check, ACH transfer or wire transfer, or credit card in accordance with payment instructions provided by the Service Provider in the Statement of Work associated with this Agreement. If the Client does not make payment in a timely manner, the Service Provider reserves the right to: (a) charge interest at the rate of 1.5% per month (18% per annum), or the highest or the highest rate allowed by applicable law, whichever is lower, calculated from the date such amounts were due; (b) suspend the performance of Services or delivery of Deliverables; (c) suspend or revoke the Client's limited use license for any Deliverables received by the Client prior to the Client's failure to pay pursuant to this Section; and/or (d) terminate this Agreement and any related Statement of Work. The Client agrees to pay any costs of collection (including reasonable attorney's fees) incurred by the Service Provider in collecting any amounts due under this Agreement. Notwithstanding anything in this Agreement or any related Statement of Work to the contrary, if any invoice(s) or any portion(s) of any invoice(s) are past due and have not been disputed in writing by the Client within fifteen days of the date of the invoice, the Client irrevocably waives the Client's right to later dispute such invoice.

5. INTELLECTUAL PROPERTY AND PROPRIETARY RIGHTS. The Service Provider and the Client will continue to own all copyrights, patents, trademarks, service marks, trade secrets and other proprietary rights ("Intellectual Property") that such party owned immediately prior to this Agreement or that such party acquires or creates outside the scope of this Agreement. The Service Provider will own all right, title and interest to and in all materials, tangible or intangible, developed or created by the Service Provider during the term of this Agreement, including all Intellectual Property contained therein ("Work Product"). The Service Provider hereby grants to the Client a non-exclusive, non-transferable license to use and enjoy the Work Product and any of the Service Provider's Intellectual Property provided to the Client as Deliverable(s) or in connection with the Service(s) during the term of this Agreement. The Client agrees to safeguard the Intellectual Property and not make the Intellectual Property available to any employee, officer, director or agent of the Client except as provided on a Statement of Work.

6. CONFIDENTIAL INFORMATION.

6.1 “Confidential Information” means all information and data, including tangible, electronic or other form, of the Service Provider, disclosed to the Client, whether or not such information is identified as confidential or proprietary at the time of disclosure. Confidential Information shall include without limitation Services and Deliverables, products, data, strategies, technology, software, documentation, handouts, recordings, presentations, books, publications, methodologies, know-how, technical information, financial information, information regarding the Service Provider’s operations and the terms of this Agreement. Confidential Information shall not include any information which: (a) is or subsequently becomes publicly available without the Client’s breach of any obligation owned to the Service Provider; (b) became known to the Client from a source other than the Service Provider, provided that the Client is under no other confidentiality obligation with respect to such information; or (c) became known to the Client prior to the date hereof.

6.2 The Client shall not use the Confidential Information in any way, for the Client’s own account or the account of any third party, except as contemplated by this Agreement and a Statement of Work. In addition, the Client shall not disclose the Confidential Information to any third party other than employees who are entitled to receive Confidential Information under the terms of a Statement of Work. If the Client is required by subpoena, judicial or administrative order or by other applicable law to disclose Confidential Information, the Client must (x) first give prompt prior written notice to the Service Provider in order to give the Service Provider a reasonable opportunity to oppose or limit such disclosure; (y) cooperate with the Service Provider’s efforts to oppose or limit such disclosure; and (z) only disclose that portion of Confidential Information required to be disclosed in the good faith opinion of the Client’s legal counsel.

6.3 The Client will: (a) take reasonable precautions to protect the confidentiality of the Service Provider’s Confidential Information; (b) not remove or alter any confidential or proprietary designations contained on any materials provided by the Service Provider; (c) promptly notify the Service Provider if the Client becomes aware of any unauthorized disclosure of the Service Provider’s Confidential Information; (d) be liable for any breach of the Client’s obligations hereunder by the Client’s employees, officers, directors and agents; (e) except as provided in a Statement of Work, return or destroy (with certification of the same by an officer of the Client) the Service Provider’s Confidential Information upon the earlier of: (i) the Service Provider’s request or (ii) the termination of this Agreement. The Client acknowledges that monetary damages will not be sufficient to remedy the unauthorized disclosure of the Service Provider’s Confidential Information and that the Service Provider shall be entitled, without waiving any other rights or remedies, and without the requirement of posting bond or other security, to obtain an immediate permanent injunction against such breach and other equitable relief to enforce any and all of the provisions of this Agreement. The parties’ rights and obligations stated in this provision shall remain in effect in perpetuity.

7. WARRANTIES AND DISCLAIMERS.

- 7.1 Client. The Client represents and warrants to the Service Provider that: (a) the Client has the right and authority to enter into this Agreement and perform the Client's obligations hereunder; and (b) the Client will use the Services and the Deliverables in compliance with this Agreement and applicable laws.
- 7.2 Service Provider. The Service Provider represents and warrants to the Client that: (a) the Service Provider has the right and authority to enter into this Agreement and perform the obligations of the Service Provider set forth herein; (b) the Service Provider will perform the Services in compliance with applicable law; and (c) the Service Provider will use qualified personnel to provide the Services.
- 7.3 Disclaimer. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT OR A STATEMENT OF WORK ENTERED INTO PURSUANT TO THIS AGREEMENT, NO WARRANTIES, EXPRESS OR IMPLIED, ARE MADE BY THE SERVICE PROVIDER, AND THE SERVICE PROVIDER EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.

8. INDEMNIFICATION.

- 8.1 Intellectual Property and Proprietary Rights. Each party shall indemnify and hold harmless the other party against any loss (including reasonable attorneys' fees) arising from a third party claim alleging any hardware, software, data, written materials or other material provided by the other party pursuant to this Agreement or a Statement of Work constitutes an infringement or misappropriation of any third party's copyright, United States patent, trade secret, trademark or similar rights. Notwithstanding the foregoing, if the infringing or misappropriated material is a third party product, then the indemnifying party's sole obligation shall be to indemnify and hold harmless the other party against any loss (including reasonable attorneys' fees) arising from a third party claim alleging that the infringing or misappropriated material has been provided in violation of a written contract between the indemnifying party and such third party.
- 8.2 Indemnification by the Client. The Client shall indemnify and hold harmless the Service Provider and the any of the Service Provider's employees, officers, directors, advisors or agents (the "Service Provider Indemnified Parties") against any loss (including reasonable attorney's fees) incurred by any Service Provider Indemnified Parties as a result of (a) the Client's breach of any material provision of this Agreement or (b) a third party claim arising out of or attributable, directly or indirectly, to this Agreement.
- 8.3 Indemnification Procedure. The party seeking indemnification under this Section 8 shall provide prompt written notice of a claim to the other party, shall allow the indemnifying party to control the defense and/or settlement of the claim and shall provide full cooperation to the indemnifying party.

9. LIMITATION OF LIABILITY AND LIMITED REMEDIES.

9.1 Limitation of Liability. IN NO EVENT SHALL THE SERVICE PROVIDER BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OF USE, INTERRUPTION OF BUSINESS, LOSS OF DATA OR LOSS OF PROFITS, ARISING OUT OF OR IN ANY WAY RELATING TO THE SERVICES AND DELIVERABLES PROVIDED PURSUANT TO THIS AGREEMENT OR A RELATED STATEMENT OF WORK. IN NO EVENT SHALL THE SERVICE PROVIDER'S AGGREGATE LIABILITY UNDER THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, EXCEED THE TOTAL FEES PAID BY THE CLIENT HEREUNDER DURING THE TWELVE MONTH PERIOD PRECEDING THE CLAIM.

9.2 Limitation of Remedies. In the event the Service Provider breaches the Service Provider's obligations under this Agreement or a related Statement of Work, as the Client's sole and exclusive remedy: (a) the Client may terminate this Agreement in accordance with the terms hereof; and (b) the Client may receive a pro-rata refund of fees paid to the Service Provider hereunder for Deliverables and Services not done in accordance with this Agreement and the related Statement of Work.

10. TERM AND TERMINATION.

- 10.1 Term. Unless terminated earlier pursuant to the terms of this Agreement, the Agreement shall commence on the Effective Date and shall terminate on the date that the Service Provider completes delivery of all Deliverables and provision of all Services provided for in a Statement of Work which references this Agreement; provided, however, that if the term of this Agreement shall expire because the parties shall have performed all duties and obligations pursuant to all existing Statements of Work, the parties may enter into additional Statements of Work without executing an additional master services agreement and in such instance this Agreement shall apply to and govern the terms of such additional Statements of Work without further action by the parties.
- 10.2 Termination for Uncured Material Breach. Either party may terminate this Agreement and any related Statement of Work by written notice to the other party if such other party fails to perform or breaches any material term or condition hereof, and does not cure such failure or breach within thirty (30) days (ten (10) days in the case of the Client's non-payment) after written demand by the non-breaching party; provided, however, that such written demand specify the nature of the breach in reasonable detail; and further provided, such written demand is sent within sixty (60) days of the breach.
- 10.3 Termination for Convenience. Either party may terminate this Agreement at any time prior to the date that is thirty (30) days prior to the date the Service Provider is scheduled to commence providing Services to Client; provided, however, that no termination pursuant to this Section shall be valid unless the party desiring to terminate this Agreement provides written notice to the non-terminating party at least thirty (30) days prior to the date the Service Provider is scheduled to commence providing Services to Client.
- 10.4 Termination for Bankruptcy/Insolvency. Either party may terminate this Agreement by written notice to the other party if there occurs a Bankruptcy Event (defined hereafter), with respect to the other party. "Bankruptcy Event" means the occurrence of any of the following: (a) such party makes an assignment of all or substantially all of such party's assets for the benefit of creditors; (b) a petition under any foreign, state or United States bankruptcy act, receivership statute, or similar statute, as they now exist or as they may be amended, is filed by such party; or (c) such petition is filed with respect to such party by any third party, or an application for a receiver is made by anyone, and such petition or application is not resolved favorably within sixty (60) days.
- 10.5 Liquidated Damages. If the Client terminates this Agreement or a related Statement of Work other than as expressly provided for in this Section 10, or if the Service Provider terminates this Agreement as a result of an uncured material breach or default by the Client, the Client shall be obligated to pay the Service Provider all fees that would have been payable under this Agreement and such related Statement of Work had both parties performed as obligated.

11. **NON-SOLICITATION.** During the term of this Agreement, and for a period of one (1) year thereafter, neither the Client nor any of the Client's Affiliates will (a) employ, hire or engage as an employee, consultant or contractor any employee of the Service Provider, (b) solicit any employee of the Service Provider to become an employee, consultant or contractor of the Client or any of the Client's Affiliates nor (c) recommend or suggest to any other person or entity that such person or entity solicit, hire or engage any such employee of the Service Provider.

12. **MISCELLANEOUS.**

12.1 **Nature of Relationship.** The relationship of the parties established by this Agreement is that of independent contractors, and nothing contained in this Agreement shall be construed to create a partnership, joint venture or other agency relationship between the parties.

12.2 **Survival.** The terms and conditions of Section 5 (Intellectual Property and Proprietary Rights), Section 6 (Confidential Information), Section 7 (Warranties and Disclaimers), Section 8 (Indemnification), Section 9 (Limitation of Liability and Limited Remedies), Section 11 (Non-Solicitation), this Section 12.2 (Survival), Section 12.5 (Governing Law and Venue), Section 12.7 (Notices) and Section 12.10 (No Waiver) shall survive the termination of this Agreement for any reason.

12.3 **Force Majeure.** The Service Provider shall not be liable for any failure or delay in performance under this Agreement or a related Statement of Work due to causes beyond the Service Provider's reasonable control.

12.4 **No Publicity.** Neither party shall (a) use the other party's trademarks, service marks, logo, likeness or name in connection with any advertising materials, or (b) issue a press release announcing the parties' business relationship, without the prior written consent of the other party as to the context and content of such materials or press release. Each party shall have the right to terminate any consent provided hereunder at any time by providing written notice to the other party.

12.5 **Governing Law and Venue.** This Agreement and any related Statement of Work are governed by the laws of the State of Georgia, excluding any conflicts of laws principles that would provide for the application of the law of a jurisdiction other than Georgia. Any action or proceeding arising from or relating to this Agreement or any related Statement of Work must be brought in the United States District Court for the Northern District of Georgia or in state court in Gwinnett County, Georgia, and each party irrevocably submits to the jurisdiction and venue of any such court in any such action or proceeding.

12.6 **Attorneys' Fees.** If a dispute arising under this Agreement results in litigation or arbitration, the party which is not the prevailing party on the merits of any such litigation or arbitration, shall pay the court costs and reasonable attorneys' fees incurred by the prevailing party.

12.7

Notices. Any notice required or permitted to be sent under this Agreement shall be in writing and shall be sent to the corresponding party at the address stated at the beginning of this Agreement by registered mail, overnight courier or personal delivery. Any notice sent by a party pursuant to this Section 12.7 shall be deemed to be given: (a) if sent by registered mail, three days after the date of dispatch; (b) if sent by overnight courier, one day after dispatch; and (c) if personally delivered, on the day of delivery.

12.8

Complete Agreement. This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof.

12.9

Modifications and Amendments. This Agreement shall not be modified or amended except by a written instrument executed by both parties subsequent to the Effective Date.

12.1

0 No Waiver. Except as expressly stated herein, the failure of either party to exercise in any respect any right(s) provided for such party in this Agreement, in a Statement of Work or in law or equity shall not be deemed to be a waiver of such right(s). To be effective or enforceable, a waiver by any party of any right under this Agreement must be in a written instrument executed by the party waiving such right(s).

12.11

Invalidity. If a provision of this Agreement is held by a court or other tribunal of competent jurisdiction to be unenforceable, illegal or invalid, such provision shall be limited to the minimum extent necessary so that this Agreement shall otherwise remain in full force and effect.

12.1

2 Assignment. Without the prior written consent of the Service Provider, Client shall not have the right to assign or transfer Client's rights or obligations under this Agreement, whether voluntarily or involuntarily, whether by merger, operation of law, a change in Control of the Client, the sale or transfer of a majority of the Client's voting equity to any third party other than an Affiliate, the sale or transfer of a majority of the voting equity of any entity which exercises Control over a majority of the voting equity of such party or the sale or transfer of substantially all of the Client's assets. Notwithstanding the foregoing, the Service Provider shall have the right to assign or transfer Service Provider's rights and obligations under this Agreement. Any transfer or assignment in violation of this Section 12.12 shall be void.

12.1

3 Conflicts. In the event of any inconsistency between this Agreement and any other written agreement between the parties, including a Statement of Work, the terms and conditions of this Agreement shall control and prevail over any such inconsistent provision(s).

Counterparts. This Agreement may be executed in one or more counterparts, both of which together shall constitute one and the same instrument.

12.1

4

This Agreement is effective as of the Effective Date listed in the first paragraph hereof.

Maxwell Leadership, Inc.

Owasso Public Schools

By: *Amanda Dole*

By: _____

Name: Amanda Dole

Name: _____

Title: Sr Director Leadership Development

Title: _____

STATEMENT OF WORK

Offering

The 5 Levels of Leadership Workshop (for up to 52 participants)

Each Participant will receive:

- Hard cover copy of The 5 Levels of Leadership book
- The 5 Levels of Leadership Participant Guide
- Deck of Leadership Values Cards
- Values Cards Booklet
- RoadMap Action Plan
- Case Studies

Total **\$15,860.00**

Payment Details

Payment of this Agreement is due as follows:

Total Amount : \$15,860.00

\$15,860.00 due upon execution of the Agreement

Check payments should be made payable to Maxwell Leadership, Inc. and be sent to:

Maxwell Leadership, Inc.

Attn: Finance

2055 Sugarloaf Circle, Suite 100

Duluth, GA 30097

Domestic Wire/ACH remittance information:

Bank : PNC Bank

4520 Broadway Avenue

West Palm Beach, FL 33407

Routing/ABA# for Domestic Wire: 043000096

Routing/ABA# for ACH: 267084199

Account Number : 1205096565

Account Name : Maxwell Leadership, Inc.

Account Address : 2055 Sugarloaf Circle, Suite 100, Duluth, GA 30097

International Wire Transfer remittance information:

2055 Sugarloaf Circle | Suite 100 | Duluth, Georgia 30097 | P: 800 333 6506 | F: 678 387 2811

www.maxwellleadership.com

Currency : US Dollar

Receiving Bank : PNC Bank

ABA# : 043000096

Swift Code : PNCCCUS33

Account Number : 1205096565

Receiving Bank Address : PNC Bank

4520 Broadway Avenue

West Palm Beach, FL 33407

Beneficiary Name : Maxwell Leadership, Inc.

Company Address : Maxwell Leadership, Inc.

2055 Sugarloaf Circle, Suite 100, Duluth, GA 30097

Signature Certificate

Reference number: 24CUE-WQGAK-H26WZ-2CJKQ

Signer	Timestamp	Signature
Amanda Dole Email: amanda.dole@maxwellleadership.com Sent: 14 Jul 2022 17:32:27 UTC Signed: 14 Jul 2022 17:32:28 UTC		 IP address: 12.51.98.34 Location: Douglasville, United States

Document completed by all parties on:
14 Jul 2022 17:32:28 UTC

Page 1 of 1



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Elementary Handbook

2022-2023

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies. The purpose of this handbook is to assist parents and students with navigating the school years as students learn and grow to become independent, responsible, *Respectful Rams*. We welcome the partnership of parents as we support the success of our students.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

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NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies * Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) * Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity) Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 * Age Act Coordinator (for questions or complaints based on age) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Peticcoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

ARRIVAL/DISMISSAL PROCEDURES

The elementary school day begins at 9:00 a. m. and ends at 3:45 p. m.

ELEMENTARY SCHEDULE GRADES PreK-5

- **ARRIVAL:** After students arrive at school they are not permitted to leave school property during school hours, except in the company of the adult guardian.
- **EARLY DISMISSAL:** If it becomes necessary for you to pick up your child before regular school dismissal, go to the office to sign out your child. Early dismissals will be counted as a tardy or absence depending on the time of day. No student will be dismissed from the classroom until the teacher receives appropriate notification. Only persons listed in PowerSchool will be allowed to pick up a child. This is a protective measure both for your child and school personnel.
- **PUNCTUALITY:** It is important for students to arrive at school **on time**, so the class can begin promptly. If children arrive late, they start the day already behind in their instructional day . It can also be a disruption to the teaching/learning process.
- **DISMISSAL:** Dismissal procedures are specific to each school site. Please make arrangements with your child regarding their after school plans for transportation. If there is a change to your child's transportation or dismissal plans, please call the school office and communicate those plans by 2:00 p.m.

ASSIGNMENTS

MAKE-UP WORK

1. When a student is absent longer than two (2) days, the parent may call the school to request assignments on the third day.
2. When students are absent, they have the number of school days they were absent plus one school day to complete assignments. (Example: If a student is absent 3 days, the student has 4 days to complete the homework.)

ATTENDANCE MATTERS

Encouraging regular attendance is one of the most powerful ways you can prepare your child for success in school. When school attendance is a priority, children get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating high school. When students are absent for fewer days, their grades and reading skills often improve. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. Regular attendance at school is required by state law. Under school law, parents are responsible for their child's attendance until graduation from high school or the age of 18. When students are absent just two days per month - even when the absences are excused - it can have a negative impact. **This adds up to being absent 18 times during the year, which is considered chronically absent. Over the course of a student's school career, this equals 234 days, which is almost 1 ½ years of school missed.**

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child's absences, whether they're physical or emotional,

and taking advantage of support services, such as tutoring and student mentoring, we can partner with you to set your child on the path to success.

ATTENDANCE PROCEDURES/POLICY

Pre-K instructional time is equal to 2.5 hours for the morning and 2.5 hours for the afternoon. Please go to your school's web page for specific starting and ending times.

- If your child is absent from school, please call the attendance number of your child's school to report the absence between 8:15 a.m. and 9:30 a.m. each day he/she is absent.
- Half-Day: In order for a student to be credited for a half-day of attendance, a student must be in attendance two of the first three hours of the school day to be recorded present for one-half day. Likewise, a student must be in attendance two of the final three hours to be recorded present for one-half day. (Per Accreditation of Oklahoma Schools)
- Any student who is not at school will be charged with an absence, whether it is excused or unexcused. An absence is considered unexcused until a parent calls the attendance office.
- Excessive tardiness causes students to miss out on valuable instruction. Excessive tardies may result in consequences.
- Any child running a fever is not permitted to be at school. **Children MUST be fever free for 24 hours without the aid of fever reducing medication before returning to school.**
- Scheduled medical appointments will be viewed as excused tardies with a note showing verification from a medical professional. **Early dismissal will be considered unexcused unless written documentation is provided from the appointment.**
- In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per [5.03](#)

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards 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. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential, and if you wish you have the right to submit the report anonymously. Please refer to the Owasso Public Schools Board of Education Policy link for more information on Bullying. POLICY [5.13](#), [5.45](#)

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch.
3. If a parent wishes to have lunch with their child, they must sign them out of the building and back in upon return.

4. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to “charge” a breakfast or lunch on account; this means the student’s account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. Students are only allowed to do this until their account reaches a negative balance of ten dollars (-\$10.00) before money is required to be deposited to pay off the charges and provide for more meals. If a student has reached a balance of negative ten dollars (-\$10.00), and still does not have money to pay for lunch, he or she will be asked to call home to make arrangements for lunch. Once a student reaches the maximum negative balance an alternative meal of a Cheese Sandwich, Fruit, and Milk will be provided for lunch and Toast and fruit juice will be provided for breakfast. Please call your cafeteria manager or the child nutrition offices if you find you are in a difficult situation; they may be able to work with you. Should your child have outstanding charges on the date they are approved for free or reduced price meals, you are still responsible for paying off those charges. Low balance notices are sent home with the students at least twice a week. All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you should need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child’s account. [My School Bucks application](#) information can be found on the Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at [\(918\)272-8034](tel:9182728034).

CANCELLATIONS

Announcements about school cancellations will be shared via the district’s social media and will be broadcast on local radio and television stations.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

- Student’s Name
- Photograph
- Athletic Information, including height and weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student.

DRESS CODE PROTOCOL

The student policies are determined by the administration. Students will not wear clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive, obscene, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia. The following dress code applies at school, while on school vehicles or going to or from or attending school events.

1. Students are **not** permitted to wear tank tops or shirts with spaghetti straps.
2. Wearing pants below the waistline (sagging and bagging clothes) or wearing caps, bandanas, handkerchiefs, shoestrings or items associated with gang related behavior are not permitted.
3. The wearing of shorts of appropriate length is permitted.
4. All students are required to wear shoes. It is recommended for safety reasons that no strapless shoes be worn. Shoes with wheels are not to be worn on school property.
5. T-shirts, designed for street wear, and school sponsored organization shirts may be worn. Shirts with advertisements of alcoholic beverages or objectionable slogans/pictures may not be worn. Midriffs will be covered at all times.
6. Students will not wear hats or caps in the building. Exceptions will be made for medical reasons and/or for special events.

Building Administrators will have total authority for the interpretation of the dress code to all students. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

1. Each building is equipped with its own fire alarm signal and procedure.
2. Students will know and use the proper exit from anywhere in the school building.
3. Students will evacuate the building immediately in a proper manner.
4. Teachers will assure all students on his/her roster are present and accounted for once clear of danger.
5. Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

1. Each building is equipped with its own tornado alarm signal and procedure.
2. Students will "duck and cover" in areas designated by the building principal.
3. Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.

- Wait for notification of how and when to respond. This notification will come via the Owasso Public School’s communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

ENROLLMENT and REGISTRATION

NEW STUDENTS: Enrollment information for students new to Owasso is available on the district website.

RETURNING STUDENTS: Students with continual enrollment in Owasso schools must go through an annual registration process through their school site in order to verify residency.

FERPA

FERPA NOTICE

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GRADES

PROGRESS REPORTS & REPORT CARDS

- Owasso Public Schools want to have strong communication with parents about their child's academic progress.
- Parents have a right to be updated about their child's academic progress and Owasso Public Schools has provided various tools for that purpose.
- Academic progress will be recorded in a timely manner.
- The electronic grade book is available to parents online, 24 hours a day, to accommodate a variety of schedules.
 - For Grades 3-5, a parent will be able to see individual grades for each assignment as well as their child's average in each subject.
 - Grades are recorded to reflect academic progress. In shorter weeks, holidays, or when special projects may occur, fewer grades may be recorded.
 - If there are challenges in accessing grades online, the teacher and/or office staff at their child's school is available to help parents.
- Regular academic reports will be shared with the parents on the following schedule:
 - Report of Progress (End of 1st Nine Weeks)
 - Report Card (End of 1st Semester)
 - Report of Progress (End of 3rd Nine Weeks)
 - Report Card (End of 2nd Semester)
- Classroom teachers will utilize parent conferences to visit with parents to discuss their child's progress.
- Parents may request or receive information about your child’s grades any time during the school year.

- Teachers will respond as quickly as possible to parents, but the first priority is always serving the children in the classroom. Therefore, it may be the next business day before a grading question is answered.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

BED BUGS GUIDELINES

While inconvenient and a nuisance, bed bugs do not cause disease and can be effectively eradicated. A diagnosis of bed bug bites or exposure should not disrupt the educational process.

Upon discovering bed bugs, known exposure or a suspected bite, a child's parent should be notified by the nurse and treatment options discussed. It is not necessary or effective to do school-wide or classroom-wide checks. Anyone that has had known close contact may be checked as well. The ultimate responsibility for bed bug checks, treatment and control lies with the parents. Children who have known bed bug exposure and/or bites can be checked at the nurse's discretion or if a parent requests. The school nurse's goals are to facilitate an accurate assessment of the problem, provide appropriate resources for treatment and prevention, and minimize school absences. References: National Association of School Nurses (NASN); Center for Disease Control (CDC).

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report to the School Nurse's office for appropriate [paperwork](#) and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** [POLICY 5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the

following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

LIBRARY BOOKS

TEXTBOOK/LIBRARY

Each student is responsible for the care of his or her textbooks and/or library books. We do not charge any fines for overdue books, however, lost, damaged or destroyed books will need to be paid for by the end of the nine-week period or check out periods will be suspended. Store-bought replacements will not be accepted because our copies are purchased from companies that specialize in library-bound books.

LOST AND FOUND PROCEDURES

1. Please use name labels or some form of identification on items of clothing, lunch boxes and other personal items.
2. All articles found are to be placed in the lost and found areas. Articles not claimed will be given to a local charitable organization on a regular basis.

MONEY

When sending money to school, please send the correct change or a check in a labeled envelope specifying the child's name, teacher, and purpose of the money.

NON-SCHOOL ACTIVITIES

The school assumes no responsibility for information or management of non-school activities such as scouts, soccer, wrestling, cheerleading, gymnastics, and other such activities not provided by Owasso Public Schools.

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. [POLICY 5.20](#)

PARENTS' BILL OF RIGHTS

Owasso Public Schools is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. 25 O.S. Section 2001 Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents' Bill of Rights [POLICY 1.69](#)

PARTIES

During the year there will be only two school-wide parties, Winter Holiday and Valentine's Day. Any refreshments brought to school for these parties must be store-bought. **Parents may not bring birthday treats for the class, and please do not send party invitations to the school to be distributed.** Any visitor attending a party must check in at the safe school identification system.

PHYSICAL EDUCATION

1. Students not taking physical education are to have a statement from the doctor. Before a student who is under a physician's care will be allowed to resume physical activity, a written release from the doctor must be presented to the physical education teacher.
2. Students not participating in physical education due to a short-term illness must have a note dated and signed by a parent. This is to be given to the school nurse.
3. Students do not change clothes for physical education in elementary school. We encourage shoes and clothing that are appropriate for both physical education and recess.

PRE-K GENERAL PARENT INFORMATION

Pre-K is an exciting time as children embark upon new adventures in the world of learning. We look forward to providing the best possible learning environment to educate the “whole” child. Each child will progress at his/her own rate, acquiring skills as he/she is developmentally ready. Maintaining each child’s self-esteem and building a secure foundation for future growth will always remain a priority. With teamwork and cooperation among parents, teachers, and students, we will have a successful year!

- Please send a change of clothes, including underwear, socks, shirt and pants in a Ziploc bag with your child’s name. Extra shoes are also acceptable but not required.
- Students may go outside to recess each day weather permitting. Please send appropriate outerwear with your child daily when the weather gets colder. Please write your child’s name in the jacket or coat.
- Students are expected to take care of their toileting needs and routines. Your child will be coached to change their clothes when accidents occur. Parents will be called to assist in changing clothes when a bowel movement accident occurs.

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. [POLICY 1.38](#)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, D.C. 20202-5920
1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of “residence” for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. POLICY [5.19, 5.29](#)

SEXUAL HARASSMENT

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s Policy on Student Behavior. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the

prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses.
- Damaging computers, computer systems, computer networks or computer services.
- Violating copyright laws.
- Downloading, uploading, or distributing software.
- Using obscene language.
- Harassing, attacking or insulting others.
- Cyberbullying.
- Illegally accessing content through District network applications or equipment, or bypassing software parameters set in place by the District

For more information please see the Owasso Public School [Student Technology Use Agreement](#).

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

STUDENT SUSPENSION APPEALS PROCESS

DUE PROCESS AND STUDENT SUSPENSIONS

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

SHORT TERM OUT OF SCHOOL SUSPENSIONS (10 or fewer school days)

A short-term out-of-school suspension may be appealed to a committee composed of administrators and/or teachers. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent/guardian. The out-of-school suspension decision will become the final and non-appealable if a request is not timely submitted. The decision of the committee shall be final and non-appealable.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS (In excess of 10 School Days)

Method of Appeal to the Superintendent of Schools or his/her Designee: An appeal can be presented by letter to the Superintendent. If no appeal is received within (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable. The Superintendent or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during

regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. At the conference, the Superintendent or his/her designee will read the policy, rule, or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or his/her designee if he/she understands the rule and the charges against the student. At the conclusion of the conference, the Superintendent or his/her designee will state whether he/she will uphold, terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

Method of Appeal to the Board of Education: An appeal can be requested by letter to the Assistant Superintendent of Schools or the Clerk of the Board of Education. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents. Please refer to the following Owasso Public Schools Board of Education Policy links for more information on Student suspension and appeals process. POLICY [5.26](#), [5.57](#)

TELEPHONE

1. Students must have permission from a teacher and/or office personnel to use the school telephone.
2. Outgoing calls are to be made only in cases of emergency, such as illness or inclement weather. Permission to go home with a friend or change plans after school does not constitute an emergency.
3. Recommendation is made that the parent and child work out an agreement at the beginning of the term as to where the parent will meet the child during bad weather, thus saving some telephone calls.
4. Students will be called to the telephone only in cases of emergency. We discourage parents from calling their children at school and asking office personnel to deliver messages unless it is an emergency. Principals will assist their staff in managing these processes.
5. Please make arrangements with your child regarding their after school plans for transportation. Please do not hesitate to call the school office and communicate those plans by 2:00 p.m.

TESTING

All Owasso elementary schools comply with state mandated testing requirements. Your child's school will communicate site specific testing information.

TEXTBOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks

will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products are not allowed. Violation of this policy will result in disciplinary action.

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks on bicycles.**
5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. An unexpected change in afternoon plans must be called in before 2:00 p.m.

1. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.

2. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
3. Always use the handrail when getting on or off the school bus.
4. Be seated immediately.
5. Keep the aisle clear.
6. Keep all parts of your body inside the bus at all times.
7. Do not throw things out of the school bus windows.
8. Do not eat or drink while on the school bus.
9. Do not be loud or boisterous.
10. Absolutely no distracting behavior is allowed on the school bus.
11. Complete silence at railroad crossings is needed.
12. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
13. Do not walk behind the school bus when it is loading and unloading.
14. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 8:45 a.m.
2. It is the responsibility of the parent to communicate appropriate safety measures when students are walking to and from school.
3. Parents should not leave their children at a school outside of school hours as the supervision of students is a priority.

VISITORS

Parents are welcome to visit the school. All visitors must sign in and out in the main office, and provide identification, and are required to use our school identification process. All visitors must wear a visible visitor's badge/sticker while on a school campus. Student visitors are not permitted on campus. A parent needing to see his/her child during the school day should report to the main office.

Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's. If you need to visit a teacher, please call the school office or email your child's teacher to make an appointment. Scheduling a visit will help to prevent disruptions to the educational process. Visitors are not permitted on the playground during school hours, nor are they permitted to stand or park near the playgrounds. The school will contact the Owasso Police Department to report loitering individuals near the property. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors. [POLICY 1.44](#)

VOLUNTEER GUIDELINES

Volunteers are welcome and appreciated at school sites. Specific needs for volunteers vary from site to site. Contact your child's school for details.

- Volunteers are expected to adhere to confidentiality regarding any student information and/or situations that they may encounter.
- Any obtained information should NOT be shared on or off school grounds. Concerns should be reported to appropriate school personnel.

- Please contact the site principal, or their designee, for additional requirements, expectations, and guidelines.

WITHDRAWALS

Parents who wish to withdraw their children must follow these steps:

1. Inform the office and teacher at least one week prior to leaving.
2. Make sure all charges are paid to the cafeteria and that all textbooks, library books, and school property are returned.
3. A withdrawal slip must be completed in the school office.

DRAFT



Owasso

6th - 7th - 8th

Grade Handbook

2022-2023

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

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NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies * Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) * Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 * Age Act Coordinator (for questions or complaints based on age) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Peticcoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

The goal of this handbook is to inform parents and students of school guidelines. In addition, a goal of this handbook and all school rules is to help foster fully capable, independent, young adults. We know that goal requires the support of parents and we welcome that partnership.

ATTENDANCE

ARRIVAL AT SCHOOL

Students should not arrive at school until after 7:10 a. m. The building will not be open before then. Students are to be seated in the designated areas until dismissed by the duty teachers. Classes begin at 8:00 a.m. and end at 2:45 p.m. Once at school, students may not leave campus unless checked out by a parent/guardian.

ATTENDANCE MATTERS

Encouraging regular attendance is one of the most powerful ways you can prepare your child for success in school. When school attendance is a priority, children get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating high school. When students are absent for fewer days, their grades and reading skills often improve. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. Regular attendance at school is required by state law and encouraged by the Owasso Public School District. Under school law, parents are responsible for their child's attendance until graduation from high school or the age of 18. When students are absent just two days per month - even when the absences are excused - it can have a negative impact. This adds up to being absent 18 times during the year, which is considered chronically absent. Over the course of a student's school career, this adds up to 234 days, which is almost 1 ½ years of school missed.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child's absences, whether they're physical or emotional, and taking advantage of support services, such as free tutoring, student mentoring and after school activities, we can partner with you to set your child on the path to success.

ATTENDANCE PROCEDURES/POLICY

1. Anytime a student is absent from school, a parent/guardian should call the school office for each day the student is absent. Any student who is absent is considered unexcused until a parent/guardian calls the attendance office.
2. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per [5.03](#)
3. Anytime a student arrives after 8:00 a.m. he/she must check in at the attendance office before going to class. A parent/guardian should call the attendance office to report the tardy.
4. Anytime a student arrives for first period after 8:10 a.m., it will be counted as an absence for first hour.
5. **The maximum number of days that a student may be absent and still receive high school credit for the semester is nine. The maximum includes BOTH excused and unexcused absences.** It does not include student activities. (note: this applies only to students in the 8th grade who are taking courses for high school credit)

6. Parents of students who have excessive absences will be notified in writing. Attendance is a priority for all Owasso Public School students.
7. There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip, an activity trip, or must check before the trip with his/her teachers for his/her assignments. The student will receive full credit for the make-up work when it is turned in, on or before the specified time. For excused absences a student will receive a day for every day out. For a school activity, work is due on the due date or immediately upon return.

ATTENDANCE INCENTIVE – SEMESTER TEST EXEMPTIONS

All students are required to take each of their semester finals in the fall semester. Students may exempt Spring semester finals if they meet the following **FULL** year requirements. Classes for high school credit may require a semester test worth up to, but no more than 15% of the course grade.

1. 10 absences for the full year and an 85% in both semesters of the class.

The only type of absence that does not count against exemptions is the Student Activity (SA) absence. Students who are exempt are not required to come to school during the hour of that final.

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards 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. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential, and if you wish you have the right to submit the report anonymously. Please refer to the Owasso Public Schools Board of Education Policy link for more information on Bullying. POLICY [5.13](#), [5.45](#)

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch, but they will be required to eat in the cafeteria.
3. Parents may sign their children out for lunch and must sign them back in when they return.
4. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to "charge" a breakfast or lunch on account; this

means the student's account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. Students are only allowed to do this until their account reaches a negative balance of ten dollars (-\$10.00) before money is required to be deposited to pay off the charges and provide for more meals. If a student has reached a balance of negative ten dollars (-\$10.00), and still does not have money to pay for lunch, he or she will be asked to call home to make arrangements for lunch. Once a student reaches the maximum negative balance an alternative meal of a Cheese Sandwich, Fruit, and Milk will be provided for lunch and Toast and fruit juice will be provided for breakfast. Please call your cafeteria manager or the child nutrition offices if you find you are in a difficult situation; they may be able to work with you. Should your child have outstanding charges on the date they are approved for free or reduced price meals, you are still responsible for paying off those charges. Low balance notices are sent home with the students at least twice a week. All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you should need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child's account. [My School Bucks application](#) information can be found on the Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at [\(918\)272-8034](tel:9182728034).

CANCELLATIONS

Announcements about school cancellations will be shared via the district's social media and will be broadcast on local radio and television stations.

CELL-PHONES/TELECOMMUNICATION DEVICES

The School District desires to provide a learning environment that is free from distraction. It is the student's responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes.

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

CLOSED CAMPUS

The Owasso 6th, 7th, and 8th Grade Centers are closed at lunch. Students are required to eat lunch on campus. Students may bring their lunch or purchase the meals provided by the cafeteria. Students will

not be permitted to leave campus during lunch except when they are checked out by a parent/guardian. If lunch is delivered to a student, please make sure your student knows the lunch is being delivered and ensure it arrives before lunch starts.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

- Student's Name
- Photograph
- Athletic Information, including height & weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student.

POLICY [5.28](#)

DRESS and GROOMING GUIDELINES

The school policies are the result of the cooperative effort of the school board and the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the education process or endanger the health and safety of pupils. The following dress and grooming policy applies at school, while on school vehicles, or going to or from or attending school events. **The principal and assistant principal have total authority in the interpretation of the dress code.** If situations arise that are not specifically covered in the guidelines, the administration will interpret the situation in light of the basic intent of the policy and that ruling will be final until such time that the policy is revised or changed to cover this situation.

1. T-shirts designed for street wear, and school sponsored organization shirts may be worn. Students will not wear clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, beer, drugs, drug-related items or paraphernalia.
2. Midriffs, halter tops, backless dresses, spaghetti strap shirts or dresses, and sleeveless garments resembling tank tops are not permitted. Midriffs will be covered at all times. Cleavage will be kept covered at all times.
3. Tights and leggings may be worn
4. Shorts, skirts, dresses may be worn but must be at or below longest fingertip length with relaxed shoulders.
5. Students will not wear hats, caps, stocking caps, or hoodies covering the head while in the building. No exceptions except for medical reasons.

6. Students will not wear clothing that has tears, holes, rips or is frayed above fingertip.
7. Writing on clothes, hands, or any other parts of the body is not permitted.

The dress and grooming policy applies to all school activities. The staff and administration believe that good grooming, cleanliness and neatness are important for a good learning environment. Those who wear clothes that do not conform to the guidelines will not return to class until proper attire is attained and discipline may be assigned as deemed appropriate by administration..

DRUGS AND ALCOHOL

1. Illegal and illicit drugs and alcohol
 - a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. A drug detection dog is used randomly on campus. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxication alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs (any amount), or other synthetic products used as mood-altering substances at school, while on school vehicles or at any school-sponsored event. "Illicit drugs" include steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. The length of a student suspension for violation of this rule may be shortened in some cases at the discretion of the building principal provided that:
 - i. The suspended student completes the school drug and alcohol education program counseling and
 - ii. The student is in good academic standing
 - b. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities. Drug testing policies and procedures are available in the nurse's office or online at the school's website.
2. Distribution of Information
 - a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.
 - b. Copies of these rules shall be provided to all students and their parents at the beginning of each school year.

EARLY DISMISSAL

If it is necessary for a student to leave school before the end of the day, a verified parent/guardian must come into the office and sign the student out and the student must sign back in upon returning to school. Any student leaving campus without checking out through the office will be considered truant.

If a student should need an early dismissal with someone other than a parent/guardian, a parent/guardian must call the office, identify the person and give permission for them to pick up the student. In order to maintain student safety, notes cannot be accepted for early dismissals. Early dismissals do NOT include lunch dismissals. Students checking out for lunch may only be signed out by those that are previously identified on InfoSnap. **Notes or calls will not be accepted for lunch dismissals.**

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

- Each building is equipped with its own fire alarm signal and procedure.
- Students will know and use the proper exit from anywhere in the school building.
- Students will evacuate the building immediately in a proper manner.
- Teachers will check rolls once clear of danger.
- Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

- Each building is equipped with its own tornado alarm signal and procedure.
- Students will 'duck and cover' in areas designated by the building principal.
- Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School's communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

Clubs and other organizations are offered on a voluntary basis. Wholehearted participation in these activities is encouraged. **In order to attend practice or participate in an extracurricular activity, a student must be in attendance three hours on the day of the activity. Failure to be in attendance will result in the student being withheld from the activity.** Students participating in school activities are subject to eligibility rules. **A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day.** Academics come first; passing grades take priority. In the instance where the school activity is a part of a performance-based class where participation in the activity is required for a grade, an alternative

assignment may be used as a substitute for the missed school activity. Academic eligibility will be monitored on a weekly basis per Oklahoma Secondary School Activities Association guidelines. All students participating in Oklahoma Secondary Schools Athletic Association (OSSAA) sanctioned activities are subject to all residency requirements. For complete details of these requirements and guidelines, go to: www.ossaa.com. All clubs are required to maintain a charter or constitution and to function in accordance with its guidelines. A student appealing a teacher's/sponsor's/coach's decision cannot participate in extracurricular activities until the appeal process has been completed. All students involved in competitive extracurricular activities will be subject to random drug testing. Parents must submit a signed consent form **before** participation. Students are not allowed to participate until the signed consent form is submitted. A list of organizations is provided on the [OPS website](#).

FERPA

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GRADING PRACTICE

- Our schools want to have strong communication with parents about their child's academic progress. We take that responsibility seriously.
- Parents have a right to be updated about their child's academic progress and Owasso Public Schools has provided various tools for that purpose.
- The electronic grade book is available to parents on-line, 24 hours a day, to accommodate a variety of schedules.
 - A parent will be able to see individual grades for each assignment as well as their child's average in each subject.
 - We encourage our teachers to take two grades a week in each subject but shorter weeks, holidays, or special projects may affect that expectation.
 - If there are challenges in accessing grades on-line, the office staff at their child's school is more than willing to help parents.
- Regular academic progress will be up to date on PowerSchool and shared with the parents on the following schedule:
 - Report of Progress (End of 1st Nine Weeks)
 - Report Card (End of 1st Semester)
 - Report of Progress (End of 3rd Nine Weeks)
 - Report Card (End of 2nd Semester)
- Classroom teachers will utilize parent conferences to visit face-to-face with parents to discuss their child's progress.
- Should communication about grades be needed by either the parent or the teacher, that can happen at any time during the school year.
- Teachers will respond as quickly as possible to parents, but the first priority is always serving the children in the classroom. Therefore, it may be the next day before a grading question is answered. A child's academic success is a team effort between home and school. We're serving students together!

GRADUATION REQUIREMENTS

A total of twenty-three units of credit must be earned during the four years of high school. The specific requirements for graduation are listed in the secondary course guide. The secondary course guide also provides information for students and families regarding which courses count for high school credit. High school credits are earned on a semester basis. A student receives .5 unit of credit for each semester that he/she receives a passing grade in a given subject for high school credit.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report to the School Nurse for appropriate [paperwork](#) and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** POLICY [5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to

resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. POLICY [5.20](#)

PARENT BILL OF RIGHTS

Owasso Public Schools are in compliance with the Parents’ Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents’ Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights POLICY [1.69](#)

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. POLICY [1.38](#)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue,

SW Washington, D.C. 20202-5920

1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of “residence” for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SCHEDULE CHANGES

Schedule changes will only be made for the following school board approved reasons:

- To balance the size of classes
- Student is enrolled in a course incorrectly or if prerequisite courses have not been taken.

- Medical conditions warrant a change.
- A schedule change for any reason, other than the above, requires approval from an administrator.

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right.

Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the superintendent, principal, teacher, or security personnel at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended out of school for such refusal. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. POLICY [5.19](#), [5.29](#)

SEXUAL HARASSMENT

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s Student Discipline Policy. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

STUDENT DISCIPLINE POLICY

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as a part of the total educational process to assist the student in the development of self-discipline.

The following discipline methods may be assigned by the principal or assistant principal for a student that engages in any of the behaviors listed under the Discipline Code section while at school, while on school vehicles, or going to or from or attending school events:

1. **Counseling**- May involve the classroom teacher, counselor, or administrator.
2. **Removal from class (non-appealable)** – Students will be allowed to come to school, but will be isolated from certain class periods.
3. **Detention (non-appealable)** – Students will be required to study, complete assignments, or do other school work during detention.
4. **School Service (non-appealable)**- School service may be used in lieu of other normally assigned disciplinary actions. Service opportunities may include, but are not limited to cleaning cafeteria tables, grounds beautification, general cleaning, etc.
5. **Alternative In-School Placement (non-appealable)**- Students will be allowed to come to school, but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of in-school placement a student serves based on the severity of the offense. In school placement stays will be communicated to the parent or guardian by the school administrator.
6. **Out of School Suspension (appealable)**-Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offenses. Length of short-term suspensions may include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or including one calendar year for long-term based on the level of offense(s).
7. **Change of Placement (non-appealable)** – Students may receive a change of placement to an alternative educational setting in lieu of an out-of-school suspension lasting more than 10 days or up to one calendar year for long-term based on the level of offense(s).

DISCIPLINE CODE

The principal or assistant principal shall have the authority to assign any of the above disciplinary options to any student who engages in the following behavior at school, on school grounds, while on school vehicles, or going to or from, or attending school events:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making, transmitting, causing, allowing to be transmitted, broadcasting, publishing, distributing, causing, or allowing to be broadcast, published or distributed, any message, material, telephonic, computerized or electronic message.
5. Cheating

6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action
17. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
18. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
25. Physical or verbal abuse
26. Plagiarism
27. Possession or distribution of a caustic substance
28. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon, replica weapons, toy guns/facsimile and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended, therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
32. Possession of illegal and/or drug related paraphernalia
33. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval

34. Profanity
35. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, patrons.
37. Theft
38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
39. Truancy
40. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
43. Vandalism
44. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
45. Vulgarity
46. Willful damage to school property
47. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action. Examples of immediate negative effects include, but are not limited to, electronic communication, negative reaction by the victim, overt face to face confrontations at school or school events, etc. Students found in violation of any of the above may receive disciplinary action. Any student who is determined to have brought a firearm on school grounds under the jurisdiction of the School District shall be suspended out of school for a period of not less than one calendar year. **Participation in the school's extracurricular activities is a privilege, not a right.** When a student's behavior results in an out-of-school suspension, Change of Placement (COP), or In-School Placement (ISP), the student immediately (notwithstanding the filing of an appeal) forfeits the privilege of participating in all extracurricular activities of the school. In addition, when the principal determines to impose alternative in-school placement or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the student's offense.

DUE PROCESS AND STUDENT SUSPENSIONS

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

SHORT TERM OUT OF SCHOOL SUSPENSIONS (10 or fewer school days)

A short-term out-of-school suspension may be appealed to a committee composed of administrators and/or teachers. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted. The decision of the committee shall be final and non-appealable.

LONG-TERM OUT-OF SCHOOL SUSPENSIONS (In excess of 10 School Days)

Method of Appeal to the Superintendent of Schools or his/her Designee: An appeal can be presented by letter to the Superintendent. If no appeal is received within (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable. The Superintendent or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. At the conference, the Superintendent or his/her designee will read the policy, rule, or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or his/her designee if he/she understands the rule and the charges against the student. At the conclusion of the conference, the Superintendent or his/her designee will state whether he/she will uphold, terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

Method of Appeal to the Board of Education: An appeal can be requested by letter to the Assistant Superintendent of Schools or the Clerk of the Board of Education. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents. Please refer to the following Owasso Public Schools Board of Education Policy links for more information on Student suspension and appeals process. POLICY [5.26](#), [5.57](#)

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available

and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying

For more information please see the Owasso Public School [Student Technology Use Agreement](#). Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

TARDIES

Being on time to class each hour is required.

- Four minutes are allowed for changing classes. Under normal conditions, this is enough time to get from one class to another. Students should be in their respective classroom and in their seat when the tardy bell rings. Disciplinary action will be taken for unexcused tardiness.
- Any student not in their seat at the tardy bell will be considered tardy. First hour tardy students will be directed to the office for an admit pass.
- Students arriving to school after 8:00 a.m. will be considered tardy. Students arriving after 8:10 a.m. will be counted as absent for 1st period.
- All tardies to school, including those excused by a parent/guardian, will count towards the semester limit of five. Those tardies that are accompanied with a doctor's note will be the exception.

TARDIES TO SCHOOL:

FIRST HOUR TARDIES

- 1 – 4 Tardies per semester: Tardy recorded and staff will encourage timely attendance
- 5 – 8 Tardies per semester: Detention or other consequences may be assigned for each tardy to school. Parents will be notified with each consequence
- After 9th Tardy in the Semester: Parents will be contacted to attend a parent conference and other consequences and/or counseling services may be assigned

SECOND-SIXTH HOUR TARDIES

- 1 - 4 Tardies per semesters: Teacher assigned consequences
- 5 - 8 Tardies: Detention or other consequences
- 9 + Tardies: Detention, parent conference, counseling, or other measures

TELEPHONE

Students may receive phone calls in the main office, during class, only for an emergency. Parents are asked NOT to call students at school unless it is absolutely necessary. If it is necessary, the office staff

will take a message and see that it is delivered in a timely manner. Students may only use the office phone for the following reasons:

- Emergency situations
- To return a parent/guardian call
- Need lunch or lunch money
- In violation of dress code
- Need transportation
- School activity canceled/time change

* Students are expected to make their plans prior to coming to school

TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products are not allowed. Violation of this policy will result in disciplinary action.

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks.**
5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

1. Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. **An unexpected change in afternoon plans must be called in before 1:45 p.m.**
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid running to catch the bus or having the bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.
8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings is needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading and unloading.
15. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 7:10 a.m.
2. Parents of walkers should advise their children not to accept rides from strangers.
3. It is best if students who are walking to school have a definite route, agreed upon by parents, and children to follow to and from school.
4. Parents should not leave their children at a school outside of school hours.
5. After school, all walkers must go home and stay away from all school campuses. They cannot meet and or visit at other school sites, unless attending an authorized school activity.

TRUANCY

A truancy occurs when a student is absent without parents' knowledge or approval, or a student is not in his/her assigned area during the designated time. The policy for truancy is as follows:

1. First Offense: A student who is truant one, two, or three hours will receive two hours of detention for every hour or partial hour missed. A student truant more than three hours will receive alternative in-school placement.

2. Repeat Offenses: Alternative in-school placement or additional consequences

VALUABLE PROPERTY

We encourage students to leave valuable items at home. If a student chooses to bring a valuable item(s) to school, the student does so at his/her own risk.

VISITORS

All visitors must sign in and out in the main office, provide identification, and are required to use our school identification process. All visitors must wear a visible visitor's badge/sticker. Student visitors are not permitted on campus. A parent needing to see his/her child during the school day should report to the main office. Should anyone other than a parent request to see a student, the parent will be notified in order to grant permission. Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors. POLICY, [1.44](#)

WITHDRAWAL FROM SCHOOL

Parents who wish to withdraw their children must follow these steps:

- Parents should notify the office prior to the student's last day.
- Parents should complete all necessary paperwork to document the withdrawal.
- Fines must be paid and school property returned.
- In case of extenuating circumstances and the student is unable to follow this procedure, please contact the school administration.
- Grades and records will be sent to the student's new school, upon their request.



Owasso High School Handbook 2022-2023

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

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NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies * Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) * Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 * Age Act Coordinator (for questions or complaints based on age) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

The goal of this handbook is to inform parents and students of school guidelines. In addition, a goal of this handbook and all school rules is to help foster fully capable, independent, young adults. We know that goal requires the support of parents, and we welcome that partnership.

ARRIVAL AT SCHOOL

Students should not arrive at school until after 7:10 a.m. The building will not be open before then. Students should report to specified areas. Classes begin at 8:00 a.m. and end at 2:45 p.m. Once at school, students may not leave campus unless checked out by a parent/guardian.

ATTENDANCE MATTERS

Encouraging regular attendance is one of the most powerful ways you can prepare your child for success in school. When school attendance is a priority, children get better grades, develop healthy life habits, avoid dangerous behaviors and have a better chance of graduating high school. When students are absent for fewer days, their grades and reading skills often improve. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. Regular attendance at school is required by state law and encouraged by the Owasso Public School District. Under school law, parents are responsible for their child's attendance until graduation from high school or the age of 18.

When students are absent just two days per month - even when the absences are excused - it can have a negative impact. This adds up to being absent 18 times during the year, which is considered chronically absent. Over the course of a student's school career, this is equal to 234 days, which is almost 1 ½ years of school missed.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child's absences, whether they're physical or emotional, and taking advantage of support services, such as free tutoring, student mentoring, and after school activities, we can partner with you to set your child on the path to success.

ATTENDANCE PROCEDURES/POLICY

1. Anytime a student is absent from school, please call the proper attendance office each day he/she is absent: **Notes will not be accepted.**
 1. OHS Seniors: 918.272.8092
 2. OHS Juniors: 918.272.8094
 3. OHS Sophomores: 918.274.3031
 4. OHS Freshmen: 918.274.3033
2. The student must report to the attendance office, make contact with a parent to clear the absence, and receive an admit slip to class. These steps must be completed before 3:00 p.m. Consequences may be assigned for any uncleared absences. The absence is considered unexcused until parental or guardian contact is made.
3. If an absence is anticipated, please clear the absence ahead of time with the teachers and attendance office. **Parents who will be out of town and unable to contact the attendance office in case their student is absent must contact the attendance office before leaving town and**

designate the person/persons responsible for clearing their student's absence while they are unavailable.

4. There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip or activity trip must check before the trip with his/her teachers for his/her assignments. The student will receive full credit for the make-up work when it is turned in, on or before the specified time. For excused absence a student will receive a day for every day out. For a school activity, work is due on the due date or immediately upon return. When a student receives a truancy, there is to be no make-up work.
5. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition is required, per policy [5.03](#)
6. Anytime a student leaves campus after 8:00 a.m., he/she must check out through the attendance office. If a student leaves campus without checking out, he/she will be considered truant.
7. Anytime a student arrives after 8:00 a.m., he/she must check in with the attendance office. Failure to do this will result in a disciplinary action.
8. Anytime a student arrives for first period after 8:10 a.m., it will be counted as an absence for first hour.
9. Seniors and Juniors may use two days per semester to visit a college or armed service as a school activity. An official letter must be turned into the attendance office the day the student returns to school.
10. A student who does not have a parking permit must be signed out by a parent or guardian.
11. If a student is checked out during 4th hour, lunch is a part of 4th hour, he/she will receive an absence for 4th hour.
12. **The maximum number of days that a student may be absent and still receive credit for the semester is nine.** The maximum includes **BOTH** excused and unexcused absences. It does not include student activities.

ATTENDANCE NOTIFICATION

- On the 4th, 8th and 12th absence, a letter will be mailed home to inform parents of the importance of the student being in attendance along with the number of absences per class period.
- On the tenth absence in a class, the student will lose credit in that class. A letter will be mailed home stating that the student has lost credit, due to attendance.
- If a student does lose credit, due to attendance, the parents/guardians may submit an appeal to an assistant principal, within 5 days after the last day of the semester. A decision will be made by the attendance appeals committee regarding the outstanding circumstances and determine if credit will be given for any/all classes.

ATTENDANCE INCENTIVE – SEMESTER TEST EXEMPTIONS

Classes for high school credit may require a semester test worth up to, but no more than 15% of the course grade. All students are required to take each of their semester finals in the fall semester. Students may exempt Spring semester finals if they meet the following **FULL** year requirements.

1. 10 absences for the full year and a 85% or above in both semesters of the class

The only type of absence that does not count against exemptions is the Student Activity (SA) absence. Students who are exempt are not required to come to school during the hour of that final.

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards 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. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential. You have the right to submit the report anonymously. Please refer to the Owasso Public Schools Board of Education Policy link for more information on Bullying. POLICY [5.13](#), [5.45](#)

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch, but they will be required to eat in the cafeteria.
3. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to "charge" a breakfast or lunch on account; this means the student's account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. Students are only allowed to do this until their account reaches a negative balance of ten dollars (-\$10.00) before money is required to be deposited to pay off the charges and provide for more meals. If a student has reached a balance of negative ten dollars (-\$10.00), and still does not have money to pay for lunch, he or she will be asked to call home to make arrangements for lunch. Once a student reaches the maximum negative balance an alternative meal of a Cheese Sandwich, Fruit, and Milk will be provided for lunch and Toast and fruit juice will be provided for breakfast. Please call your cafeteria manager or the child nutrition offices if you find you are in a difficult situation; they may be able to work with you. Should your child have outstanding charges on the date they are approved for free or reduced price meals, you are still responsible for paying off those charges. Low balance notices are sent home with the students at least twice a week. All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you should need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child's account. [My School Bucks application](#) information can be found on the

Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at (918)272-8034.

CANCELLATIONS

Announcements about school cancellations will be shared via the district's social media and will be broadcast on local radio and television stations.

CARE OF SCHOOL PROPERTY

It is essential that a wholesome respect for public property be fostered. Students who damage or destroy school property shall be required to make complete restitution. Other disciplinary action may be taken to ensure school facilities are appropriately maintained.

CELL-PHONES/TELECOMMUNICATION DEVICES

The School District desires to provide a learning environment that is free from distraction. It is the student's responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes. Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

CLOSED CAMPUS POLICY

The campus at Owasso High School will be closed from the time a student arrives on campus until the end of the school day. **The parking lot will be off-limits to students during this time.** There are seven reasons for a student to be in the school parking lot during the day. Those reasons include:

1. **Students Arriving Late to School.** These students will report directly to the attendance office to check in. They will receive an admit and proceed to class.
2. **Students With an Early Dismissal.** These students must have an early dismissal pass signed by the attendance office.
3. **Students Arriving from Morning Tech.** These students must have their Tulsa Technology Center ID.
4. **Students Leaving for Afternoon Tech.** These students must have their Tulsa Technology Center ID.
5. **Students Involved in Sixth Hour Athletics.** These students may leave campus to report to their practice areas. If the practice area is on the HS campus students are not allowed to move their vehicles.
6. **Students Involved in Concurrent Enrollment.** These students may arrive late or leave early due to their concurrent schedule.
7. **Students Involved in Career Connections Program (Internship).** These students may arrive late or leave early due to their internship schedules.

Any other student in the parking lot during the school day will be in violation of the Closed Campus Policy. Whether the student has actually left the campus or not is irrelevant. Violation of this rule will be documented and disciplined.

CONCURRENT ENROLLMENT

Students interested in earning college credit while in high school should visit with the OHS [college and career counselor](#).

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

- Student's Name
- Photograph
- Athletic Information, including height and weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student. POLICY [5.28](#)

DRESS AND GROOMING POLICIES

The school policies are the result of the cooperative effort of the school board and the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the education process or endanger the health and safety of pupils. The following dress and grooming policy applies at school, while on school vehicles, or going to or from or attending school events.

1. Students will not wear clothing or accessories that display pictures, lettering, or numbering that is profane, vulgar, repulsive, obscene, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug related items, or paraphernalia.
2. Midriffs, halter tops, backless dresses, and sleeveless garments resembling tank tops are not permitted. Clothing should not expose or display undergarments.
3. Shorts, skirts, dresses, and holes in pants must be at or below fingertip level.
4. All students are required to wear shoes.
5. Students will not wear hats, caps, stocking caps, or hoodies covering the head while in the building. No exceptions except for medical reasons.

6. Facial and body piercings that disrupt the educational process or endanger the health and safety of students will not be permitted.

The dress and grooming policy applies to all school activities. The staff and administration believe that good grooming, cleanliness and neatness are important for a good learning environment. Those who wear clothes that do not conform to the guidelines will not return to class until proper attire is attained and discipline may be assigned as deemed appropriate by administration.. The assistant principal and principal will have total authority in interpreting the dress code to all students. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy, and that ruling will be final until such time that the policy is revised or changed to cover that situation.

DRUGS AND ALCOHOL

Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. A drug detection dog is used randomly on campus. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxication alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs (any amount), or other synthetic products used as mood-altering substances at school, while on school vehicles or at any school-sponsored event. "Illicit drugs" include steroids, prescription and over-the-counter medications, marijuana, THC, and cannabis when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances. Violation of this rule will result in disciplinary measures, which may include suspension and/or change of placement for the remainder of the current semester and the following semester. The length of a student suspension and/or change of placement for violation of this rule may be shortened in some cases at the discretion of the building principal provided that:

- a. The student completes the school drug and alcohol education program counseling and
- b. The student is in good academic standing

Students in violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities. Drug testing policies and procedures are available in the nurse's office or online at the school's website. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

- Each building is equipped with its own fire alarm signal and procedure.
- Students will know and use the proper exit from anywhere in the school building.
- Students will evacuate the building immediately in a proper manner.
- Teachers will check rolls once clear of danger.
- Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

- Each building is equipped with its own tornado alarm signal and procedure.
- Students will 'duck and cover' in areas designated by the building principal.

- Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School's communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

Clubs and other organizations are offered on a voluntary basis. Wholehearted participation in these activities is encouraged. **In order to attend practice or participate in an extracurricular activity, a student must be in attendance three hours on the day of the activity. Failure to be in attendance will result in the student being withheld from the activity.** Students participating in school activities are subject to eligibility rules. **A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day.** Academics come first; passing grades take priority. In the instance where the school activity is a part of a performance-based class where participation in the activity is required for a grade, an alternative assignment may be used as a substitute for the missed school activity. Academic eligibility will be monitored on a weekly basis per Oklahoma Secondary School Activities Association guidelines. All students participating in Oklahoma Secondary Schools Athletic Association (OSSAA) sanctioned activities are subject to all residency requirements. For complete details of these requirements and guidelines, go to: www.ossaa.com. All clubs are required to maintain a charter or constitution and to function in accordance with its guidelines. A student appealing a teacher's/sponsor's/coach's decision cannot participate in extracurricular activities until the appeal process has been completed. All students involved in competitive extracurricular activities will be subject to random [drug testing-5.27](#). Parents must submit a signed consent form **before** participation. Students are not allowed to participate until the signed consent form is submitted. A list of organizations is provided on the [OPS website](#).

FERPA

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GRADE CLASSIFICATION REQUIREMENTS

To be classified as a sophomore, a student must have earned a minimum of 4.5 units of credit at the beginning of the school year. To be classified as a junior, a student must have earned a minimum of 9.0 units at the beginning of the school year. To be classified as a senior, a student must have earned a minimum of 16.0 units at the beginning of the school year. [See Course Guide](#)

GRADUATION REQUIREMENTS

A total of twenty-three units of credit must be earned during the four years of high school. Senate Bill 1792 passed by the Oklahoma Legislature and effective July 1, 2006 requires all students to be automatically enrolled in the college preparatory graduation plan unless another plan is requested by a parent/guardian. Selection of the Core Curriculum Plan requires a signed notice from a parent/guardian. The specific requirements for the graduation plans are listed in the secondary course guide located on the Owasso High School webpage. Students must meet all graduation requirements as set forth by the State Department of Education in order to obtain an Owasso High School diploma. Students must be within one credit of meeting their graduation requirements in order to participate in commencement exercises.

GUIDANCE AND COUNSELING PROGRAM

The high school [guidance and counseling offices](#) are available to support students in the areas of academic, career, social and personal issues. Students should sign up in the counseling office to see a counselor. The counselor will send for the student during the day as soon as possible. Crisis situations will be addressed immediately. Students, parents and teachers are encouraged to refer individual students to the counseling staff when they have a concern about the well-being of a particular student. Referrals for outside resources are made on an informal basis and are optional for students or parents. Small group counseling is utilized to address academic issues within the classroom. Mediation is available to high school students who are experiencing conflict with another student that has not reached a level requiring disciplinary action. Referrals to local resources are available for pregnant/parenting teens to provide health education regarding maternal/child needs. Tobacco education and group counseling is available for students who have expressed concerns regarding substance use issues. Conflict resolution training is available to high school students who have violated Owasso High School's policy regarding threatening behavior and/or bullying for the first time.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report to the School Nurse for appropriate [paperwork](#) and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** POLICY [5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood. Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

LIBRARY MEDIA CENTER

The mission for Owasso Libraries is to provide an opportunity for students and staff to become effective users of ideas and information, to encourage the enjoyment of reading, and to promote life-long learning.

The OHS Library Media Centers have a comprehensive online card catalog, the internet, online subscriptions, periodicals, and a collection of thousands of books.

- The OHS East and Ohs West Library Media Centers are open Monday through Friday from 7:40 a.m. until 3:00 p.m. You are welcome to use the library for study groups, individual study, to read, or to browse the various sections in the library.
- You must have your current ID to check books out from the library.
- Books are checked out for a two-week time period. Students may renew books, if they have the book(s) with them, unless a reserve has been placed on the books. Reference books are not checked out.

MAKE-UP WORK

There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip, an activity trip, or vacation must check before the trip with his/her teachers for his/her assignments. The student will receive full credit for the make-up work when it is turned in, on or before the specified time. For excused absence a student will receive a day for every day out. For a school activity, work is due on the due date or immediately upon return. When a student receives a truancy, there is to be no make-up work.

MOTOR VEHICLE REGISTRATION FEES

Motor vehicle registration fees support the cost of security and maintenance of the parking lots and drives. For the security and well-being of our students and staff, vehicles driven to school must be registered and display the appropriate permit on the rear view mirror.

Parking Permit Fee: \$25

Parking in a No-Parking Zone, Teacher Designated Parking, Handicapped Zone

\$20 fine

Improper/Reckless Driving

\$20 (improper) \$30 (reckless) fine

No Parking Permit

\$20 fine plus permit fee, if applicable

- Students must make arrangements for paying fines with the grade-level principal. Failure to do so may result in the loss of driving privileges for a specified time period or other disciplinary action.
- Students who acquire four tickets in a year will lose their driving privileges for a specified period of time.
- Parking is a privilege and any unsafe operation or violation may result in revocation of parking privileges.
- Multiple offenses can but are not limited to vehicles being towed and parking privileges being revoked.

MOTOR VEHICLE REGULATIONS AND PENALTIES

1. All motor vehicles driven to school by students must be properly registered.
2. All students must obey the 10 MPH campus speed limit and Oklahoma traffic laws when operating a motor vehicle on campus.
3. Vehicles are to be operated in a safe and responsible manner at all times.
4. Student vehicles are to be parked in student-designated areas. Staff parking spaces are numbered, and students may not park there. All bus loops and entrances must be kept clear for buses and/or emergency vehicles.
5. In an effort to secure student vehicles, students are not permitted in the parking lots during class period or between classes. Students who go to the lots without an authorized pass to do so will be subject to disciplinary action. Please see the information above in regard to the Closed Campus Policy.
6. Any student(s) involved in an accident or who has had his/her vehicle tampered with or vandalized should file a report in the assistant principal's office immediately. School Resource Officers may be utilized to help in these situations.
7. School Resource Officers may be enlisted to help monitor appropriate parking lot behavior.
8. Parking permits must be placed on the rear view mirror for visibility purposes.

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. POLICY [5.20](#)

PARENT BILL OF RIGHTS

Owasso Public Schools is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights POLICY [1.69](#)

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. POLICY [1.38](#)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-5920

1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of "residence" for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SCHEDULE CHANGES

Circumstances which may warrant a schedule change are as follows:

1. Academic Misplacement
2. Schedule error

3. Adjustment to meet graduation, Oklahoma Promise or NCAA requirements
4. Completion of 1st semester activity (e.g. athletics, marching band)
5. Concurrent enrollment in a college course
6. If a student drops an AP course, they will only enroll in a concurrent or virtual course

Applications for a requested schedule change may be obtained from a Counselor and must be completed within the first ten school days . Criteria for approval or disapproval of a schedule change may include:

1. Academic record
2. Graduation plan
3. Administration Approval
4. Parent conference
5. Availability in a core course

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the superintendent, principal, teacher, or security personnel at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended out of school and/or Change of Placement for such refusal. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. POLICY [5.19](#), [5.29](#)

SEXUAL HARASSMENT

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s Policy on Student Behavior. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or

any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

STUDENT DISCIPLINE POLICY

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as a part of the total educational process to assist the student in the development of self-discipline.

The following discipline methods may be assigned by the principal or assistant principal for a student that engages in any of the behaviors listed under the Discipline Code section while at school, while on school vehicles, or going to or from or attending school events:

1. **Counseling**- May involve the classroom teacher, counselor, or administrator.
2. **Removal from class (non-appealable)** – Students will be allowed to come to school, but will be isolated from certain class periods.
3. **Detention (non-appealable)** – Students will be required to study, complete assignments, or do other school work during detention.
4. **School Service (non-appealable)**- School service may be used in lieu of other normally assigned disciplinary actions. Service opportunities may include, but are not limited to cleaning cafeteria tables, grounds beautification, general cleaning, etc.
5. **Alternative In-School Placement (non-appealable)**- Students will be allowed to come to school, but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of in-school placement a student serves based on the severity of the offense. In school placement stays will be communicated to the parent or guardian by the school administrator.
6. **Out of School Suspension (appealable)**-Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offenses. Length of short-term suspensions may include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or including one calendar year for long-term based on the level of offense(s).
7. **Change of Placement (non-appealable)** – Students may receive a change of placement to an alternative educational setting in lieu of an out-of-school suspension lasting more than 10 days or up to one calendar year for long-term based on the level of offense(s).

DISCIPLINE CODE

The principal or assistant principal shall have the authority to assign any of the above disciplinary options to any student who engages in the following behavior at school, on school grounds, while on school vehicles, or going to or from, or attending school events:

1. Arson

2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making, transmitting, causing, allowing to be transmitted, broadcasting, publishing, distributing, causing, or allowing to be broadcast, published or distributed, any message, material, telephonic, computerized or electronic message.
5. Cheating - violations of OHS Academic Honesty Policy
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action
17. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
18. Hazing's (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
25. Physical or verbal abuse
26. Plagiarism-violations of OHS Academic Honesty Policy
27. Possession or distribution of a caustic substance
28. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon, replica weapons, toy guns/facsimile and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind

altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended, therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

32. Possession of illegal and/or drug related paraphernalia
33. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
34. Profanity
35. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
37. Theft
38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
39. Truancy
40. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing, tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
43. Vandalism
44. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
45. Vulgarity
46. Willful damage to school property
47. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action. Examples of immediate negative effects include, but are not limited to, electronic communication, negative reaction by the victim, overt face to face confrontations at school or school events, etc. Students found in violation of any of the above may receive disciplinary action. Any student who is determined to have brought a firearm on school grounds under the jurisdiction of the School District shall be suspended out of school for a period of not less than one calendar year. **Participation in the school's extracurricular activities is a privilege, not a right.** When a student's behavior results in an out-of-school suspension, Change of Placement (COP), or In-School Placement (ISP), the student immediately (notwithstanding the filing of an appeal) forfeits the privilege of participating in all extracurricular activities of the school. In addition, when the principal determines to

impose alternative in-school placement or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the student's offense.

DUE PROCESS AND STUDENT SUSPENSIONS

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS (10 or Fewer School Days)

A short-term out-of-school suspension may be appealed to a committee composed of administrators and/or teachers. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted. The decision of the committee shall be final and non-appealable.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS (In Excess of 10 School Days)

Method of Appeal to the Superintendent of Schools or his/her

Designee: An appeal can be presented by letter to the Superintendent. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and not appealable. The Superintendent or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. At the conference, the Superintendent or his/her designee will read the policy, rule, or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or his/her designee if he/she understands the rule and the charges against the student. At the conclusion of the conference, the Superintendent or his/her designee will state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

Method of Appeal to the Board of Education: An appeal can be requested by letter to the Assistant Superintendent of Schools or the Clerk of the Board of Education. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and not appealable. The Board will hear the appeal as soon as possible. The Board's decision is final and not appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents. Please refer to the following Owasso Public Schools Board of Education Policy links for more information on Student suspension and appeals process. POLICY [5.26](#), [5.57](#)

STUDENT IDENTIFICATION

Students must, upon request, identify themselves to any school personnel, and may be asked to provide their ID card. ID cards are not to be covered with pins, stickers, pictures or other objects, nor should they be altered in any way. Lost IDs will be replaced at a cost of \$5.

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying

For more information please see the Owasso Public School [Student Technology Use Agreement](#).

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

TARDIES

Definition of Tardy: A student is tardy if not in the classroom when the tardy bell rings. A student who is more than ten (10) minutes late for any period may receive a truancy code for class that day.

All students must check in at the appropriate attendance office for any first period tardy.

Procedure for Tardies:

1st tardy verbal warning

2nd and 3rd tardy parent contact by teacher, detention assigned

4th tardy detention assigned, admin referral

5th or more admin referral, additional consequences

TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products/paraphernalia are not allowed. Violation of this policy will result in disciplinary action.

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks on bicycles.**
5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed**

and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.

RULES FOR BUS RIDERS

1. Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. **An unexpected change in afternoon plans must be called in before 1:45 p.m.**
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.
8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings is needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading and unloading.
15. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 7:10 a.m.
2. Parents of walkers should advise their children not to accept rides from strangers.
3. It is best if students who are walking to school have a definite route, agreed upon by parents and child to follow to and from school.
4. Parents should not leave their children at a school outside of school hours as the supervision of students is a priority.

TRUANCY

A truancy occurs when a student is absent without parents' knowledge or approval, or a student is not in his/her assigned area during the designated time. The policy for truancy is as follows:

1. First Offense: A student who is truant one, two, or three hours will receive two hours of detention for every hour or partial hour missed. A student truant more than three hours will receive alternative in-school placement.
2. Repeat Offenses: Alternative in-school placement or additional consequences

VISITORS

All visitors must sign in and out in the main office, provide identification, and are required to use our school identification process. All visitors must wear a visible visitor's badge/sticker. Student visitors are not permitted on campus. Visitors not on the student contact list are not allowed during lunch without

prior approval by the principal. A parent needing to see his/her child during the school day should report to the main office. Should anyone other than a parent request to see a student, the parent will be notified in order to grant permission. Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors. POLICY [5.19](#), [1.44](#)

WITHDRAWAL FROM SCHOOL

Any student needing to withdraw from Owasso High School must inform the appropriate attendance office. Parents will be contacted. Upon the parents' approval, the student will receive a withdrawal form to take to his/her teachers. When the form is complete, the student will receive all of his/her records if there are no holds on the student's records.

Approved by the Board of Education



Owasso High School Ram Academy Handbook 2022-2023

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

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NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies * Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) * Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 * Age Act Coordinator (for questions or complaints based on age) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Peticcoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

The goal of this handbook is to inform parents and students of school guidelines. In addition, a goal of this handbook and all school rules is to help foster fully capable, independent, young adults. We know that goal requires the support of parents and we welcome that partnership.

OWASSO SCHOOL CALENDAR 2022-2023

FIRST BLOCK:

First Day of School
Labor Day
End of First Block
Fall Break

August 11, 2022
September 5, 2022
October 12, 2022
October 13-14, 2022

SECOND BLOCK:

First Day of Second Block
Thanksgiving Break
End of Second Block
Winter Break

October 20, 2022
November 23-25, 2022
December 16, 2022
December 19, 2022-January 1, 2022

THIRD BLOCK:

First Day of Third Block
Martin Luther King Holiday
Professional Development Day (no students)
President's Day Holiday
End of Third Block
Spring Break

January 4, 2023
January 16, 2023
January 17, 2023
February 20, 2023
March 10, 2023
March 13-17, 2023

FOURTH BLOCK:

First Day of Fourth Block
Last Day (Students & Teachers)

March 21, 2023
May 19, 2023**

****All Owasso Ram Academy students and parents/guardians are required to abide by the policies and procedures contained within this handbook as well as all Owasso district policies and procedures provided in the policy manual section at www.owassops.org.**

ACADEMIC

ACADEMIC STUDY HALL

Students are expected to complete all assigned work. Students are not allowed to sleep in class, to not participate in class, or to pick and choose which assignments they complete. Students who have missing assignments may be placed in study hall in order to complete their work. Academic study hall may be assigned by the teacher, counselor, or principal before school, at lunch, or after school. Failure to attend study hall may result in disciplinary consequences.

ACADEMIC PROBATION

Students who fail one or more classes will be placed on probation and will be expected to pass all of their classes for the following academic block. Students who fail to do so may be removed from the Ram Academy Program.

CLASSIFICATION

Students are assigned a grade classification based on the number of academic credits they have earned:

Freshman 0-5 credits
Sophomore 6-9 credits
Junior 10-15 credits
Senior 16-23 credits

*23 credits are required to graduate

GRADING SCALE

GRADE	AP and COLLEGE CREDIT BEARING	ACADEMIC
A (90-100)	4.4	4
B (80-89)	4.0	3
C (70-79)	3.0	2
D (60-69)	2.0	1
F (0-59)	0.0	0

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on graduation. POLICY [5.34](#)

ATTENDANCE

ABSENCES

1. Students are allowed **FIVE total absences** in each class per nine-week academic block. Students who exceed the **FIVE** absence limit (excused and/or unexcused combined) will lose credit for the block and will be placed on attendance probation. Students who exhibit continued poor attendance will be removed from the Ram Academy.
2. Parents/guardians are strongly encouraged to monitor their student's attendance. Daily attendance records can be accessed through the parent portal.
3. Absences are considered excused through a parent phone call and/or medical documentation. Parents should always call the office in the morning at **918-272-8040** to notify the attendance secretary of an absence.
4. Absences are considered unexcused when not covered by a parent phone call and/or medical documentation.
5. School activities will NOT count against the **FIVE absence** limit.
6. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per policy [5.03](#) Even with medical documentation, students who miss excessive days will be required to repeat the classes they have missed for educational purposes. Students who are unable to attend school due to chronic illnesses or medical conditions will be referred to Owasso Virtual School.
7. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per policy [5.03](#) Even with medical documentation, students who miss excessive days will be required to repeat the classes they have missed for educational purposes. Students who are unable to attend school due to chronic illnesses or medical conditions will be referred to Owasso Virtual School.
8. Medical documentation is due in the office no later than the end of the day the student returns to school. All medical documentation should be **faxed** directly from the doctor's office to our office at **918-272-0712**.

ARRIVAL AT SCHOOL

The school day is from 8:30-2:10. The school doors will open at 7:20 a.m. Once on campus property, students should come inside the building and stay. Students are not to hang out in cars or outside the building at any time during the school day.

ATTENDANCE PROBATION

Students who exceed the **FIVE** absence limit and/or have excessive tardies will be placed on attendance probation for the following academic block with the expectation that there will be no

repeat of this poor attendance behavior. Students who lose credits due to repeated violations of the attendance policy may be removed permanently from this program.

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch, but they will be required to eat in the cafeteria.
3. Parents may sign their children out for lunch and must sign them back in when they return.
4. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to “charge” a breakfast or lunch on account; this means the student’s account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. Students are only allowed to do this until their account reaches a negative balance of ten dollars (-\$10.00) before money is required to be deposited to pay off the charges and provide for more meals. If a student has reached a balance of negative ten dollars (-\$10.00), and still does not have money to pay for lunch, he or she will be asked to call home to make arrangements for lunch. Once a student reaches the maximum negative balance an alternative meal of a Cheese Sandwich, Fruit, and Milk will be provided for lunch and Toast and fruit juice will be provided for breakfast. Please call your cafeteria manager or the child nutrition offices if you find you are in a difficult situation; they may be able to work with you. Should your child have outstanding charges on the date they are approved for free or reduced price meals, you are still responsible for paying off those charges. Low balance notices are sent home with the students at least twice a week. All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child’s account. [My School Bucks application](#) information can be found on the Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at (918)272-8034.

CANCELLATIONS

Announcements about school cancellations will be shared via the district’s social media and will be broadcast on local radio and television stations.

CELL-PHONES/WIRELESS TELECOMMUNICATIONS

The School District desires to provide a learning environment that is free from distraction. It is the student's responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes.

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

CLOSED CAMPUS

Once students are on school campus property, including the parking lot, they are not allowed to leave unless a parent calls the office and gives permission for an early dismissal. Students may **NOT** check themselves out during the day unless they are on documented self-support. Students are **NOT** allowed to leave campus without permission at any time during the day. Students are **NOT** allowed to leave for lunch.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

- Student's Name
- Photograph
- Athletic Information, including height and weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student. POLICY [5.28](#)

DISCIPLINE

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards 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. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential, and if you wish you have the right to submit the report anonymously. Please refer to the Owasso Public Schools Board of Education Policy link for more information on Bullying. POLICY [5.13](#), [5.45](#)

DANGEROUS WEAPONS

Possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Furthermore, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. A dangerous weapon includes but is not limited to any type of gun, any type of knife, explosive devices, chemical protection sprays, brass knuckles, martial arts devices, etc... An additional descriptive list is provided in the district policy manual. Students who violate this policy will be subject to out of school suspension and/or permanent removal from this program.

DETENTION

Students must serve detention as scheduled through the Counselor and/or Principal. Skipping detention more than once will result in 3 days ISP. Students who owe six or more hours of detention at one time may be assigned 3 days of ISP for excessive detention hours.

DISCIPLINE CODE

The following behaviors at school, at school events, or while on school vehicles will result in disciplinary action, which may include in-school placement, out of school suspension and/or permanent removal from this program.

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message

5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Disruption of the educational process or operation of the school
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang related activity or action
18. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazing's (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession, without prior authorization, of a wireless telecommunication device
31. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
32. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended,

- therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
33. Possession of illegal and/or drug related paraphernalia
 34. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
 35. Profanity
 36. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
 37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
 38. Theft
 39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
 40. Truancy
 41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
 42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
 43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
 44. Vandalism
 45. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
 46. Vulgarity
 47. Willful damage to school property
 48. Willful disobedience of a directive of any school official

In addition, **conduct occurring outside of the normal school day or off school property** that has a direct and immediate negative effect on the discipline or education process or effectiveness of the school, could also result in disciplinary action, which may include in-school placement options or out of school suspension and/or removal from this program. In-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out of school suspensions and do not require or involve due process procedures. For out of school suspension/ due process procedures please see the building principal.

DISCIPLINARY PROBATION

Students who repeatedly violate Owasso Ram Academy and District policies will be placed on disciplinary probation. Students who violate the terms of their probation contract may be removed permanently from this program.

DRESS CODE

1. Sunglasses may not be worn inside the building. Sunglasses are to be removed immediately upon entering the building.
2. Hoods may not be worn up. Hoods are to be lowered immediately upon entering the building.
3. Clothing associated with gang/activity and behavior is not allowed. This includes but is not limited to bandannas, headbands, pocket chains, etc.
4. Mid-riffs and cleavage must be covered at all times.
5. House shoes, pajamas, pajama bottoms, and flannel pants are not allowed.
6. Sagging and bagging pants are not allowed.
7. Skirts, shorts, and dresses should be long enough to reach past the student's fingertips when standing with arms relaxed at the student's side.
8. Students should not wear clothing that advertises or promotes sex, weapons, tobacco, alcohol, drugs, drug-related items, drug paraphernalia, obscenities, vulgarities, or violence toward a person or group.

****The building principal has the final determination in what is and what is not acceptable attire at school.**

DRUGS/ALCOHOL

1. Illegal and Illicit Drugs and Alcohol
 - a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
 - b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
 - c. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.
 - d. "Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.
 - e. Violation of this policy will result in imposition of disciplinary measures, which may include suspension for the remainder of the current block and the following block and/or removal from this program.
 - f. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

- Each building is equipped with its own fire alarm signal and procedure.
- Students will know and use the proper exit from anywhere in the school building.
- Students will evacuate the building immediately in a proper manner.

- Teachers will check rolls once clear of danger.
- Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

- Each building is equipped with its own tornado alarm signal and procedure.
- Students will 'duck and cover' in areas designated by the building principal.
- Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School's communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

FERPA

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GANG POLICY

The following is prohibited at Owasso Public Schools at school, while on school vehicles or going to or from or attending school events (home and away):

1. Possessing, wearing, using, distributing, or displaying any sign, symbol, badge, color, or other item that is evidence of affiliation with or membership in a gang.
2. Wearing pants below the waistline (sagging and bagging) or wearing caps, bandannas, handkerchiefs, shoe strings or other items associated with gang-related behavior.
3. Participating in any act, either verbal or nonverbal, to include gestures, expression, handshakes, sign, etc. that may indicate an affiliation with or membership in a gang.
4. Participating in any act that may further the interest in a gang affiliation or gang membership such as, but not limited to, writing or inscribing of gang-related graffiti to include messages, symbols or signs on school property.
5. Wearing hats or caps inside the building.

Violation of this policy will result in disciplinary action up to and including suspension out of school for the current block and the following block and/or removal from this program and, if appropriate, the filing of criminal charges, depending on the severity of the infraction.

GUIDANCE AND COUNSELING

Students in alternative education programs are required to participate in guidance and counseling services. The school counselor will visit with each student about his/her individual graduation plan as well as career planning, post-high school education, and financial aid. The school counselor will also provide individual counseling as needed. In addition, outside agencies will provide individual and group counseling services throughout the school year. These agencies include but are not limited to Tristesse Grief Center, Youth Services of Tulsa, the Tulsa Health Department and CREOKES.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID - 19
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report to the School Nurse for appropriate [paperwork](#) and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** POLICY [5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. POLICY [5.20](#)

PARENT BILL OF RIGHTS

Owasso Public Schools are in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001 Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights POLICY [1.69](#)

PARENT/TEACHER CONFERENCES

Parents/guardians may also request a conference with teachers at any time during the school year. The principal, counselor, or teachers also may request a conference as needed.

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. POLICY [1.38](#)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, D.C. 20202-5920
1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of "residence" for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113. Please refer to the following Owasso Public Schools Board of Education Policy link for

more information on residency POLICY [5.23](#)

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right.

Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the superintendent, principal, teacher, or security personnel at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended out of school for such refusal. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. POLICY [5.19](#), [5.29](#)

STUDENT DRIVERS

Students who violate any of the following requirements may be subject to disciplinary measures and/or may lose the privilege to drive to school:

1. All student drivers must register their vehicle with the office.
2. Student drivers must have a current, valid Oklahoma driver's license and proof of insurance.
3. Reckless driving and speeding are absolutely prohibited.
4. Students are to park only in designated areas.
5. Students are not allowed to congregate in the parking lot or to hang out in cars before, during, or after school.
6. The use of tobacco products or e-cigs in the vehicle while still on school property is not permitted.

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact

that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying
- Illegally accessing content through District network applications or equipment, or bypassing software parameters set in place by the District

For more information please see the Owasso Public School [Student Technology Use Agreement](#). Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

TARDIES

Students are to be inside their classroom when the bell rings. Students who are late to any hour will be required to get a tardy slip from the office. Any tardy consisting of 10 or more minutes will be recorded as an unexcused absence. Chronic tardiness will result in the following:

4th Tardy	1 hour of detention
5 th Tardy	2 hours of detention
6 th Tardy	Parent will be contacted

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products are not allowed. Violation of this policy will result in disciplinary action.

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks on bicycles.**

5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

1. Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. **An unexpected change in afternoon plans must be called in before 1:00 p.m.**
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.
8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings is needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading and unloading.
15. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 7:20 a.m.
2. Parents of walkers should advise their children not to accept rides from strangers.
3. It is best if students who are walking to school have a definite route, agreed upon by parents, and child to follow to and from school.
4. Parents should not leave their children at a school outside of school hours as the supervision of students is a priority.

VISITOR POLICY

All visitors should report to the office upon arrival. For security reasons, unidentified visitors will be asked for identification, required to use the safe school identification system and may be required to leave campus. Students should not invite guests to campus without prior authorization from the building principal. Parents/ guardians who wish to meet with a teacher, counselor, or the principal should call ahead and schedule an appointment so as not to interfere with the educational process.

TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

Approved by Board



Owasso Public Schools

Policy #1.85

DISCIPLINARY ACTION FOR MISUSE OF SCHOOL BATHROOMS AND CHANGING FACILITIES

Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

1. Students. Students may be subject to the disciplinary methods listed in the student discipline code.
2. Staff. Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
3. Patrons. Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

+ImageNet

Enterprise Content Services

Statement of Work

For



OWASSO
PUBLIC SCHOOLS

Prepared by:

Jeremy Braisher, Software Operations Manager
Amber Shelton, Digital Transformation Specialist

11/30/2021

SOW Valid For 60 Days After This Date

Statement Of Work:	Owasso Public Schools - Migration to LF - 5 systems
Drafted by:	Jeremy Braisher
Email Address:	JBraisher@ImageNet.com
Project Manager	TBD
Solutions Specialist	Amber Shelton
Phone Number	210-848-8989
Customer IT Contact	David Casady, Network Administrator
Customer Project Manager	David Casady - David.Casady@Owassops.org

Statement of Work

Owasso Public Schools has engaged ImageNet Consulting to work with their staff to design and implement a digital and automated system to migrate documents/data from existing data silos. The goal is to provide one central, secure, auditable repository, to store information from these systems and from other network/cloud locations (Network Folders/Google Drive, etc.) in a manner that is easily searchable for users. This SOW contains the licensing quotes for both an on-prem subscription system and a cloud system. The Professional Services required would be similar with an additional 12 hours quoted for the on-premises versus the cloud system.

The systems that are existing at Owasso PS are all varying in their content and amount of data. Due to this variability ImageNet's approach is going to be a quoted hourly rate with an estimated number of hours. The actual time billed and used will depend on several factors, namely –

- Level of Effort to export data and images from the system.
- Amount of data and images required to migrate
- Processing time to create images of reported data for intake into LaserFiche

The list of systems that have been reviewed and discussed are –

- DiscoveryWeb – Old SIS system, access to application front end and database backend are all that is known at this time. Main data desired is Enrollment Records, Grades and Last Known Addresses.
- Content Central/Adamero – Old content management system. No Admin access is known to be had at this time, just database access. This will require ImageNet to reverse engineer the data if possible.
- DocsVault – Archive transcript storage, stopped scanning into this system in 2020. Need to discover more information on what is here besides transcripts if anything and how to export.
- Google Drive – This is where most new documents are stored. Once new scanning processes are defined for LaserFiche, we can migrate this data as well. Several microfiche conversions were stored in bulk, but Owasso would like to be able to separate them out by student as efficiently as possible.
- Cronos – Rarely used time tracking system. The goal would be to export the reports of time entries for reference.
- MAS – When migrating from MAS on-premises to MAS Cloud not all data was migrated. Users are currently having to reference old system frequently. ImageNet would need to work to get specifics on data needed and reports that could be generated and added to LaserFiche to make searching an appropriate method to retrieve this information.

The Total hours estimated for the above migrations is 320 hours. This is a Time and Materials estimate, ImageNet will only bill for the time used.

Implementation Details

System Details

Self-Hosted On Prem Professional Subscription

User Licenses: 10

Participant Licenses: 10

Cloud Based Professional System

Full User Licenses: 5

Participant Licenses: 10

External Web\Mobile Access Configuration: Web Client and LF Mobile installed on same system as LF with external access

Identified Forms & Processes

- Workflows and QuickFields would be used to capture and input the data during the migration but post migration and once LaserFiche is in stabilization, this would be used very little.
- Scanning and filing workflows will be in place for all document types that are identified.

Training Method

Anticipated Training Method: End User Group Training

Anticipated Training Time: 12

Anticipated Admin Training Method: Application Admin Training

Anticipated Admin Training Time: 8

Critical Assumptions

Anticipated Security Configuration

Security would be Simple with departmental security being the core of the security groups. Some groups would have more specific security but nothing more than 3 levels of separation.

Security Tier: Simple Security

- Security Tier Definitions
 - Simple Security - Security assigned no more than 3 static folders deep from top level folder for general user groups
 - Moderate Security - Security schema where security rights are assigned to folders or documents dynamically at the point of creation or more than 3 folders deep from the top-level folder to general groups or roles
 - Granular Security - Security schema where individual documents or folders are dynamically assigned and/or reassigned to individual users based on specific document criteria or locations.

Anticipated Approval Routing Complexity

This would be a post processing scan and retrieve system to start. Approvals, routing and QC would all be something that is outside of the scope but could be added through a change order as required.

Approval Complexity: Simple Approvals

- Approval Complexity Definitions
 - Simple - Department and/or Dollar amount of less than 3 participants.
 - Moderate - More than 3 participants or dynamic assignment based on field values
 - Granular - Variable assignment to variable number of staff based on field variables.

Anticipated Database Interactions

There would be no on-going database interactions aside from potentially a student lookup for easier data entry. During the project there would be significant database interaction while the migration is taking place.

Project # 226640

Scheduling & Financial Details

Due to the fluid nature of project scoping, SOW review, project negotiation, and other factors, scheduling for projects cannot be set until project SOW is signed and contracts are in place. The following factors stand:

- Project Kick-Off meeting with client staff and ImageNet representatives will occur, or be scheduled, within 10 days of contractual agreement. (Dependent on client availability)
- Client understands that as part of lean process environment, ImageNet resources are typically booked out 30-45 days ahead of time and, aside from the kick-off meeting, projects will most likely not begin before that time frame.
- Client understands that the solution provided is being contracted as a Time and Materials engagement and will be invoiced as defined in Section 4 of the Professional Services Agreement contained herein.

Included Modular/Function Details

Laserfiche Modules Included:

Laserfiche Workflow: Workflow utility allows for the triggered or scheduled modification, routing, and monitoring of documents. This tool can be used to ensure accountability through auto-generated notifications, as well as consistency through creation of a controlled file folder organizational structure.

Laserfiche Import Agent: Import Agent allows for the monitoring of network folders as “hot drops” for electronic files of any type. This can be used to allow scan stations and multi-function devices to scan to a network location that will immediately import them into a corresponding Laserfiche folder.

Laserfiche Web Access Web Portal: WebAccess will allow users to connect to Laserfiche using the Web Client. Most functionality is present in the thin client that is available in the install client. It is compatible with all standard browsers (Internet Explorer, Chrome, Safari, Mozilla).

Laserfiche Quick Fields: Laserfiche Batch Scanning Agent. This desktop application can be configured to allow for mass scanning and automated indexing using Zone OCR, Database Lookup, Document Classification, and Barcode Scanning.

Laserfiche Quick Fields Agent: Automation tool that will allow for the automated operation of Quick Fields on a server and the running of a number of sessions on timed intervals.

Laserfiche Forms Essentials: Digital forms application allowing for the submission of process forms and information by licenses Laserfiche users and users with forms specific licensing. Not for public use. Core functions limited to Form Creation, Operational Dashboard, Basic Reporting Options, Team assignments, and Direct Approval Through Emails

Laserfiche QuickFields Modules Included:

Excluded Modular/Function Details

Laserfiche Modules Excluded:

Laserfiche Audit Trail: Audit Trail allow the generation of tracking reports that will track both succeeded and failed attempts at changing metadata, renaming documents, logging into the system, searches performed, and many other activities.

Laserfiche Records Management Edition: Laserfiche Records Management Edition includes tools to help track a record's life cycle from a record's filing date all the way to its final disposition. These help files contain general background information on records management, as well as specific information on the Laserfiche implementation of records management.

Laserfiche Forms Professional: All the functions and features found in Forms Essentials, plus functions such as Data Lookups, Performance Dashboard, Enhanced Reporting with Data Aggregation, Data Visualization options, and Payment Gateway

Laserfiche Forms Portal: Digital forms application allowing for the submission of process forms and information by anonymous external users.

Laserfiche Connector: provides a streamlined experience for integrating Laserfiche with line of business applications such as Customer Relationship Management (CRM) and Enterprise Resource Planning (ERP) systems. Laserfiche Connector integrates easily through user-defined hotkeys and embedded buttons.

Laserfiche Web Link Public Portal: Public Portal meant to allow end users to access public sections and repositories of documents via their web browser. These connections are strictly search and review, no changes or feedback can be performed using the Weblink interface.

Laserfiche QuickFields Modules Excluded:

Zone OCR: Ability to use coordinate locations to OCR and retrieve specific text segments for automatic identification and indexing of documents.

Real Time Lookup: Ability to connect via ODBC to an external data source to retrieve information for automated indexing and validation.

Barcode Lookup: Ability to identify and read data from barcode for automated indexing or routing.

Bates Numbering: Ability to apply Bates stamp to all documents processed. This can be a value that resets each time, or a running total that is tracked for each session.

Optical Mark Recognition: Ability to detect selection of check boxes on a standard form

Pattern Matching: Ability to analyze and parse data using regular expressions.

Projected Work will be broken out by Phases

A typical project for implementing a Laserfiche Content Management Solution includes the following:

Project Kick-Off Meeting

Project Timeline will be created & confirmed

Client Site Inspection

Confirm Infrastructure & Compatibility

Conduct subject matter expert (SME) interviews

Establish user lists and rights policies

Identify relevant documents and indexes for the Laserfiche DMS.

Install Laserfiche server software and configure appropriately

Configure user list and rights policies.

Create indexes and template for relevant document types

Forms and Process

Install and configure Workflow software.

Configure Workflow Rules as outlined in the Implementation Details.

Perform training for the Laserfiche content management system.

Conduct Laserfiche Server Administration training.

Conduct End User Laserfiche Client training.

Conduct Go Live training

Provide quality assurance oversight and testing.

Customer Responsibilities

•	Customer to identify and provide an IT Administrator for solution implementation and support interaction.
•	Customer will provide access to all areas required to complete this project. Any areas of high security or hazard should be made known prior to project commencement.
•	Customer will provide access to all information and documentation required to complete this project.
•	Customer will provide an onsite contact person responsible for providing direction and approvals on completion of work.
•	Customer will directly provide all non-ImageNet hardware and software support required unless specifically indicated otherwise.
•	Customer will ensure that any customer provided hardware will meet all required specifications for software.
•	Customer will assure that all required LAN/WAN access and administrative rights are made available to complete the installation.
•	Customer will verify final and provide on-going folder, template, and user set up.
•	Customer is solely responsible for back-up of system and database.
•	Customer will provide Remote Access capabilities and credentials so that ongoing support can be provided as necessary via phone and remote desktop support.
•	Customer is responsible for maintaining agreed upon timeline, customer side delays may push back launch dates by a ratio that exceeds 1:1 and may incur further service costs as well.
•	Client will secure SSL Certificate for chosen Server host names when applicable.
•	Client will determine appropriate IP configuration to allow for relay of web-based modules to an external IP address and host name should they want it to be externally accessible.
•	Client is responsible to setup server environment for Laserfiche Server installation. Should any other applications be running on this server, it is the responsibility of the client to notify our engineers before they begin to access the system. Should any issue arise due to unknown applications being on the server, this could result in a billable action.

Platform Requirements

Laserfiche Server Requirements

Standard Low Volume Architecture & Specifications

- Windows Server 2012 R2 or newer, hosting Laserfiche Software Suite running all modules
 - Processor Type: Intel Xeon Processor or equivalent. If VM Recommended 1 Processors and 2 Cores
 - Memory: 8 GB RAM
 - Hard Drive Configuration:
 - 120GB Primary Drive for OS and Application installation
 - 1TB Data Drive or Dynamic Drive attached to SAN or NAS for storage of Laserfiche Repository documents, images, OCR data, and installation media.
- Server running supported SQL or Oracle Configurations as listed below in Database Engine Requirements.
 - Can be combined with primary server listed above

High Volume Architecture & Specifications (30+ Users and/or several intense workflows)

- Windows 2012 R2 or newer, hosting Laserfiche Server, Full Text Search Engine, Import Agent, Web Client, LF Forms and Audit Trail. (If all purchased)
 - Processor Type: Intel Xeon Processor or equivalent. If VM Recommended 2 Processors and 4 Cores
 - Memory: 16 GB RAM
 - Hard Drive Configuration:
 - 120GB Primary Drive for OS and Application installation
 - 1TB Data Drive or Dynamic Drive attached to SAN or NAS for storage of Laserfiche Repository documents, images, OCR data, and installation media.
- Windows 2012 R2 or newer, running Laserfiche Workflow Server and Subscriber as well as Clustered Computing Components
 - Processor Type: Intel Xeon Processor or equivalent. If VM Recommended 1 Processors and 2 Cores
 - Memory: 8 GB RAM
 - Hard Drive Configuration:
 - 120GB Primary Drive for OS and Application installation
- Server running supported SQL or Oracle Configurations as listed below in Database Engine Requirements.

Enterprise Architecture & Specifications

- Windows 2012 R2 or newer, hosting Laserfiche Server, Import Agent, and Audit Trail. (If all purchased)
 - Processor Type: Intel Xeon Processor or equivalent. If VM Recommended 2 Processors and 4 Cores
 - Memory: 16 GB RAM
 - Hard Drive Configuration:
 - 120GB Primary Drive for OS and Application installation
 - 1TB Data Drive or Dynamic Drive attached to SAN or NAS for storage of Laserfiche Repository documents, images, OCR data, and installation media.
- Windows 2012 R2 or newer, Server hosting Laserfiche Full-Text Search Engine and Clustered Computing Components
 - Processor Type: Intel Xeon Processor or equivalent. If VM Recommended 1 Processors and 4 Cores
 - Memory: 8 GB RAM
 - Hard Drive Configuration:
 - 120GB Primary Drive for OS and Application installation
- Windows 2012 R2 or newer, running Laserfiche Workflow Server and Subscriber

- Processor Type: Intel Xeon Processor or equivalent. If VM Recommended 1 Processors and 2 Cores
- Memory: 8 GB RAM
- Hard Drive Configuration:
 - 120GB Primary Drive for OS and Application installation
- Windows 2012 R2 or newer, running IIS and serving Laserfiche Forms, Web Client, and Mobile
 - Processor Type: Intel Xeon Processor or equivalent. If VM Recommended 1 Processors and 2 Cores
 - Memory: 8 GB RAM
 - Hard Drive Configuration:
 - 120GB Primary Drive for OS and Application installation
- Server running supported SQL or Oracle Configurations as listed below in Database Engine Requirements.

Web Enabled Server Considerations

Laserfiche includes support and access for the Laserfiche Web Client, Laserfiche Forms, as well as the Laserfiche Mobile Client. These are configured using Windows IIS as the platform for web connectivity. This can be setup on the primary application server if desired, but if access outside of the local network is desired it is strongly suggested to place a low powered IIS Server in a separate Server for purposes of running exposed applications. This will insure that should the exposed box be breached that no actual access to critical Laserfiche servers or data will be gained.

Database Requirements for Listed Applications

- Laserfiche Server Database running in any of the following acceptable engines:
 - Microsoft SQL Server 2012 R2 or newer

Laserfiche QuickFields Scan Processor

QuickFields has no noteworthy requirements to list, although performance is strongly tied to RAM and CPU capabilities due to intensive processes such as OCR.

4GB RAM is recommended

Intel i3 processor or equivalent is recommended minimum for peak performance.

Change Requests

If any changes or additions are required outside of the defined scope and deliverables previously listed, a Project Change Request will need to be completed and signed by both the Customer Project Manager and ImageNet Consulting representatives. (Copy attached)

Assumptions & Terms

- Rates are based on a commitment that work is to be performed during regular business hours; 8AM to 5PM local time, Monday through Friday
- It is assumed that all work will be completed as a continuous effort. Disruptions of this continuous effort beyond the control of ImageNet Consulting may require additional costs, additionally if the project is finished ahead of the estimated completion, there will be no credit issued to the customer.
- All System Engineer work outside of the work defined within the SOW is billed at \$165.00 per hour for system configuration work
- All Process Analyst work outside of the work defined within the SOW is billed at \$225.00 per hour for automation analysis and design
- For a full Professional Service Agreement, see appendix A.

Disclaimers

- ImageNet Consulting is not responsible for the loss of data due to system failure and lack of database back-up
- Future software installation services from ImageNet Consulting are at an additional cost
- ImageNet Consulting does its best to anticipate conversion changes and user needs, however once design agreement is established, any major changes requiring more than 1 hour of work will require a Project Change order and may incur additional costs.

Statement of Work

This Consulting Services Agreement (the "Agreement") is made and entered into as of _____ the "Effective Date" by and between ImageNet Consulting, with a place of business at 913 North Broadway, Oklahoma City, OK 73102 (ImageNet) and Owasso Public Schools an OK Non-Profit Organization with a place of business at 202 E Broadway ("Customer").

Pursuant to this Agreement, Customer is engaging ImageNet to provide certain consulting services as more fully described herein. The Agreement consists of the following documents, incorporated herein by this reference:

- Statement of Work
- Attachment A Pricing
- Attachment B Professional Services Agreement
- Attachment C Project Change Request
- Attachment D Project Completion Form

Customer has read and agrees to the terms and conditions and the documents annexed hereto. This Agreement will be effective only when executed below by both parties.

AGREED TO:

Customer

ImageNet

Authorized Representative Signature

Amber Shelton
Authorized Representative Signature

Name:
Title:
Address:
Customer Contact:
Email:
Telephone:

Name: Amber Shelton
Title: Digital Transformation Specialist
Address: 913 North Broadway
Company: ImageNet Consulting
Email: AShelton@ImageNet.com
Telephone: 210-848-8989

Attachment D: Project Completion Form

Date: _____

I, _____ (Project Manager) agree that ImageNet Consulting has completed this project to the satisfaction of _____ (Company Name) and achieved every goal outlined in this Statement of Work in addition to any change requests that were made during the project. No further work will be done for Client in regard to this project, any additional requests will detailed in a new document with a different project scope.

AGREED TO:

Customer

ImageNet

Authorized Representative Signature

Authorized Representative Signature

Name:

Name:

Title:

Title:

Address:

Address: _____

Customer Contact:

Contact:

Email:

Email:

Telephone:

Telephone:

Attachment C: Project Change Request

Project Change Request

PCR Number: _____

Date: _____ Party requesting change: _____

Nature of the proposed change:

Reason for the proposed change:

Impact of the proposed change on project:

Pricing: _____

P.O. to which changes will apply: _____

Schedule Changes:

This Project Change Request is (circle): Approved Rejected

Signatures:

ImageNet Consulting Representative: _____

Customer Representative: _____

- c. Effects of Termination. After our Agreement terminates, Customer will pay ImageNet for all the Professional Services ImageNet performed and our expenses up to the date of termination, and ImageNet will give Customer all work in progress for which Customer has paid. If the amounts Customer owes ImageNet are less than any of Customer advance payments, ImageNet will refund Customer the difference within thirty (30) days after termination. Any terms of our Agreement which by their nature extend beyond termination will remain in effect until fulfilled.
8. GENERAL
- a. Dependencies. Customer will give ImageNet accurate information and comply with Customer obligations in a timely and cooperative manner. Customer understands that if Customer doesn't ImageNet may not be able to deliver the Professional Services. Customer acknowledges that ImageNet bids and Customer has the right to acquire Professional Services and Products separately.
- b. Similar Services. ImageNet may provide similar Professional Services to our other customers.
- c. Independent Contractor. ImageNet don't intend to create a joint venture, partnership or employment relationship between parties.
- d. Hiring of Employees. Customer won't solicit, offer employment to, or enter into consultant relationships with our employees or consultants who perform (directly or indirectly) Professional Services within one (1) year after an SOW ends. However, Customer may hire an employee or consultant who responds to a general hiring program Customer conduct in the ordinary course of Customer business.
- e. Publicity. Customer won't disclose the price or other terms of our Agreement without asking us first. However, ImageNet may use Customer name and identify this engagement in our general lists of our customers and experience.
- f. No Assignment. Customer may not assign this Agreement without our prior written consent, which consent will not be unreasonably withheld.
- g. Force Majeure. Except for payment obligations, neither party is liable for delays or non-performance due to causes beyond our reasonable control.
- h. Notices. If both parties notify each other about these terms both parties do so in writing and the notices will be effective upon receipt.
- i. Precedence. If these terms conflict with a Transaction Document, these terms take precedence unless the Transaction Document 1) expressly states that it amends these terms and 2) is executed by both parties.
- j. Entire Agreement. The Agreement is the entire agreement between ImageNet regarding Customers purchase of Professional Services and Deliverables. It supersedes and replaces any previous communications, representations or agreements, or Customer additional terms.
- k. Applicable Law. Oklahoma law governs our Agreement; except for its choice of law rules.
- l. Authorization to Install Software. As part of the Professional Services, ImageNet may be required to install copies of third-party or ImageNet-branded software products (the "Software"). Customer authorize ImageNet to accept the license terms accompanying the Software (collectively "Shrink-wrap Terms") on Customer behalf, and acknowledge it is Customer responsibility to review any Shrink-wrap Terms associated with the Software. Shrink-wrap Terms may be in electronic format, embedded in Software, or contained within the Software documentation.
- m. Export and Import. Customer who exports, re-exports, imports, or otherwise transfers Products, technology, or technical data purchased hereunder, assumes responsibility for complying with applicable laws and regulations and for obtaining required export and import authorizations. ImageNet may suspend performance under this Agreement: 1) if the Customer is in violation of any applicable laws or regulations, and 2) to the extent necessary to assure compliance under the U.S. or other applicable export or similar regulations.
- n. No Fee Engagements. If ImageNet provides Services at no cost to Customer, Section 4 and Sub-Sections 7.c. and 7.e. shall not apply to this agreement. In addition, any terms of the Agreement which by their nature extend beyond termination will remain in effect until fulfilled.
- o. Signer Authority. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

Attachment B: Professional Services Agreement

1. **PROFESSIONAL SERVICES AND DELIVERABLES**
 - a. **ImageNet Professional Services.** ImageNet will provide the services ("Professional Services") and the tangible work product of Professional Services, if any, ("Deliverables") described in these terms and the relevant Transaction Document (together, our "Agreement"). A "Transaction Document" may include a Statement of Work ("SOW"), Customer accepted order (except for Customer pre-printed terms), a valid ImageNet quotation, proposal letter, or other executed documents that reference these terms and relate to such SOW.
 - b. **Acceptance.** Customer accepts the Professional Services when ImageNet performs them. Customer accepts Deliverables when ImageNet deliver them to Customer, or as both parties otherwise agree in an SOW. The foregoing Deliverable acceptance procedure does not apply to Products or Custom Products, even if they are used in connection with the Professional Services or Deliverables. For the purposes of this Agreement, "Product" means any hardware or software on ImageNet's standard price list at the time ImageNet accept Customer order. "Custom Products" mean any Products that may modify in any way to meet Customer requirements.
 - c. **Changes.** If Customer request changes or ImageNet recommend changes to the Professional Services or Deliverables, ImageNet will follow the change management procedures in the SOW.
2. **INTELLECTUAL PROPERTY RIGHTS**

Neither party will gain rights or ownership of copyrights, patents, trade secrets, trademarks or any other intellectual property rights owned by the other by virtue of our Agreement. ImageNet retain exclusive ownership in the Deliverables and own all intellectual property rights, title and interest in any ideas, concepts, know how, documentation or techniques developed under our Agreement. ImageNet grant Customer a non-exclusive, perpetual, non-transferable, royalty-free right and license to use the Deliverables for Customer internal use in the countries in which Customer do business. Customer grant ImageNet a non-exclusive, worldwide, royalty-free right and license (or sub-license) to use, copy, make derivative works of, distribute, display, perform, and transmit Customer and Customer third parties' intellectual property rights to the extent necessary for ImageNet to perform our obligations and our rights under our Agreement.
3. **CONFIDENTIALITY**

In connection with the Professional Services described in the Transaction Document, either party may receive or have access to technical information, information about product plans and strategies, promotions, customers and related technical, financial or business information which the disclosing party considers to be the confidential information of that party or its third party contractors or suppliers ("Confidential Information"). The following will apply to any such Confidential Information:

 - a. Before any Confidential Information is disclosed, the parties will first agree to disclose and receive such information in confidence. If then disclosed, the Confidential Information will be marked as confidential at the time of disclosure, or if disclosed orally but stated to be confidential, will be designated as confidential in a writing by the disclosing party summarizing the Confidential Information disclosed and sent to the receiving party within thirty (30) days after such oral disclosure.
 - b. Confidential Information may be used by the receiving party only with respect to the performance of its obligations under these Terms and the relevant Transaction Document, and only by the employees of the receiving party and its employees, agents or contractors who have a need to know such information for purposes of this these Terms and the relevant Transaction Document. The receiving party will protect, and will ensure that its employees, agents and contractors will protect, the disclosed Confidential Information by using the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination or publication of the Confidential Information as the receiving party uses to protect its own confidential information of a like nature.
 - c. The receiving party's confidentiality obligation will be for a period of three (3) years after the date of disclosure.
 - d. The confidentiality obligations of the parties will not extend to information that:
 1. Is in the receiving party's possession before receipt from the disclosing party;
 2. Is or becomes publicly known without breach by the receiving party;
 3. Is rightfully received by the receiving party from a third party without a duty of confidentiality;
 4. Is independently developed or learned by the receiving party; or
 5. Is disclosed by the receiving party with the disclosing party's prior written approval.
4. **PAYMENTS**
 - a. **Fees and Taxes.** Prices are in the local ImageNet price list at the time ImageNet receive Customer order or in a valid Transaction Document. In addition, Customer is responsible for any out of pocket expenses reasonably incurred by ImageNet in connection with the performance of the Professional Services, including the travel and travel-related expenses set forth in the SOW. Prices do not include taxes.
 - b. **Payment Terms.** Customer agrees to pay invoiced amounts within thirty (30) days of our invoice date, without offset. ImageNet may change credit terms or payment terms if, in ImageNet's reasonable opinion, Customer financial condition, previous payment record, or relationship with ImageNet merits such change. ImageNet may discontinue performance if Customer fails to pay any sum due, or if after ten (10) days written notice, Customer has not cured any other failure to perform under this Agreement.
 - c. **Leasing.** If applicable, Customer agrees that even if the Software is not fully installed, accepted and/or does not function or perform as Customer anticipates or expects, the commencement of your lease and the invoicing thereof will begin ten (10) days from the "Effective Date"
 - d. **Materials & Time Payments.** Customer shall pay the cost of the software upon installation of the software in their environment and agrees to pay for professional services through monthly or quarterly billings based on resource time needed to provide services.
5. **WARRANTY**
 - a. **Services Warranty.** ImageNet will perform the Professional Services using generally recognized commercial practices and standards. If Customer notify ImageNet within thirty (30) days after ImageNet perform that the Professionals Services didn't meet this warranty, ImageNet will re-perform them.
 - b. **Warranty Disclaimer.** The warranty contained in sub-section 5. a. is in place of, ImageNet expressly disclaim, and Customer expressly waive, all other express warranties or conditions, and all other warranties, conditions, and obligations implied in law, including warranties of merchantability and fitness for a particular purpose.
6. **LIMITATION OF LIABILITY**

Except for damages for bodily injury, our total liability to Customer is limited to the fees Customer paid for the Professional Services that are the subject of Customer claim. Except for claims by another party for infringement of their intellectual property rights, in no event will either party be liable for any consequential, special, indirect, or incidental damages, including: downtime costs; lost business revenues, or profits; failure to realize expected savings; loss or unavailability of or damage to data; and software restoration. To the extent allowed by local law, these limitations apply regardless of the basis of liability, including negligence, misrepresentation, breach of any kind, or any other claims in contract, tort, or otherwise.
7. **TERM AND TERMINATION**
 - a. **Term.** Our Agreement becomes effective when ImageNet accepts Customer order and will remain in effect until ImageNet complete the Professional Services or one party terminates the Agreement according to the terms of this section 7.
 - b. **Termination for Failure to Pay.** ImageNet may terminate our Agreement if Customer fails to pay any amount due and Customer don't pay within ten (10) days after ImageNet notify Customer.

Owasso Public Schools

Treasurers Report

as of June 30, 2022

	General Fund prior year 7/1/20 to 6/30/21	General Fund current year 7/1/21 to 6/30/22	Building Fund prior year 7/1/20 to 6/30/21	Building Fund current year 7/1/21 to 6/30/22	Child Nutrition prior year 7/1/20 to 6/30/21	Child Nutrition current year 7/1/21 to 6/30/22	Sinking Fund prior year 7/1/20 to 6/30/21	Sinking Fund current year 7/1/21 to 6/30/22
Beginning Fund Balance	8,603,916.78	7,692,263.84	1,975,828.94	1,677,855.34	441,242.29	1,144,882.53	13,055,226.58	16,202,175.01
Revenue								
local	22,585,252.57	22,665,150.46	3,215,339.33	3,196,520.22	171,031.97	242,033.39	16,469,135.77	16,609,384.91
intermediate	3,143,284.05	3,474,103.14	0.00	0.00				
state	33,305,698.47	35,240,396.97	3.87	3.86	272,322.92	46,696.10	20.16	20.17
federal	3,506,096.24	5,215,231.55		2,716,313.28	3,651,364.17	4,905,789.91		
premium on bond sale								354,381.38
reimb/correcting entry	<u>49,492.71</u>	<u>44,588.22</u>	<u>213.40</u>	<u>0.00</u>	<u>10,030.96</u>	<u>2,063.98</u>	<u>0.00</u>	<u>0.00</u>
total revenue	62,589,824.04	66,639,470.34	3,215,556.60	5,912,837.36	4,104,750.02	5,196,583.38	16,469,155.93	16,963,786.46
Expenditures								
salary	45,767,810.87	46,428,083.46			1,285,300.35	1,394,698.15	0.00	0.00
benefits	14,447,041.89	14,766,701.08			347,001.51	370,357.31	0.00	0.00
contracted prof / tech svcs	830,294.39	865,716.90	27,677.52	21,950.94	11,495.00	11,842.50	0.00	0.00
property svcs	245,848.91	414,556.03	906,167.32	1,025,359.95	33,554.54	93,438.14	0.00	0.00
other purchased svcs	366,439.28	558,458.03	1,041,964.05	1,072,539.54	1,691,445.25	2,096,056.98	0.00	0.00
supplies	1,555,769.70	1,638,493.73	1,537,507.91	2,005,607.42	20,401.12	29,542.34	0.00	0.00
property	4,483.40	12,936.77	0.00	137,200.29		51,293.00	0.00	0.00
dues/fees/registration/tuition	254,733.36	397,746.07			1,889.25	1,374.00	0.00	0.00
bond principal & interest							13,322,207.50	28,271,950.00
other uses	<u>29,055.18</u>	<u>17,975.72</u>	<u>213.40</u>	<u>0.00</u>	<u>10,022.76</u>	<u>6,306.96</u>	<u>0.00</u>	<u>0.00</u>
total expenditures	63,501,476.98	65,100,667.79	3,513,530.20	4,262,658.14	3,401,109.78	4,054,909.38	13,322,207.50	28,271,950.00
Balance as of June 30th	7,692,263.84	9,231,066.39	1,677,855.34	3,328,034.56	1,144,882.53	2,286,556.53	16,202,175.01	4,894,011.47
bank balance 6-30-22		11,099,902.35		3,395,900.37		2,312,216.65		4,894,011.47
outstanding checks		<u>(1,868,835.96)</u>		<u>(67,865.81)</u>		<u>(25,660.12)</u>		<u>0.00</u>
cash balance 6-30-22		9,231,066.39		3,328,034.56		2,286,556.53		4,894,011.47

**Owasso Public Schools
Treasurers Report**

Bond Funds Summary
as of 6-30-22

	bond 31 year to date	bond 33 year to date	bond 35 year to date	bond 39 year to date	lease 04 year to date
FY 22 Beginning Fund Balance	0.00	123,386.39	17,962,053.70	6,882,445.76	2,651,340.77
Revenue					
interest	2,183.59	437.21	22,541.01	19,509.35	1,497.86
correcting entry	0.00	0.00	0.00	6,874.59	0.00
bond proceeds	<u>11,000,000.00</u>	<u>0.00</u>	<u>22,310,000.00</u>	<u>0.00</u>	<u>0.00</u>
total revenue	11,002,183.59	437.21	22,332,541.01	26,383.94	1,497.86
Expenditures	<u>0.00</u>	<u>(67,642.00)</u>	<u>(16,164,578.68)</u>	<u>(3,676,416.81)</u>	<u>(482,201.77)</u>
Balance as of 6-30-22	11,002,183.59	56,181.60	24,130,016.03	3,232,412.89	2,170,636.86

project	description	Bond 31 budget	Bond 31 encumbered	Bond 31 balance	Bond 33 budget	Bond 33 encumbered	Bond 33 balance	Bond 35 budget	Bond 35 encumbered	Bond 35 balance
000	non categorical	2,278,783.96	0.00	2,278,783.96	104,954.84	59,892.00	45,062.84	419,654.53	0.00	419,654.53
008	business svcs	43,083.04	0.00	43,083.04	0.00	0.00	0.00	0.00	0.00	0.00
010	lease pmts	0.00	0.00	0.00	0.00	0.00	0.00	16,784,775.00	15,718,750.00	1,066,025.00
111	copiers	58,000.00	0.00	58,000.00	0.00	0.00	0.00	0.00	0.00	0.00
112	buses	920,000.00	0.00	920,000.00	0.00	0.00	0.00	0.00	0.00	0.00
113	technology	3,011,700.00	0.00	3,011,700.00	0.00	0.00	0.00	2,834.83	2,834.83	0.00
114	textbooks	2,380,238.00	0.00	2,380,238.00	0.00	0.00	0.00	318.09	318.09	0.00
116	uniforms/equipment	103,133.00	0.00	103,133.00	0.00	0.00	0.00	0.00	0.00	0.00
117	safety	226,000.00	0.00	226,000.00	18,431.55	7,750.00	10,681.55	0.00	0.00	0.00
119	plant operations	1,559,300.00	0.00	1,559,300.00	0.00	0.00	0.00	754,471.25	442,675.76	311,795.49
120	fine arts uniforms/equip	250,650.00	0.00	250,650.00	0.00	0.00	0.00	0.00	0.00	0.00
127	esc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
172	library budgets	<u>169,112.00</u>	<u>0.00</u>	<u>169,112.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total		11,000,000.00	0.00	11,000,000.00	123,386.39	67,642.00	55,744.39	17,962,053.70	16,164,578.68	1,797,475.02

project	description	Bond 39 budget	Bond 39 encumbered	Bond 39 balance	Fund 04 budget	Fund 04 encumbered	Fund 04 balance	Combined Budgets All Bond and Lease Funds		
								budget	encumbered	balance
000	non categorical	433,785.32	114,703.11	319,082.21	1,743,997.80	16,620.00	1,727,377.80	4,981,176.45	191,215.11	4,789,961.34
008	business svcs	106,444.00	45,397.25	61,046.75	0.00	0.00	0.00	149,527.04	45,397.25	104,129.79
010	lease pmts	0.00	0.00	0.00	0.00	0.00	0.00	16,784,775.00	15,718,750.00	1,066,025.00
111	copiers	111,072.55	0.00	111,072.55	0.00	0.00	0.00	169,072.55	0.00	169,072.55
112	buses	436,831.76	360,114.00	76,717.76	0.00	0.00	0.00	1,356,831.76	360,114.00	996,717.76
113	technology	1,584,420.03	1,301,471.56	282,948.47	341,843.05	209,214.84	132,628.21	4,940,797.91	1,513,521.23	3,427,276.68
114	textbooks	1,296,088.27	1,251,149.46	44,938.81	0.00	0.00	0.00	3,676,644.36	1,251,467.55	2,425,176.81
116	uniforms/equipment	86,924.55	85,819.60	1,104.95	0.00	0.00	0.00	190,057.55	85,819.60	104,237.95
117	safety	0.00	0.00	0.00	332,673.98	28,983.14	303,690.84	577,105.53	36,733.14	540,372.39
119	plant operations	2,507,000.00	326,430.89	2,180,569.11	220,678.48	217,216.98	3,461.50	5,041,449.73	986,323.63	4,055,126.10
120	fine arts uniforms/equip	121,078.07	42,221.05	78,857.02			0.00	371,728.07	42,221.05	329,507.02
127	esc	0.00	0.00	0.00	11,000.00	10,166.81	833.19	11,000.00	10,166.81	833.19
172	library budgets	<u>198,801.21</u>	<u>149,109.89</u>	<u>49,691.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>367,913.21</u>	<u>149,109.89</u>	<u>218,803.32</u>
total		6,882,445.76	3,676,416.81	3,206,028.95	2,650,193.31	482,201.77	2,167,991.54	38,618,079.16	20,390,839.26	18,227,239.90

Policy Changes 2022-2023

Parental Leave (2.13) – Certified Personnel: Added to agree with the negotiated agreement.

Parental Leave (2.13) – Administrators: Added to mirror the policy for certified staff.

Parental Leave (3.12) – Support Personnel: Added to mirror the policy for certified staff.

- A. The district will provide one (1) week of paid leave for the birth of a child and to care for such child, or placement for adoption or foster care of a child, at the time of the qualifying event for a maximum of once per contract year.

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Policy Changes 2022-2023

Personal Leave (3.12) – Support Personnel: Language has been revised to agree with district practice of allowing employees to take personal leave immediately before or after a vacation period.

Personal Leave (3.12) – Redlined Version

1. Support employees who work four (4) or more hours per day shall be granted three (3) days per year to conduct personal/personal business that demands the employee's presence during working hours and cannot be conducted after school hours or on the weekend.
2. Application for personal/personal business leave must be made at least four (4) school days in advance to the employee's immediate supervisor. The supervisor may deny use of personal/personal business leave if it causes a significant hardship in accomplishing the work of the department/school.
3. Except when approved by the Director of HR, personal/personal business leave shall not be taken during the following times: first or last day of school, during last two (2) weeks of school (unless to attend weddings, graduations, and/or school sanctioned competitions and/or school sanctioned events for their own spouse, siblings, children, and/or grandchildren); ~~immediately preceding or following a vacation period;~~ and days when school remains in session despite adverse weather conditions.
4. Personal/personal business leave is noncumulative but an equivalent number of unused days at the end of the school fiscal year (June 30) will be added to the employee's sick leave accrual up to a maximum of one hundred twenty (120) days

Personal Leave (3.12) – Revised Version

5. Support employees who work four (4) or more hours per day shall be granted three (3) days per year to conduct personal/personal business that demands the employee's presence during working hours and cannot be conducted after school hours or on the weekend.
6. Application for personal/personal business leave must be made at least four (4) school days in advance to the employee's immediate supervisor. The supervisor may deny use of personal/personal business leave if it causes a significant hardship in accomplishing the work of the department/school.
7. Except when approved by the Director of HR, personal/personal business leave shall not be taken during the following times: first or last day of school, during last two (2) weeks of school (unless to attend weddings, graduations, and/or school sanctioned competitions and/or school sanctioned events for their own spouse, siblings, children, and/or grandchildren); and days when school remains in session despite adverse weather conditions.
8. Personal/personal business leave is noncumulative but an equivalent number of unused days at the end of the school fiscal year (June 30) will be added to the employee's sick leave accrual up to a maximum of one hundred twenty (120) days