



Meeting of the Board of Directors Western Gateway Elementary School

Thursday, July 22, 2021
3:30 pm

P.O. Box 2362 Oklahoma City, OK 73101
1300 SW 15th Street Oklahoma City, OK 73108
www.westerngateway.school

Western Gateway Elementary School, Inc.
Board of Directors Meeting
A G E N D A

July 22, 2021, 3:30 PM

309 NW 13th St STE 103, Oklahoma City, OK 73103

Board members:

Blair Humphreys, Pete White, Ashley Terry, Edgar Medina

School Representatives:

Heather Zacarias, Head of School; Diana Bedwell, Administrative Assistant; Leslie Batchelor, Legal Counsel; Steve Huff, Charter School Consultant; Aylin Murillo, Attendance Clerk

Access to the board agenda will be posted on the Western Gateway Website,

<https://www.westerngateway.school> *Click on About Us, then click on Board of Directors, scroll down to 2020-21 meetings for the agenda.

Official action can be taken only on items that appear on the Agenda. The WGES Board of Directors may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Board or the Chair may refer the matter to the Head of School or Legal Counsel. The Board may also refer items to staff or committees for additional study. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

- | | |
|-----------------------------|------------------|
| 1. Call to Order & Welcome | Blair Humphreys |
| 2. Roll Call | Blair Humphreys |
| 3. Construction Update | Blair Humphreys |
| 4. Head of School Update | Heather Zacarias |
| a. Staffing | |
| b. Community Outreach | |
| c. Enrollment | |
| d. Professional Development | |
| 5. Consent Agenda | Blair Humphreys |

The following items concern reports and items of a routine nature normally approved at Board meetings. They will be considered and voted on together as a group with one vote; provided that any Board member may ask that one or more items be considered and voted on separately. The Consent Agenda includes discussion, consideration, and possible action upon the following items:

- | | |
|---|--|
| a. Approval of Minutes from June 17, 2021 | |
| b. Approval of June 2021 financial reports | |
| c. Approval of Purchase Orders # 2021-11-37 and 2022-11-1 through 2022-11-18 and any changes to any prior existing purchase orders | |
| d. Approval of Family Handbook with the ability to make reasonable modifications by the Head of School | |
| e. Approval of Redbud Speech and Language Therapy, PLLC contract to provide speech and language services | |
| f. Approval of Keystone Food Services to provide Child Nutrition Services for 2021-22 | |
| g. Approval of Educational Administrative Services, Inc. to provide consulting services for federal programs for 2021-22 | |
| h. Approval of Part-time School Nurse employee agreement for 2021-22: Joyce Foltz | |
| i. Approval of Amendment to Lease with Wheeler Community Foundation. | |
| 6. Election to fill the office of Secretary of the Board of Directors of Western Gateway Elementary School, Inc. | |
| 7. Consideration and possible action to approve the COVID Return to Learn Plan for 2021-22 with provisions to modify as CDC and State guidelines are updated. | |

8. Consideration and possible action authorizing Activity Fund accounts and sub-accounts for 2021-2022.
9. Consideration and possible action to approve Purchase Order # 2022-81-01 to purchase and sell Uniforms. Proceeds will be deposited into the Activity Fund. Shirts will be \$10 each or 5 for \$40.
10. Consideration and possible action to approve Diana Bedwell as the Activity Fund custodian
11. Consideration and possible action to approve Jay Jenkins from Oklahoma Consulting & Accounting Services, LLC as School Treasurer
12. Consideration and possible action to approve resolution to join Oklahoma Schools Insurance Group (OSIG) in order to obtain insurance coverage (including property, general liability, board legal liability, and other coverages).
13. Consideration and possible action to approve a job title change from Administrative Assistant to Human Resources Coordinator & School Encumbrance Clerk for Diana Bedwell.
14. Comments by board members and/or public comments.
15. New business
16. Adjourn

WESTERN GATEWAY ELEMENTARY SCHOOL, INC.

Minutes

Board of Directors Meeting

Thursday, June 17, 2021, 4:00 pm

This meeting of the Board of Directors of Western Gateway Elementary School, Inc. was held on Thursday, June 17, 2021, at 4:00 pm. The meeting was held in person at 309 NW 13th Street, Suite 103, Oklahoma City.

Statement of Compliance with the Oklahoma Open Meeting Act:

The meeting agenda was delivered to the Oklahoma County Clerk on Monday, June 14, 2021, and had been posted on Tuesday 15, 2021, before 12:00 pm on the school website: <http://www.westerngateway.school>

1. Call to Order

Mr. Blair Humphreys called the meeting to order at 4:05 p.m. on June 17, 2021.

2. Roll Call

Mr. Humphreys called the roll. Board members present were: Mr. Humphreys, Mr. Pete White, Ms. Ashley Terry, and Mr. Edgar Medina. Others present were: Heather Zacarias (Head of School), Steve Huff, Diana Bedwell, and Aylin Murillo. Mr. Humphreys welcomed Mr. Medina to the Board of Directors for Western Gateway Elementary School.

3. Construction Update from Ashley Terry, Wheeler Community Foundation, Inc.

Ms. Terry shared an update that included walls being painted, millwork being installed, landscaping, the polishing of the floors, and several small touches. She informed the Board that the construction project is still on track for completion on time. Mr. Medina and Ms. Zacarias shared about recent building tours. Ms. Terry also mentioned that a ribbon cutting ceremony will be held in September.

4. Update from Heather Zacarias, Head of School

Heather Zacarias shared a staffing update that included three newly hired teaching assistants, Heather Smiley, Sandra Jaime and Maria Luna. Ms. Zacarias also updated the Board on the first lottery run that was held on May 19, 2021. A second lottery will run on Friday, June 18, 2021, to fill the remaining seats. Ms. Zacarias also updated the Board on her efforts to reach the community and fill the remaining first grade seats. Ms. Zacarias mentioned that she is continuing to work with Candor PR to target first grade families through social media and community events.

5. Consideration and authorization of WGES Consent Agenda

A motion was made by Mr. White to approve the Western Gateway consent agenda. The motion was seconded by Ms. Terry, and approved on the following vote:

Ayes: Terry, White, Humphreys, Medina

Nays: none

6. Consideration and possible action to amend the 2021-22 Support Staff contract to strike the following statement in section III Benefits, "This position is not eligible for teacher retirement," and replace with "Non-classified optional employees are eligible for participation in the Oklahoma Teacher Retirement System (TRS)" in compliance with SB 683. Mr. Huff explained that the new Senate Bill gives non-classified optional employees the opportunity to participate in TRS.

Ms. Terry made a motion to amend the 2021-22 Support Staff contract.. The motion was seconded by Mr. Humphreys.

Ayes: Terry, White, Humphreys, Medina

Nays: none

7. Consideration and possible action to approve certain Student and Instructional Policies, specifically:

- a. Student Uniforms
- b. Immunization-Students
- c. Student Medication
- d. Vision Screening
- e. Bullying Prevention
- f. Student Discipline
- g. Student Discipline-Out of School
- h. Student Discipline-Procedure for Students with Disabilities
- i. Substance Use by Students
- j. Suspension of Students and Revocation of Transfer
- k. Head Lice
- l. Parent-Student and School Agreement
- m. English Language Learners and the Dual Language Bilingual Education Program
- n. Gifted and Talented Education
- o. Testing Programs
- p. Title I Parent Involvement

Ms. Terry made a motion to approve the certain Student and Instructional Policies. The motion was seconded by Mr. White.

Ayes: Terry, White, Humphreys, Medina

Nays: None

8. Action to enter into an Executive Session, if desired, as authorized by 25 O.S. § 307(B)(1), for the purpose of discussing the employment, including evaluation of performance and possible merit bonus, of an individual salaried public officer or employee with respect to Ms. Heather Zacarias as Head of School

Mr. White made a motion to enter into the Executive Session. The motion was seconded by Mr. Medina.

Ayes: Terry, White, Humphreys, Medina

Nays: None

- a. Executive Session, as authorized by 25 O.S. § 307(B)(1), for the purpose of discussing the employment, including evaluation of performance and a possible merit bonus, of an individual salaried public officer or employee with respect to Ms. Heather Zacarias as Head of School
- b. Action to reconvene into open session of the regular meeting of the Board of Directors of WGES

Mr. Medina motioned to reconvene into open session of the regular meeting of the Board of Directors of WGES. The motion was seconded by Mr. White.

Ayes: Terry, White, Humphreys, Medina

Nays: None

9. Consideration and possible action to approve a merit bonus for Head of School, Heather Zacarias

Mr. White made a motion to approve a merit bonus for Head of School, Heather Zacarias. The motion was seconded by Mr. Medina.

Ayes: Terry, White, Humphreys, Medina

Nays: none

10. Board Comments

Mr. White noted that additional Board Members should be sought. Mr. Humphreys mentioned that adding additional board members is a goal and will be discussed in a future Board Meeting.

11. New Business

None

12. Adjournment

A motion was made by Ms. Terry to adjourn the meeting. The motion was seconded by Mr. White and approved on the following vote:

Ayes: White, Terry, Humphreys, Medina

Nays: none

The meeting was adjourned at 5:23 pm.

Diana Bedwell, Acting Secretary

**WESTERN GATEWAY CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA**

MONTHLY FINANCIAL REPORT

June 30, 2021 and Year to Date

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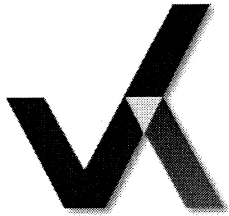
Supplemental Information

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Gifts Fund Revenue/Expenditure Summary



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

July 16, 2021

Honorable Board of Trustees
Western Gateway Charter School
Oklahoma City, Oklahoma

I have compiled the accompanying statement of assets, liabilities, and net assets – cash basis for Western Gateway Charter School as of June 30, 2021 and the related statements of revenues and expenses – cash basis for the twelve (12) months then ended for the General and Gifts Funds. My compilation was performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting and the budget laws of the State of Oklahoma, which is a basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. I have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, I did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the School's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Western Gateway Charter School.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jack H. Jenkins
Certified Public Accountant

WESTERN GATEWAY CHARTER SCHOOL - 2020-21 FISCAL YEAR
STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS
AT JUNE 30, 2021

	General Fund	Gifts Fund	Totals
Assets			
Cash	\$ 83,543.62	383,441.22	466,984.84
Liabilities			
Outstanding Payments	71,130.84	-	71,130.84
Reserves	12,412.78	-	-
Total Liabilities	83,543.62	-	71,130.84
 Net Assets	 \$ -	 383,441.22	 383,441.22

WESTERN GATEWAY CHARTER SCHOOL - 2020-21 FISCAL YEAR
STATEMENT OF REVENUE AND EXPENSES- GENERAL FUND - CASH BASIS

	<u>Source Codes</u>	<u>2020-21 Budgeted</u>	<u>2020-21 As of 6/30/21</u>	<u>% of YTD to Budgeted</u>
<u>Revenue</u>				
Donations - Miscellaneous	1610	\$ -	5.01	N/A
Donations - Inasmuch (Proj. 001)	1610	80,000.00	102,945.79	128.7%
Donations - Wheeler (Proj. 002)	1610	67,000.00	1,958.38	2.9%
Donations - Walton (Proj. 003)	1610	225,000.00	153,654.61	68.3%
CSP Grant (Proj. 771)	4462	450,000.00	358,804.64	79.7%
Correcting Entries	5000	3.00	3.00	100.0%
Total revenue		<u>822,003.00</u>	<u>617,371.43</u>	75.1%
<u>Expenditures</u>				
Payroll		176,000.00	172,238.09	97.9%
Accounts Payable		<u>568,348.00</u>	<u>445,133.34</u>	78.3%
Total expenditures		<u>744,348.00</u>	<u>617,371.43</u>	82.9%
Revenue over (under) expenses		77,655.00	-	
Net Assets (beginning)	6110	-	-	N/A
Other Financing Sources (Uses):				
Transfers available from Gift Fund		-	-	
Ending Net Assets		<u>\$ 77,655.00</u>	<u>-</u>	

SUPPLEMENTAL INFORMATION

WESTERN GATEWAY CHARTER SCHOOL - 2020-21 FISCAL YEAR
GENERAL FUND - SUPPLEMENTAL REPORT OF REVENUE BY MONTH - CASH BASIS

	<u>Totals</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Donations - Miscellaneous	5.01	0.01	-	-	-	-	-	-	-	-	-	5.00	-
Donations - Inasmuch (prj 001)	102,945.79	-	-	-	-	102,945.79	-	-	-	-	-	-	-
Donations - Wheeler Community (prj 002)	1,958.38	-	1,958.38	-	-	-	-	-	-	-	-	-	-
Donations - Walton Family (prj 003)	153,654.61	-	-	-	-	-	-	-	-	153,654.61	-	-	-
CSP Grant	358,804.64	-	-	-	11,188.08	29,243.03	35,813.59	13,179.03	-	21,297.12	19,606.39	190,903.79	37,573.61
Non-revenue sources	3.00	-	3.00	-	-	-	-	-	-	-	-	-	-
	<u>617,371.43</u>	<u>0.01</u>	<u>1,961.38</u>	<u>-</u>	<u>11,188.08</u>	<u>132,188.82</u>	<u>35,813.59</u>	<u>13,179.03</u>	<u>-</u>	<u>174,951.73</u>	<u>19,606.39</u>	<u>190,908.79</u>	<u>37,573.61</u>

WESTERN GATEWAY CHARTER SCHOOL - 2020-21 FISCAL YEAR
STATEMENT OF EXPENSES BY PROJECT/OBJECT
- GENERAL FUND - CASH BASIS

Classification (Project-Object)	Object	2020-21 Original Budget	2020-21 As of 6/30/21	% of YTD to Budg.
General Fund & Local Codes (Proj. 000)				
Dues and Fees	800	370.00	5.01	1.35%
Reimbursement/Correcting Entries	900	3.00	3.00	100.00%
Subtotal		<u>373.00</u>	<u>8.01</u>	2.15%
Donations - Inasmuch (Proj. 001)				
Legal Expenses	354	10,000.00	10,000.00	100.00%
Professional Development	359	7,000.00	9,500.00	135.71%
Insurance	520	10,000.00	5,561.90	55.62%
Communications	530	15,000.00	15,000.00	100.00%
Advertising	540	12,800.00	10,833.78	84.64%
Printing	550	11,000.00	5,608.70	50.99%
Office Supplies and Tech	600	6,400.00	46,341.41	724.08%
Dues and Fees	800	100.00	100.00	100.00%
Subtotal		<u>72,300.00</u>	<u>102,945.79</u>	142.39%
Donations - Wheeler (Proj. 002)				
Communications	530	1,050.00	1,129.00	107.52%
Building Rent	443	61,000.00	-	0.00%
Office/Tech Supplies	600	4,950.00	829.38	16.76%
Subtotal		<u>67,000.00</u>	<u>1,958.38</u>	2.92%
Donations - Walton (Proj. 003)				
Salaries/Employee Benefits	100-299	3,000.00	4,574.42	152.48%
Legal Services	354	10,000.00	3,165.00	31.65%
Communications	530	15,000.00	13,258.80	88.39%
Advertising	540	-	-	N/A
Office Supplies and Tech	600	126,675.00	39,094.54	30.86%
Dues and Fees	800	-	328.99	N/A
Subtotal		<u>154,675.00</u>	<u>60,421.75</u>	39.06%
CSP Grant - OPSRC (Proj. 771)				
Salaries/Employee Benefits	100-299	173,000.00	167,663.67	96.92%
Workers Compensation	290	-	554.00	N/A
Administrative Services (EAS)	311	-	6,625.00	N/A
E-Rate Services	312	3,000.00	3,630.00	121.00%
Accounting Services (OCAS)	331	25,000.00	3,700.00	14.80%
Legal Services	354	16,000.00	16,000.00	100.00%
Professional Development (in house)	359	500.00	-	0.00%
Online Software/Communications	530	-	4,510.00	N/A
Advertising	540	13,500.00	13,500.00	100.00%
Office/Instructional Supplies	619	-	25,283.00	N/A
Books/Periodicals	640	18,000.00	-	0.00%
Furniture and Fixtures	651	200,000.00	173,947.40	86.97%
Technology Equipment	653	1,000.00	36,256.90	3625.69%
Fees/Registrations	800	-	367.53	N/A
Subtotal		<u>450,000.00</u>	<u>452,037.50</u>	100.45%
Grand Total				
		<u>744,348.00</u>	<u>617,371.43</u>	82.94%
Payroll Expenses	100-200	176,000.00	172,238.09	97.86%
Non-Payroll Expenses	300-900	568,348.00	445,133.34	78.32%
Totals		<u>744,348.00</u>	<u>617,371.43</u>	82.94%

**WESTERN GATEWAY CHARTER SCHOOL - 2020-21 FISCAL YEAR
SUPPLEMENTAL COMPARISON OF EXPENSES - CASH BASIS**

	2020-21 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>
July	-	3.00
August	11,188.08	3.00
September	11,929.03	10,004.50
October	11,929.03	6,022.53
November	11,929.03	13,275.50
December	11,929.03	1,290.00
January	14,492.12	8,022.00
February	16,131.39	9,958.87
March	16,131.39	18,244.90
April	17,348.59	186,985.20
May	17,624.59	24,024.50
June	31,605.81	167,299.34
	<u>172,238.09</u>	<u>445,133.34</u>
		<u>617,371.43</u>

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 81, Date Range: 7/1/2020 - 6/30/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
001 INASMUCH FOUNDATION	\$0.00	\$147,054.21	\$0.00	\$0.00	\$147,054.21	\$0.00	\$147,054.21
002 WHEELER COMMUNITY FOUNDATION	\$0.00	\$65,041.62	\$0.00	\$0.00	\$65,041.62	\$0.00	\$65,041.62
003 WALTON GRANT	\$0.00	\$171,345.39	\$0.00	\$0.00	\$171,345.39	\$0.00	\$171,345.39
Total	\$0.00	\$383,441.22	\$0.00	\$0.00	\$383,441.22	\$0.00	\$383,441.22

Fund	Vendor Name	PO No	PO Date	Description	Encumbered	Paid	Unpaid
11	MUNICIPAL ACCOUNTING SYSTEMS, INC.	1	9/21/2020	ACCOUNTING SOFTWARE	\$4,793.00	\$4,793.00	\$0.00
11	CENTER FOR ECONOMIC DEVELOPMENT LAW	2	9/21/2020	LEGAL FEES	\$29,165.00	\$29,165.00	\$0.00
11	NUEVO STUDIO	3	9/25/2020	LOGOS FOR ADS AND PRINTING	\$5,500.00	\$5,500.00	\$0.00
11	OKLAHOMA SCHOOL ASSURANCE GROUP	4	9/25/2020	WORKERS COMP	\$554.00	\$554.00	\$0.00
11	EAS CONSULTING, INC.	5	9/25/2020	ADMIN MGMT SERVICES	\$6,625.00	\$3,625.00	\$3,000.00
11	USPS	6	9/25/2020	POSTAGE	\$479.00	\$479.00	\$0.00
11	OKLAHOMA TEACHER'S RETIREMENT	7	10/1/2020	TR	\$22.53	\$22.53	\$0.00
11	LA COSECHA	8	10/7/2020	PROFESSIONAL DEVELOPMENT	\$345.00	\$345.00	\$0.00
11	MIDFIRST BANK	9	7/1/2020	BANK FEES	\$253.00	\$253.00	\$0.00
11	BRAID CREATIVE	10	11/11/2020	BRANDING	\$11,925.00	\$11,925.00	\$0.00
11	JENKINS & KEMPER CPA, P.C.	11	11/20/2020	TAX RETURN PREPARATION	\$350.00	\$350.00	\$0.00
11	MIDFIRST BANK	12	11/10/2020	BANK FEES	\$84.00	\$84.00	\$0.00
11	OKLAHOMA CONSULTING AND ACCOUNTING	13	12/7/2020	ACCOUNTING SERVICES	\$3,350.00	\$3,350.00	\$0.00
11	WHEELER COMMUNITY FOUNDATION	14	1/11/2021	GOOGLE SUITE USAGE	\$120.00	\$120.00	\$0.00
11	KELLOGG & SOVEREIGN CONSULTING, LLC	15	1/15/2021	E-RATE MANAGEMENT SERVICES OUSF COMPLIAN	\$3,630.00	\$3,630.00	\$0.00
11	TANGO PUBLIC RELATIONS LLC	16	1/18/2021	PUBLIC RELATIONS	\$5,300.00	\$5,300.00	\$0.00
11	ELITE TECHNOLOGY SOLUTIONS, LLC	17	1/22/2021	ADMIN LAPTOP	\$77,022.00	\$77,022.00	\$0.00
11	BRITTNEY NICOLE BIRSCHENK	18	2/3/2021	PROFESSIONAL DEVELOPMENT	\$9,500.00	\$9,500.00	\$0.00
11	CANDOR	19	2/3/2021	MARKETING, PR, WEBSITE SUPPORT	\$28,258.80	\$28,258.80	\$0.00
11	OPSRC	20	2/18/2021	WEBSITE HOSTING	\$650.00	\$650.00	\$0.00
11	ROCKET COLOR	21	2/18/2021	10 PADS OF 50 PRINTING	\$1,548.45	\$1,548.45	\$0.00
11	CAPITOL HILL GRAFFIX	22	2/18/2021	MUGS PRINTING	\$240.00	\$240.00	\$0.00
11	HEATHER ZACARIAS	23	2/18/2021	REIMB FOR SUPPLIES/SERVICES	\$709.38	\$709.38	\$0.00
11	SAM'S CLUB	24	2/26/2021	OFFICE SUPPLIES	\$100.00	\$100.00	\$0.00
11	STAPLES	25	2/26/2021	OFFICE SUPPLIES	\$493.41	\$160.34	\$333.07
11	AMAZON CAPITAL SERVICES	26	2/26/2021	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00
11	LAKESHORE LEARNING	27	2/26/2021	CURRICULUM DEVELOPMENT AND SUPPLIES	\$62,419.54	\$62,419.54	\$0.00
11	QUINTELLA PRINTING	28	3/23/2021	PRINTING	\$3,465.25	\$3,465.25	\$0.00
11	OKLAHOMA SHIRT COMPANY	29	3/23/2021	SHIRT PRINTING	\$355.00	\$355.00	\$0.00
11	NWEA	30	3/30/2021	TESTING	\$1,675.00	\$1,675.00	\$0.00
11	METRO FAMILY MAGAZINE	31	3/30/2021	ADVERTISING	\$1,500.00	\$1,500.00	\$0.00
11	BECKMAN COMPANY	32	3/30/2021	ELL INSURANCE	\$5,561.90	\$5,561.90	\$0.00
11	SCOTT RICE	33	4/1/2021	CLASSROOM FURNITURE	\$173,947.40	\$173,947.40	\$0.00
11	LAND'S END	34	5/5/2021	SHIRT PRINTING	\$0.00	\$0.00	\$0.00
11	VELAZQUEZ PRESS	35	5/5/2021	CURRICULUM	\$0.00	\$0.00	\$0.00

11	JOURNAL RECORD	36	5/20/2021	ADVERTISING	\$108.78	\$108.78	\$0.00
11	SCHOOL SAFE ID	37	6/24/2021	BUILDING SECURITY TECH	\$5,082.90	\$5,082.90	\$0.00

\$445,133.34 \$441,800.27 \$3,333.07

Fund	Vendor Name	PO No	PO Date	Description	Encumbered	Paid	Unpaid
11	ABB CREATIONS LTD.	1	7/1/2021	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$1,200.00	\$1,080.00	\$120.00
11	VELAZQUEZ PRESS	2	7/1/2021	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$11,000.00	\$9,839.50	\$1,160.50
11	APPLE, INC.	3	7/1/2021	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$100,000.00	\$0.00	\$100,000.00
11	BENCHMARK EDUCATION COMPANY	4	7/1/2021	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$56,000.00	\$0.00	\$56,000.00
11	GREAT MINDS PBC	5	7/1/2021	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$8,000.00	\$6,297.55	\$1,702.45
11	HEGGERTY	6	7/1/2021	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$2,000.00	\$1,660.62	\$339.38
11	HEINEMANN	7	7/1/2021	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$4,500.00	\$4,048.26	\$451.74
11	LAKESHORE LEARNING	8	7/1/2021	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$50,000.00	\$0.00	\$50,000.00
11	SECURLY, INC.	9	7/1/2021	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$3,000.00	\$0.00	\$3,000.00
11	THOMPSON SCHOOL BOOK	10	7/1/2021	CURRICULUM DEVELOPMENT AND INSTR TECH SUPP	\$32,594.63	\$0.00	\$32,594.63
11	OKLAHOMA SCHOOL ASSURANCE GROUP	11	7/1/2021	WORKERS COMP	\$1,298.00	\$1,298.00	\$0.00
11	ARROWHEAD ARCHERY	12	7/8/2021	PROFESSIONAL DEVELOPMENT	\$150.00	\$0.00	\$150.00
11	EDUCATION ALIVE	13	7/8/2021	CURRICULUM	\$500.00	\$0.00	\$500.00
11	PLAN IT FIRE	14	7/8/2021	FIRE ALARM MONITORING	\$0.00	\$0.00	\$0.00
11	CLASSIC PAPER SUPPLY INC.	15	7/14/2021	JANITORIAL SUPPLIES	\$18,000.00	\$0.00	\$18,000.00
11	AMUNDSEN COMMERCIAL KITCHENS	16	7/14/2021	KITCHEN APPLIANCES AND EQUIP	\$1,831.34	\$0.00	\$1,831.34
11	STAPLES	17	7/14/2021	OFFICE/INSTR. SUPPLY	\$4,000.00	\$0.00	\$4,000.00
11	MUNICIPAL ACCOUNTING SYSTEMS, INC.	18	7/14/2021	ACCOUNTING SOFTWARE/FORMS	\$6,880.00	\$6,380.00	\$500.00
					\$300,953.97	\$30,603.93	\$270,350.04
81	QUINTELLA PRINTING	1	7/14/2021	UNIFORMS	\$6,000.00	\$0.00	\$6,000.00



WESTERN GATEWAY ELEMENTARY

FAMILY HANDBOOK

1300 SW 15th Street
Oklahoma City, OK 73108

OFFICE: 405-

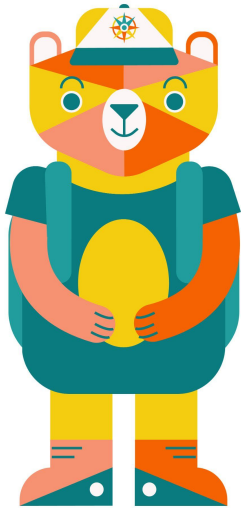
FAX: 405-

<https://westerngateway.school/>



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**School Mascot:**

Our school mascot is El Oso who travels the world, exploring and learning. El Oso always comes back excited to share knowledge with others.

School Mission:

We create a learning experience that values children, language, culture, and community. We challenge our students to learn, grow, give back to our world – and be confident explorers in life. We invite your family to be part of our school family.

School Vision:

Western Gateway Elementary School educates students to understand, contribute to, and thrive in an interdependent world. We foster a spirit of inquiry, service, and social responsibility to the environment, the local community, and the global society.

The WGES Philosophy:

1. **Excellent academic performance through language learning** – Western Gateway Elementary School will maintain rigorous academic standards. Research shows that students educated in an immersion environment perform better on standardized tests and have higher scores on college entrance exams than students who learn in a non-immersion environment. Furthermore, students educated through immersion display better problem solving, critical thinking and listening skills, in addition to overall language proficiency. Western Gateway Elementary School intends to educate students to the highest academic standards through language education. We challenge and support each student, enabling them to reach their full potential.
2. **Global competence and cultural awareness** – Students' ability to engage in a global society and eventual global workforce is important for future success. Given this, the students at Western Gateway Elementary School will be taught to respect and explore their family heritage and culture, and the backgrounds of their classroom peers, school, and community. They will be exposed to other perspectives, encouraging them to approach ideas with an open mind to understand the differences and similarities between themselves and those around them.
3. **Community-mindedness** – Students at Western Gateway Elementary School will be encouraged to develop a sense of local community, both within the School and surrounding Oklahoma City community, leading to an increase in student well-being and greater overall satisfaction with the school experience.

Academic Calendar

Western Gateway School Calendar: 2021-22

July 2021							August 2021							September 2021							Date		Event or Holiday	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	July 26-Aug 13, 17	All Teachers: Professional Development & Work Days		
					1	2	1	2	3	4	5	6	1	2	3	4	5	6	August 16-17	Meet the Teacher Event!				
4	5	6	7	8	9	10	7	8	9	10	11	12	5	6	7	8	9	10	August 18	First day of school for students				
11	12	13	14	15	16	17	15	16	17	18	19	20	12	13	14	15	16	17	Sept 6	Labor Day Holiday (school closed)				
18	19	20	21	22	23	24	22	23	24	25	26	28	19	20	21	22	23	24	Sept 7	Teacher Prof Dev & Work Day (no school for students)				
25	26	27	28	29	30	31	29	30	31				26	27	28	29	30		Sept 8	Curriculum Night				
																			Oct 7-8	Parent Conference Days (no school for students)				
																			Oct 11-15	Fall Break (school closed)				
																			Nov 22-26	Thanksgiving Break (school closed)				
																			Dec 20-Jan 3	Winter Break (school closed)				
																			Jan 3	Teacher Prof Dev & Work Day (no school for students)				
																			Jan 4	Classes resume for students				
																			Jan 17	MLK Jr. Day (school closed)				
																			Feb 17-18	Parent Conference Day (no school for students)				
																			Feb 21	President's Day (School Closed)				
																			March 14-21	Spring Break (school closed)				
																			March 21	Teacher Prof Dev & Work Day (no school for students)				
																			April 15	No School				
																			May 26	Last day of school for students				
																			May 27	Teacher Record Day & Work Day (no school for students)				
																			May 30	Memorial Day (offices closed until August 3)				

If your student is going to be absent or tardy, please contact the school and notify the attendance clerk. Excellent attendance is a priority at Western Gateway and allows all students to maximize their learning opportunities.

green=	teachers only
blue=	teachers & students
Red=	National Holiday
Yellow=	NO SCHOOL
Bold Blue=	Early Release Days
orange=	P/T conference

If your student is going to be absent or tardy, please contact the school and notify the attendance clerk. Excellent attendance is a priority at Western Gateway and allows all students to maximize their learning opportunities.

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The monthly calendar can be accessed on <https://westerngateway.school/>

WGES Arrival/Dismissal Procedures

Student Safety is our First Priority

SCHOOL HOURS OF INSTRUCTIONAL TIME

Monday, Tuesday, Thursday, Friday	Wednesday
8:00 am-3:30 pm All Grades (PreK-4)	8:00 am-2:00 pm All Grades (PreK-4)

Wednesdays from 2:00-4:00: All staff will be participating in professional development & instructional planning. All students will be dismissed at 2:00 pm every Wednesday.

At WGES, every child's safety is important to us. Your patience, understanding, and support of "Operation Cooperation" are appreciated. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. We need your help to keep the school and your children safe.

We ask everyone to correctly follow our current pick-up and drop-off procedures. Failure to do so creates chaos, frustration, and unsafe conditions. Each family should discuss these loading and walking procedures. Our staff knows that your time is valuable, but **the safety of every student is our first priority.**

General Safety Measures:

- 👉 Be your child's best example. Please be courteous & follow all the safety guidelines at all times.
- 👉 Use crosswalks to cross streets.
- 👉 Follow all directions from school safety personnel. They can see potential problems you may not.
- 👉 DO NOT BLOCK intersections or accessible marked spaces.
- 👉 Say your goodbyes **before** it's your turn to unload – this will help keep cars moving in line.
- 👉 SINGLE lane in the loading zone ONLY. Do not double up cars side by side to drop off students.
- 👉 Devote more time and be extra cautious on rainy or foggy days. Drive with your headlights on.
- 👉 Please NO CELL PHONE use during drop off or pick up. SAFETY FIRST at all times.
- 👉 Please drive slowly and watch for children and staff members.

Morning Drop-Off Information:

7:00am-7:45am YMCA STUDENTS	YMCA Before Care Students (GYM Entrance). Please note that YMCA Drop-off ends at 7:45 am. If you are dropping students off after 7:45 am, please utilize the Car Rider Drop-Off procedures detailed below.
7:30am-7:55am BREAKFAST (breakfast ends at 7:55)	Students eating breakfast enter through the main entrance and report to the cafeteria. <i>Please approach SW 15th St. heading eastbound from McKinley Ave. Turn right into the drop-off lane.</i>
7:40am- 8:00am Students NOT eating breakfast	All students not eating breakfast report directly to the gym.
8:00 am	Gates Close. Students who arrive after 8:00 am are tardy and will need to be signed in by an adult at the front office through School SafeID Kiosk.

- Pull your car as far forward into the loading zone as traffic allows, but DO NOT stop your car in front of a fire hydrant or in crosswalks. Police will issue traffic citations for those stopped in fire zones or in crosswalks. Drivers may drop-off students during supervised times only.
- Students can unload from PASSENGER SIDE of vehicle only. (Move booster seats to passenger side)
- Parents/Guardians, please be alert, ready, and quick. We need to keep the line moving.
- Staff supervise students as they exit vehicles, offer assistance, and guide them along the walkway towards the entrance.
- 8:00am - Gates/Doors are closed and locked. **Students arriving after 8:00am must enter through main entrance WITH a parent/guardian.** Students will be counted tardy and given a tardy slip before being allowed to enter the classroom.

Enter Traffic Flow for drop off (arrival) plan here:

Afternoon Pickup Information:

- Early checkout ends 15 minutes prior to the end of the school day (3:15) due to students in transition to their dismissal locations.
- Changing end-of-day transportation is discouraged. However, if you need to change the daily norm of transportation, please send a ***detailed signed note*** to the office that morning or call the office up to one hour before dismissal.
- For another adult to pick up your child, he/she **must be listed on the school record** as authorized to do so. If you have updated information to add to your student's record and dismissal directive, please provide the office with written notification of requested changes. It is imperative that we are able to reach you or another authorized adult in an emergency. **WGES WILL NOT release a child to any person who is NOT listed on the dismissal directive.**
- *Late Pick-up:* Students should be picked up no later than 15 minutes after dismissal time. If a student is habitually left at school, he/she will be sent to our YMCA aftercare (onsite). The YMCA charges a fee for students who are left in their care and are not a regular WGES-YMCA registered student. Parents will be responsible for paying this fee to the YMCA for child care.
- We understand that occasionally there are emergencies that come up and we will do everything that we can to assist you. These procedures will enable us to safely dismiss all students in the most efficient and timely manner possible. Thank you for your help and cooperation.

Dismissal Times

Monday, Tuesday, Thursday, Friday	Wednesday
3:30 pm	2:00 pm

Dismissal Locations: TBD

Car Riders		Students remain in classrooms until their number is displayed. Siblings will meet in the holding area prior to loading cars. Parents remain in the car. Car rider tag must be displayed to release student.
Walkers		Students remain with designated staff member until released to walking release sites. Students walk directly home. Students in Prek & Kindergarten must be accompanied by an adult.
Daycare Transport		Students remain in classrooms until their Daycare is displayed. Students report to the daycare dismissal area with a designated staff member.
YMCA Aftercare	Gym	YMCA staff will pick students up at 3:40 and take them to the gym. Parents pick up YMCA students through gym entrance .

Car Rider Pickup Procedures:

- Staff will dismiss students at designated loading zones.
- You must remain in your car. Your child will be escorted to your car.
- Supervisors will call students using our Student Match Car Rider System. No child will be released without a matching number card authorized by Western Gateway. No photocopies, printed pictures, or homemade Match Cards will be accepted.
- Students must wait in their classroom until their number is displayed. Students must go immediately to the designated gate. They will not be allowed to stop at restrooms at this time.
- If a student needs assistance buckling into a seat or booster, please pull forward first to allow other cars to load.

INSERT MAPS OF ARRIVAL & DISMISSAL HERE with directional arrows guiding parents on procedures for drop off and pick up.

Attendance Policy

Student attendance is required for continued enrollment. All schools are required to track attendance according to state law. Chronic absenteeism is defined as missing 10% (or about 18 days) in a normal 180-day school year, or 2 days a month. Students that do not meet attendance requirements may be found truant and/or withdrawn from WGES by revoking the student's transfer, if applicable, or other disciplinary action may be taken. Truancy, including excessive late arrivals, (as well as late pick-ups) may result in referral to appropriate authorities.

It is important that all students attend school regularly. However, if a student has to be absent due to illness or other extenuating circumstances, it is the responsibility of the parent or guardian to notify the school by 8:30 a.m. on the day of the absence or prior.

Any student who arrives after 9:45 a.m. (9:00 a.m. on Wednesdays) will be counted ½ day absence for the morning. Any students that leave prior to 2:00 p.m. will be counted ½ day absence for the afternoon. On Wednesdays, any student leaving prior to 1:00 will be counted ½ day absence for the afternoon.

If the Head of School, or designee, determines that a parent and/or student are not upholding their agreement(s) with the School and abiding by School policy, a student may be denied a transfer to the School in future school years, or a transfer may be revoked effective immediately.

Before/After School Care

WGES partners with the YMCA for our before/after school care program. The program will be onsite at Western Gateway Elementary School and will be available from 7 a.m. until school begins and when school dismisses until 6 p.m. The YMCA offers childcare during breaks and vacations at the Downtown YMCA facility. For more information, please contact Lois Medina at the Downtown YMCA. Lois can be reached at: lmolina@ymcaokc.org

Bullying

Bullying at WGES is taken very seriously and will not be tolerated. Students should always feel safe to notify their teacher or administrator if they feel they are being bullied or witness a bullying event. In 2014, the Centers for Disease Control and the Department of Education released the first federal definition of bullying. The definition includes three core elements:

- unwanted aggressive behavior
- observed or perceived power imbalance
- repetition or high likelihood of repetition of bullying behaviors

The Centers for Disease Control and Prevention (CDC) defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. This definition helps determine whether an incident is bullying or other types of aggressive behavior, such as one-time physical fights, online arguments, or incidents between adults.

Reporting vs. Tattling

- “Reporting” is telling an adult if a person is doing something harmful or on purpose. It indicates a need for help or that the student is scared.
- “Tattling” is trying to get another person in trouble or trying to get attention.
- Students should be encouraged to report “bullying” behavior. Once reported, they should be acknowledged for doing the right thing and told that the adult will investigate the matter and take care of it.

How to Respond to a Bully

Students are taught to look the bully in the eye, respond immediately, and assertively say:

1. “Stop. I don’t like what you said (did).”
2. If the bully does not stop what he/she is doing, say... “If you do not stop, it is my responsibility to report you (tell an adult).”
3. If the bully does not stop immediately, report the incident to an adult immediately.

Stopping bullying is the responsibility of all school personnel. Faculty and staff will investigate all notifications of bullying. If your child has been bullied or witnessed a bullying event, a Student Witness/Testimony Form is to be completed and submitted. This form can be found on our school website in the “forms” tab. Results will be reported back to the parties involved, within the boundaries of FERPA laws.

Parents may request a full copy of the Board Discipline Policy by contacting info@westerngateway.school or by visiting the school website.

Checking Students Out

Parents must sign their child in and out at the office when a student leaves/returns to the school during the day. The only people who will be allowed to check out a student are those who are listed on their enrollment information as parents/guardians or emergency contacts. If you ask someone else to pick up a child, please notify the office in writing before 2:30 p.m. (M, T, Th, F) and before 1:00 p.m. on Wednesday. Anyone picking up students must be prepared to provide identification and must be at least 18 years old. Students who leave during the day and are gone for more than 2 hours will be marked as ½ day absent. Please refrain from picking students up during the last 15 minutes of school. Please follow our normal dismissal procedures at these times.

Child Custody Issues/Custodial Rights of Parents

Each parent or court-appointed guardian shall be assumed to have all legal rights pertaining to parenthood or guardianship. In those circumstances in which children's parents/guardians are legally separated or divorced, the parent(s) must provide the Head of School with a court order delineating the custodial rights of the parties involved. Unless parental rights have been legally waived or revoked, both parents retain full parental rights regarding access to school records, grades, parent-teacher conferences, IEP meetings, and so forth. WGES will remain neutral in custody cases and will rely on a parental agreement or court documents in honoring parental requests. Any changes require the parent(s) to provide the Head of School with the updated court order.

Child Find

The purpose of special education is to minimize the impact of the disability and maximize the opportunity for the student to be successful in school.

Western Gateway Elementary School provides programs for children who qualify for special education and related services. If you suspect your child may have a disability, or if you would like more information about special education services, please contact the school.

CHILD FIND INFORMATION

This notice is to inform you that Western Gateway Elementary School is maintaining an ongoing Child Find search to locate, identify and evaluate any child age 3-21 with an established or suspected disability. Child Find efforts include all individuals age 3-21 not enrolled in school as well as those who attend public and private schools, Head Start, state institutions, and other child care or treatment facilities.

Western Gateway Elementary School has established and maintains a comprehensive screening and multidisciplinary referral, evaluation, and eligibility process for the identification of children with suspected disabilities. Child Find activities contain a mandate for public awareness of contact, location and established screening procedures. Information regarding evaluation procedures can be obtained by contacting the school.

As mandated by the Oklahoma State Department of Education, Western Gateway Elementary School is required to fully inform parents that personally identifying information is maintained on all children who are referred and evaluated under the provisions of Child Find. The types of information sought may include but not limited to: parent concerns, developmental, adaptive behavior, socio-cultural, health/medical, vision, hearing, motor, perceptual/processing, behavior, psychological, vocational, and information gained through observations in the classroom and other environments.

It is the responsibility of Western Gateway Elementary School to inform parents/guardians of their rights under the Family Education Rights and Privacy Act (FERPA) and their rights under the Individuals with Disabilities Education Act (IDEA) Procedural Safeguards.

Child Nutrition

All meals served follow the guidelines of the National School Lunch and the National School Breakfast Programs. A computerized cashiering system is used for all WGES students in the cafeteria. It is the responsibility of the parent to monitor and maintain a positive balance in their account. Parents can access their account at [REDACTED]. This system has many advantages for the student. The two most important advantages are:

1. No need for cash each day as the meals may be purchased in advance.
2. A PayPal Account has been set up to facilitate advanced purchase of meals. Contact the office for more information.

Parents are welcome to eat breakfast or lunch with their child, whether it is purchased at school or brought into school. If parents wish to eat the school breakfast or school lunch with their child, they must pay the exact amount in advance at the office. If bringing a meal(s), please be aware that our students are encouraged to eat healthy meals. **High-sugar drinks such as soda and high-sugar foods such as candy are prohibited in the cafeteria and classrooms.** There are guest tables designated for parents and their children in the cafeteria. Meal prices are set annually and are posted on the Western Gateway website.

Free or Reduced Meal Benefits

Free and reduced meal forms are sent home at the beginning of school. Forms are also available on the school website or in the office. Applications and DHS Benefit Letters must be processed, eligibility determined and approval notification made before students receive free or reduced-price meals. This process may take up to ten business days.

Civil Rights

The School complies with the Civil Rights Laws [Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973] in assuring the students, parents, and employees of the school that the school does not discriminate on the basis of race, color, gender, national origin, disability, religion, or age. The Head of School is designated by the Board to coordinate the School's efforts to comply with this assurance.

Current Student Information

For your child's protection in the event of an illness or injury, schools must have the current address, home and work phone numbers, and at least two emergency contacts. Parents and/or guardians must call or send a note to the office if this information changes. All phone numbers must be working numbers with voicemail. It is imperative that the school can contact a parent and/or guardian at all times. It is the school's goal to establish effective communication between parents and staff. Providing accurate contact information helps maintain effective communication and a safe environment.

Devices and Technology Use

If a student brings a cell phone or other device to school, they must keep it in their backpack & cubby during the school day. The phone must be turned off or on silent. The school is not responsible for any device that is stolen or broken at school. Misuse of a technology device could result in a referral to the office and parent/guardian may be contacted.

All students will receive instruction on digital citizenship for using Chromebooks, iMacs, and iPads using www.commonsense.org. Students and parents will be required to sign a technology agreement at the beginning of the school year and must adhere to all portions of this contract.

Discipline

Student Discipline/In School

The Western Gateway School Board of Education believes that the school's primary goal is to educate. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. It is the policy of the School that students may be disciplined for any misconduct related to the programs or activities of the School.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

1. The seriousness of the offense;
2. The effect of the offense on other students and/or staff;
3. Whether the offense is physically or mentally injurious to other people;
4. Whether the incident is isolated or habitual behavior;
5. The manifestation of a disability;
6. Any other circumstances which may be appropriately considered

Standards of behavior for all members of society are generally a matter of common sense. Some behaviors are not acceptable in society generally, and particularly in a school environment. When, in the judgment of a teacher or administrator, a student misbehaves, is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

Minor Infraction/Classroom Managed	Major Infraction/Admin Managed
<ul style="list-style-type: none">● Disruption● Disrespect● Non-compliance● Property misuse● Misuse of technology device● Physical contact● Inappropriate language● Lying● Cheating● Left supervised area● Trash/littering● Theft/possession of stolen property● Name calling	<ul style="list-style-type: none">● Habitual misbehaviors● Physical aggression or fighting● Major defiance or tantrum● Class disruption (repeated/sustained)● Stealing/theft● Threats/harassment/bullying● Property damage/vandalism● Inappropriate language, exposure, touching● Major or repeated lying/cheating● Dangerous weapon (threat/harm)● Alcohol, tobacco, drugs, e-cigarettes

Student Discipline/Out of School

The Western Gateway School Board of Education recognizes that out-of-school conduct of students is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property or outside of school hours and not involving a school activity is proper if the conduct has an adverse effect upon the School. Therefore, it is the policy of this Board that any student will be subject to disciplinary action including, but not limited to, suspension from School for any conduct, which, in the opinion of the school administrators, has an adverse impact upon the

School, even if such misconduct occurs off school property and during non-school time. Such activity includes, but is not limited to, the following:

1. Damaging school property;
2. Engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel, including social media;
3. Engaging in activity that directly impedes discipline at School or the general welfare of School activities.

Parents may request a full copy of the Board Discipline Policy by contacting info@westerngateway.school or by visiting the school website.

Five-Tier Discipline Plan

The following is the WGES five-step discipline plan that will be used to maintain fair and consistent consequences for all students. Administrators will work with teachers, parents, and students for the implementation of the plan.

The classroom teacher will document minor infractions as necessary. The child's action will determine the level at which he/she is placed and the consequence received. If further/repeated infractions occur, the child will advance to the next level. Please reinforce that proper behavior is expected at school so that we can have a safe and orderly environment where everyone can learn. Should you have any questions, please contact a WGES school administrator.

Tier	Procedures & Consequences
Tier 1	<ul style="list-style-type: none"> ● Conference with student ● Parent may be contacted via phone, written notice or electronic notice ● Time Out ● Loss of privileges ● Apology or restitution
Tier 2	<ul style="list-style-type: none"> ● Parent conference via phone, in-person, or virtual ● Student behavior plan/contract ● Time Out ● Loss of privileges ● Apology or restitution
Tier 3	<ul style="list-style-type: none"> ● Parent conference via phone, in-person, or virtual ● Alternative in-school placement (ISS-in school suspension) ● Apology or restitution
Tier 4	<ul style="list-style-type: none"> ● Parent conference via phone, in-person, or virtual ● Out-of-school suspension (OSS- out of school suspension) ● Apology or restitution
Tier 5	<ul style="list-style-type: none"> ● Revoke transfer to WGES ● Alert appropriate authorities ● Long Term Suspension or expulsion

Student Suspension and Revocation of Transfer

It is the policy of the Western Gateway School Board of Education that the Head of School may suspend a student or revoke a student's transfer to the School for any of the following reasons:

1. Acts of immorality;
2. Violations of School policy or regulations;
3. Possession of an intoxicating beverage, illegal drug, or other illegal substances;
4. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during or after school activities;
5. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act);
6. Possession of a firearm;
7. Any act which disrupts the academic atmosphere of the school, or endangers or threatens fellow students, teachers, or officials or damages property; and
8. Adjudication as a delinquent for a violent or non-violent offense.

A student who has been suspended from any school within the state of Oklahoma, or another state, for a violent act or an act showing deliberate or reckless disregard for the health or safety of employees or other students, shall not be entitled to enroll in the School until the term of the suspension has been met or the time of suspension has expired and may be a consideration by the School as to whether to approve a transfer.

Parents may request a full copy of the Board Discipline Policy by contacting info@westerngateway.school or by visiting the school website.

Emergency Protocol

Western Gateway Elementary School has established a Standard Response Protocol (SRP). Weather events, fire, accidents, and intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration.

The SRP is based on these four actions: Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, action and appropriate direction will be taken. Western Gateway Elementary School is required by and complies with the Oklahoma School Security Commission (OSSC) to complete Security, Tornado, Fire, and other drills and to report when these drills take place.

English Language Learners

Western Gateway Elementary School has established an English Language Learners (ELL) Program. The Board recognizes English to be the primary language spoken and taught within the School in the single-language program. In the Dual Language program, the Board recognizes that both English and Spanish will be spoken and taught in the framework of a 50/50 immersion program. The School will provide programs, services and activities designed to meet all state and national academic standards for English language learners equivalent to those standards expected of all learners.

ELL Testing

Appropriate testing (WIDA) will be administered to students in grades PreK-12 whose primary language is not English in order to determine English language skill proficiency in listening, speaking, reading, and writing. All English language learners will be identified for testing, appropriate placement, and specialized instruction. For more information, contact the Head of School.

Parents may request a full copy of the Board ELL Policy by contacting WGES or by visiting the school website.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Head of School or designee a written request that identifies the record(s) they wish to inspect. The Head of School or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should send written notice to the Head of School or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in the performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of other school schools or post-secondary schools in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U. S. Department of Education 400 Maryland Avenue SW Washington, D.C. 20202-4605

Guidelines for Visiting Animals

To limit the risk of injury and allergic reactions from animals to students and teachers, the school has established guidelines for animals in the classroom that include animals that parents bring to visit a classroom. Parents who would like to take an animal to visit a child's classroom need to contact the child's teacher in advance to obtain the specific guidelines and fill out the necessary form. Teachers wanting to have a classroom pet must also check for allergic reactions of students prior to obtaining a class pet.

Service animals

A service animal means any dog that is individually trained and certified to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. The work or tasks performed by a service animal must be directly related to the individual's disability. While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under the ADA and are not allowed at school.

Head Lice

When a student is found to have live head lice or nits:

1. The parent is notified and information related to detection and elimination of head lice and nits may be provided to the parent or guardian.
2. The student will be sent home from School so as to avoid any other students or staff from being infected.
3. The parent is instructed that the student must be treated before returning to School, and evidence of the treatment should be provided to the School (e.g., used treatment container/note/ store receipt).
4. The school may check the student's head upon return to School. If live lice or nits are found, the student should not return to the classroom. Parents will be instructed to remove all live lice and nits before the student returns.
5. If only nits are found, the parent will be notified to keep combing them out with a lice comb at least daily for the next two weeks.
6. School staff may do follow up head checks to confirm lice and nit elimination efforts.
7. If live lice or nits are found, the process of notification to parents/guardians begins again.

When to check beyond the identified student with live lice or nits:

1. Determine if the student has siblings in the School. If yes, then check the siblings.

2. Full classroom screenings for head lice may be done as deemed necessary. Full class checks are not customary but will be conducted only in extreme cases as determined by the school nurse or administrator.

Health Screenings

Each year various health screenings are conducted at school. While each school is different in the screenings they conduct, the following health screenings may be performed at Western Gateway Elementary school: vision, hearing, and/or dental. If you do not want your child screened, please call WGES and specify which screenings you do not want to be performed on your child. You will be asked to provide, in writing, any requests.

Home & School Communications

In an effort to streamline the many outlets in which communication is distributed, we have developed a plan to assist families. This plan will help guide, manage, and improve communication between Western Gateway Elementary School and its families. The plan outlines which channels the school plans to use for timely, accurate information. These communication tools have been separated into two categories: essential and recommended.

Essential Tools

ClassTag: This is the go-to resource for day-to-day information from classrooms and the school. Teachers issue invitations to parents to join their account and then use this app as their primary communication tool. School administrators may also post announcements by grade level or for the entire school. Parents may sign up for activities and send direct messages to teachers. The app can be downloaded at classtag.com or in the App Store. Parents may adjust their settings to receive text or email alerts as well as notifications. CLASS TAG will be used as the main source of school information. If you need assistance downloading and/or accessing Class Tag, your child's teacher can also provide help. The "help section" for parents in Class Tag is another great resource. Class Tag also has a translation tool built into the settings. Please ask your child's teacher if you need assistance with setting up messages in another language.

Email: All-school email "blasts" are used for monthly newsletters from the main office and for more in-depth school communication, such as Board Highlights. (If you are not receiving email blasts, please contact the office and you will be added to the distribution list.) Additionally, classroom teachers are expected to send out weekly classroom newsletters either through our ClassTag app, direct emails, or Thursday Folders.

Website: Our website has detailed information about Western Gateway Elementary School, including frequently asked questions and enrollment information. A great feature is the Parent Resources Tab which includes curriculum information, various forms, the family handbook, procedures, etc.
<https://westerngateway.school/>

Take-Home Folders: Students are sent home with folders each Thursday. These folders contain completed schoolwork, behavior charts, the school community monthly newsletter, notices about special events, not-for-profit community group fliers, or important documents that require parents' signatures (e.g. re-enrollment forms, report cards).

Please check the backpacks every Thursday for the **BRIGHT YELLOW FOLDER**. Remove all items, read and sign any documents that need a parent's signature, and then return the BRIGHT YELLOW FOLDER to your child's backpack every FRIDAY. Teachers will check backpacks Friday morning for any documents that need to be reviewed, signed, and returned.

School Newsletter: A monthly newsletter is sent to parents and the school community from WGES Head of School, Mrs. Zacarias. This newsletter contains celebrations, information, and communication! To receive these monthly emails, please sign up at info@westerngateway.school

Main Lobby: The school's main lobby/reception area makes available a variety of information we receive from for-profit groups. Materials typically include upcoming events in the OKC area, discounts, and promotions available from local businesses.

The main lobby is designed to be a secured entrance that protects the students and staff at Western Gateway Elementary School. Please be sure to bring identification with you so you can be permitted to enter the building. The staff at WGES will do their best to make every guest and visitor feel safe, welcomed, and valued.

Recommended Tools

WGES Facebook & Twitter: These social media platforms celebrate and promote the school! This gives the community a glimpse into the school's current events, celebrations, and activities.

- Communicating with school leaders, teachers and staff are best conducted through personal visits, phone calls or emails; WGES employees will NOT engage in messaging using Social Media.

WGES Instagram: The school posts pictures and videos that celebrate and promote school events, teacher highlights and classroom projects.

- Communicating with school leaders, teachers and staff are best conducted through personal visits, phone calls or emails; WGES employees will NOT engage in messaging using social media.

Parent Organization Website & Facebook Page: These resources are maintained by a parent organization and promote parent organization events, fundraisers, and volunteer opportunities. Learn how to get involved with other families and teachers!

Facebook Closed Groups: Private forums allow families to connect as they see fit. Families use these groups to make new friends, network, and share stories with other parents. Information shared and commented upon in these forums may be accurate, but should not be considered official school

information. Parents should refer to one of the essential outlets listed in the section above for official school news.

WGES school leaders, teachers, or staff do not moderate or participate in discussions in closed groups.

Homework

At WGES, we acknowledge the potential value of students working at home on tasks and assignments. Research indicates that the type of homework varies depending on the age of the child. Although there are mixed findings of whether homework actually increases students' academic achievement, many teachers and parents agree that homework develops students' initiative and responsibility. Studies generally have found homework to be most helpful if they are carefully planned by the teachers and has applicable meaning to students.

What Is Homework?

Homework is defined as out-of-class tasks assigned to students in support of skills taught in the classroom. There are three types of homework: practice, preparation, and extension.

- Practice assignments reinforce newly acquired skills
- Preparation assignments help students get ready for activities that will occur in the classroom
- Extension assignments are projects that should parallel classwork

An emphasis on differentiated homework assignments is highly encouraged. In addition, homework will not be assigned as a disciplinary consequence.

Effective Homework Assignments

- Are curriculum-based and meet the needs of students through differentiation/choice
- Are designed to require NO additional teaching outside of the classroom
- Are engaging, relevant to student interests, and help students connect with the real world
- Should not require resources or technology to which a student may not have access
- Should not require parents/guardians to teach new concepts; and
- Are reviewed, given academic feedback, and returned to the student in a reasonable time

Timeframe for Homework

The WGES school day is longer than most schools. Recognizing that students also need quality time with family/friends and may participate in other activities (e.g. music lessons, sports), homework may be provided to students up to 2-3 days per week within these approximate timeframes:

- Pre-K & Kindergarten: 20 minutes of daily at-home reading*, flashcard practice,
- 1st & 2nd grades: 30 minutes, including the 20 minutes of daily at-home reading*
- 3rd, 4th grades: 40 minutes, including the 20 minutes of daily at-home reading*

*All students are expected to participate in at least 20 minutes of daily at-home reading. Activities may include reading to/with your child and/or independent reading. Typically, most children enjoy being read to, regardless of their age. Depending upon your child's developmental reading stage, she/he may be ready for more independent reading. Independent reading levels are predictably one grade level less than the current instructional reading level. Reading for pleasure at an independent reading level builds fluency and comprehension while also inspiring a lifelong love of reading.

Completion of work due to an absence(s) may result in a longer time commitment than the above approximated times. Parents should contact the teacher to arrange for missed work.

We encourage students to have well-balanced lives outside of school and we value the time away from the classroom. Students may be involved in a range of after-school organized activities such as dance, singing, sports, drama, and cultural activities. And, finally, we firmly believe that students should have relaxation and recreational times.

Illnesses

When students and staff are sick, we encourage them to stay home. It is important to stay home at least 24 hours after a fever (chills; sweating or flushed appearances) has disappeared **without** using fever-reducing medicine. A student needs for his/her fever to be below 100 degrees without medicine for a minimum of 24 hours. Twenty-four hours is also the minimum amount of time since they last vomited or had diarrhea, before returning to school.

Immunizations

Oklahoma's Immunization Act was passed by the state legislature in 1970. It requires all students to meet immunization requirements **BEFORE** they enter or attend any public or private school in the state. Please help us follow the law & make certain your child can legally attend school on day one.

The law states that the Oklahoma State Board of Health (*not the school*) will establish the regulations specifying which vaccines and how many doses of each vaccine are required. The immunization requirements are specified by the State Board of Health. For more information, go to: https://www.ok.gov/health/Prevention_and_Preparedness/Immunizations/Vaccines_for_School/index.html

When enrolling at WGES, bring one or more of the following to the school.

- A record of your child's current up-to-date vaccinations
- A record showing your child is in the process of receiving the required vaccines
- Apply for an exemption. (Oklahoma law allows exemptions for medical, religious or personal reasons. Students may have an exemption to one or more vaccines and receive the other vaccinations.) Schools must send a copy of all exemption certificates to the Oklahoma State Department of Health Immunization Service for their approval.

Guide to Immunization Requirements in Oklahoma: 2021-22 School Year



All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. Please read the bullets below for essential information.

Age/Grade	Required Immunizations with Cumulative Doses required	Recommended Immunizations
Child Care <i>Up to date for age</i>	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) ♦ 1-4 Hib (<i>Haemophilus influenza</i> type B) ♦ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
7th-12th	1 Tdap (tetanus, diphtheria, pertussis) ● 5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■ Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

The current childhood immunization schedule may be found at <https://www.cdc.gov/vaccines/schedules/index.html>.

- Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28-day minimum interval between doses of live vaccines not administered on the same day.
- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.
- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series that are administered after the due date do not affect final immunity.
- Children may be allowed to attend child care and school if they have received at least one dose of all required vaccines due for their age or grade, and the next doses are not yet due. They must complete the remaining doses of vaccine on schedule. These children are in the process of receiving immunizations.
- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools, unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
- ★ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.
- ♦ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child, when the first dose was given, and type of vaccine used.
- ◀ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4th dose of IPV is not required.
- Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
- The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement.

For more information call the Immunization Service at (405) 426-8580 or visit our website at: <http://imm.health.ok.gov>.

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Contact our school nurse if you have questions.

Instructional Framework

WGES Educational Program

The curriculum and instruction model of Western Gateway Elementary School has two pathways: the dual-language program and the single language track. Both promote a love of languages and positive cross-cultural interactions, designed to provide an advantage to children living in an increasingly globalized world. Teachers at the School are highly trained to provide a challenging and enriched curriculum through a myriad of strategies and activities designed to teach core areas and promote language acquisition.

Dual-Language Education Path

In the Dual Language (DL) Path, both English and Spanish are utilized to provide literacy and content instruction to students. The goals for students who complete the dual-language education program are:

- To achieve high linguistic proficiency in two languages,
- To achieve average or above-average academic proficiency in two languages,
- To develop positive cross-cultural attitudes.

In order to meet the educational objectives of the DL Program, students should begin the DL Program in preK, Kindergarten, or 1st grade. Students will not be enrolled in the DL Program if they did not begin as DL students by 1st grade unless they can demonstrate Spanish language proficiency appropriate to grade level according to a standardized assessment selected by the Head of School, such as the NWEA MAP Assessment.

Language acquisition requires time, commitment, and support. To ensure that students succeed in a supportive environment, the parents and the School must form a partnership. Parents of students participating in the DL Program are expected to:

- Support their children's linguistic, academic, and socio-cultural development,
- Commit to completing the elementary DL Program (six years),
- Support the continued development of the native language and Spanish at home,
- Become involved in the classroom, school functions, and events,
- Maintain the child's attendance rate and reduce absenteeism,
- Attend (monthly) dual-language education meetings,
- Promote, advocate, and support the DL Program,
- Encourage the use of the second language at home and in the community.

To ensure that children succeed in the DL Program, the student should continue in a DL Program for a minimum of six years. Parents need to be aware that research shows that, although dual-language students will generally surpass their monolingual peers, this heightened achievement often becomes apparent only after about six years. Thus, the decision to enter the DL Program requires a long-term commitment. Accordingly, the School will not permit the student to exit the DL Program without the permission of the Head of School, following a meeting (and, generally, the recommendation) of the student's learning team, consisting of a teacher, a parent, the Head of School or his or her designee, and the student (if of an appropriate age).

Single Language Education Path

Our other path is single-language instruction, and still follows our exploratory approach to education. Math, science, language arts, and history are woven through each grade level. This classroom group also learns about cultures and languages – through everyday experiences and conversational Spanish.

All our students, regardless of their language path, will grow in confidence, creativity, and competency as they learn about their world – and as they develop a sense of community and belonging here at home, at Western Gateway Elementary.

Lost and Found

We request that your child's name be clearly marked on all items that come to school. If you want the lost item returned, put your child's first and last name on it. Lost items that are unclaimed will be donated quarterly to local charities. Any unmarked items will be donated to local charities.

Meal Charge Policy

In compliance with the *Healthy, Hunger-Free Kids Act of 2010* and SP 46-2016, **Western Gateway Elementary School** implements the following meal charge policy:

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch;
2. The limit for student charges is \$25;
3. If a student charges a meal, the student may be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the Superintendent/Head of School;
5. The school will notify households for negative balances by email or direct mail;

Local Meal Charge Policy Communication Requirements

1. Households will be notified of the charge policy at the beginning of each year;
2. Transfer students will be notified of the charge policy during enrollment;
3. Parents will be notified at the time of any changes to the charge policy;
4. Staff will be trained annually on the lunch charge policy.

Alternate Meal Policy Considerations

1. If a student charges a meal, the student may be allowed to receive a reimbursable meal with no limitations.

Delinquent/Bad Debt Practices

1. Households will be notified of delinquent debt monthly;
2. Households who are delinquent will be reviewed and/or encourage to submit an application;
3. Households will be notified by mail of unpaid meal charges, expected payment dates, and collection efforts;
4. The Superintendent/Head of School will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment;
5. The school may solicit donations or use general fund collections to ensure that funds will be obtained to restore any unallowable bad debt to the School Food Service Account.

Reference: SP 46-2016; Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

Medical Alert Form

Parents are requested to complete the "Annual Medical Alert" for each child enrolled at WGES. This form alerts all staff to any medical issues your child may have (i.e. allergies, asthma, diabetes, seizure disorders, hearing or vision problems, etc.) This also alerts all staff to the treatment or restrictions that need to be followed in case of an emergency.

Medications Given At School

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. It is the responsibility of the parent to inform appropriate school personnel of medical conditions of the student and medications that the student is taking that may have an effect on their child's educational success, even if the medications are not taken at school. This information will be kept in confidential health records. If, however, it is necessary that medication be given during the school day, compliance with the following instructions is required. For the safety of all students, students are not allowed to have any medication in their possession (unless pre-approved items such as EpiPens). All medication to be given at school must be kept in the school clinic regardless of the student's age. The "Authorization for Administering Medication" form must be on file with the WGES office in order for students to receive medication during the school day. For the complete list of regulations on giving medications at school, contact the office.

Meningococcal Meningitis

What is meningococcal disease? Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

How is this disease spread? Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease? Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

What are the symptoms? Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called "asymptomatic carriage". Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

How soon do the symptoms appear? The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment for meningococcal disease? Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease receive treatment? When meningococcal disease occurs in one person, only the people who have had recent close contact with that person's respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

Is there a vaccine to prevent meningococcal disease? Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B, but is currently only licensed for high-risk children over ten years of age. Consult with your healthcare provider or the local health department about receiving the vaccine.

Non-Discrimination Policy

In furtherance of the Mission of Western Gateway Elementary School (the "School"), it shall be the policy of the School's Board of Education (the "Board") to prohibit discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, genetic information, socio-economic status, mental or physical disability, veteran status, citizenship, family and marital status, or any other status protected by federal, state, or local law. In addition to the classes identified above, the School shall also not discriminate against a student for enrollment purposes based on proficiency in the English language or measures of achievement, aptitude, or athletic ability.

This non-discrimination policy shall apply to members of the Board, teachers, staff and students of the School. A copy of this policy shall be distributed to Board members, teachers, staff, parents, and students.

The Board's intent with this policy is to foster an environment that is inclusive and welcoming for all students, parents, staff, volunteers and members of the community.

Notice Regarding Directory Information

Please read carefully this notification of rights concerning the privacy of student information. If you wish to restrict the release of information about your child, please annually notify WGES in writing.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that WGES, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, WGES may disclose appropriately designated "directory information" without your written consent, unless you advise the school to the contrary. The primary

purpose of directory information is to allow WGES to use this type of information from your child's education records in certain school publications or media stories.

Examples of these uses may include:

- Recognition lists such as academic achievements or citizenship awards,
- School directories,
- Printed programs showing student roles in plays or other fine arts programs,
- Stories written or taped by newspaper, television, radio or Internet media

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Companies that publish yearbooks
- Companies that provide tutoring

WGES has designated the following information for possible disclosure:

- Student's name
- Parent's or guardian's name
- Address
- Email address
- Telephone number
- Grade level
- Honors and awards received
- Student statements/quotes
- Photographs
- Audio or video or files which identify the student's participation in and/or achievements earned in enrolled courses or recognized activities and sports.

The school will be free to release or use directory information as appropriate without prior consent, unless parents notify the Head of School in writing within 10 days of the date of receiving this handbook that the above information should not be released without consent. Parents/guardians may submit a written request to WGES. Requests must be submitted each academic year.

Parties

No more than three parties are planned during the school year. When these parties occur may change from year to year. Teachers may plan special events (not additional parties) that are an extension of the regular curriculum. Parents may assist with special activities anytime during the school year under the direct supervision of the classroom teacher. It is critical that a certified teacher is always responsible for students.

Please bring healthy snacks and treats for parties. WGES asks that parents refrain from a large amount of sugary treats, cookies, cupcakes and soda for parties.

Floral or balloon bouquets that are delivered to school will not be delivered to classrooms but kept in the office. The student may be called out of his/her class to see the arrangement, but will not be delivered to class.

If you are planning a private birthday party, please work with the teacher to distribute invitations in an unobtrusive manner. Invitations are allowed to be distributed in class only if the entire class is being invited. You may wish to obtain a school directory for published personal information.

Photo/Media Release

The WGES enrollment form includes a section in which parents sign to grant permission for their student's image to be used in school publications. Student photographs are commonly used in yearbooks, websites, newsletters and other school publications. Parents who do not wish for their child's image to be used in school publications must notify WGES in writing each academic year.

Problem Solving Procedures

From time to time, problems may arise that need to be addressed. The following procedures have been put into place to secure a fair and equitable resolution for the problem.

1. A parent-teacher conference should always be the first level of communication.
2. If an agreeable solution cannot be reached, a Parent and Head of School conference may be arranged. These procedures will be kept as informal and confidential as may be appropriate in order to facilitate reconciliation, communication, and the strengthening of our school community.

Using social media for problem solving is not an acceptable mode of communication or solution. Please contact your child's teacher to begin the process of problem solving.

Safe & Healthy Schools

Schools play a critical role in promoting the health of young people and helping them establish lifelong healthy behaviors. Research shows that healthy schools can help improve students' academic performance and overall health. Our goal is to serve the whole child, including strategies and resources for all students to be safe, healthy, challenged, engaged, and supported.

As part of safe and healthy schools, WGES asks that parents help ensure our students are making good, healthy choices. Please send snacks that are healthy and non-sugary. Please do not send candy or soda pop to school for breakfast, lunch, or snack. Please also do not send cupcakes or other sugary treats for your child's birthday to school. The school and parents partner to encourage healthy habits and frequent physical activity for children.

State Mandated Testing

Beginning in the third grade, Western Gateway Elementary School will be participating in the Oklahoma Criterion Curriculum Test (OCCT). We again would like to stress the importance of ensuring your child's attendance during the testing time and ask for parental commitment to this vital piece of assessment.

For more information on this, please visit the Oklahoma State Department of Education's website at <https://sde.ok.gov/oklahoma-school-testing-program-ostp-families>.

Student Acceptable Use/Technology Policy

Computer network resources, provided by WGES, enable communication with electronic communities around the world. The use of electronic resources shall be consistent with the purpose, mission, and goals of the Western Gateway Elementary School and used only for educational and professional purposes. The purpose in providing these services is to facilitate access to information and resources.

All students will receive instruction on digital citizenship for using ChromeBooks, iMacs, and iPads using www.common Sense.org. Students and parents will be required to sign a technology agreement at the beginning of the school year and must adhere to all portions of this contract.

Student Chromebook/iPad policy states:

1. I understand this Chromebook or iPad is property of Western Gateway Elementary School and as such is a privilege that can be revoked at any time.
2. I understand this Chromebook/iPad is an electronic tool for learning first and foremost.
3. I understand this Chromebook/ iPad is for my sole purpose as designated by my signature below.
4. I understand under no circumstances should this device leave the premises of Western Gateway Elementary School.
5. I understand that I am not permitted to remove the device from the westerngateway.school domain.
6. I understand that I am not permitted to alter the design of the device (no stickers or markings may be removed or added).
7. I understand that this device is school property and if I damage or destroy the device, I am responsible for those damages.
8. I agree with the WGES internet usage policy.
 - a. "I understand WGES provides computer network resources. The use of electronic resources shall be consistent with the purpose, mission, and goals of WGES and used only for educational and professional purposes."

WGES uses Securly, a provider of Chromebook and Apple Device management and protection software for schools. The goal of Securly is to help keep students on-task and away from inappropriate content. Teachers can see all student screens in one place to ensure students are on task. They are able to close student browsers or lock student computers when an issue arises. Alerts are sent to school administration when a student accesses explicit content or self-harm content.

Student Creed

As a part of our culture and climate, we ask all students and teachers to learn and live out our Western Gateway Creed. Your child will be taught hand movements that go with our school creed. Please help your child practice our school creed and live by the creed.

Sample creed: We are Western Gateway. Hear us ROAR, we are los osos, and we stand for:

B = Be Responsible

E = Engage in Learning

A = Act Safely

R = Respect Yourself and Others

S = Show a Positive Attitude

Substance Abuse By Students

The Western Gateway Elementary School recognizes that the need for student safety is imperative in order to promote a climate that is safe and conducive for learning.

Student Substance Use, Possession, Being Under the Influence

Whenever a student is suspected of using, consuming, possessing, or being under the influence of drugs or alcohol, the Head of School shall verify such suspicion by observation and/or documentation.

Use, Possession, or Being under the Influence of Drugs or Alcohol/Distribution of Controlled or Non-controlled Prohibited Substances: The following discipline shall be imposed on students who violate the policy provisions relating to (a) the use, consumption, possession, abuse or being under the influence of an alcoholic beverage, low-point beer, narcotic drug, stimulant, barbiturate, marijuana, depressant, hallucinogen, opiate, inhalant, counterfeit drug, any controlled substances, controlled substances without a valid prescription, mood altering chemicals or drug paraphernalia, or (b) the sale, transfer, distribution, or exchange of any over-the-counter medications, counterfeit drugs, alcoholic beverages or low-point beer.

For any student attending the School on a transfer, the Head of School may either immediately revoke the transfer such that the student shall return to the school that would otherwise be their home/resident school; or the Head of School may impose other disciplinary action as appropriate and revoke the transfer to the School at the semester or the end of the school year as determined by the Head of the School.

For students that reside within the residence boundaries of the School, the following disciplinary actions may be taken:

First Offense: Upon verification of a first offense, the Head of School or designee shall notify the student's parent or guardian. The Head of School or designee shall suspend the student found to have violated these provisions for a minimum of 10 days. The Head of School or designee may modify the suspension. Furthermore, the Head of School or designee may recommend long-term suspension up to

the remainder of the semester/term depending on circumstances of the violation and/or lack of compliance.

Subsequent Offenses: Upon verification of a subsequent offense, the Head of School or designee shall notify the student's parent or guardian. The Head of School or designee may recommend long-term suspension for the remainder of the current semester/term and succeeding semester/term.

Title IX Procedures

Title IX protects students and employees from all forms of sex discrimination, including discrimination based on sexual orientation, gender identity, parental status, or marital status. Western Gateway is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment and sexual violence, as regulated by Title VII and Title IX, and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment.

Western Gateway Elementary School reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure. Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment should promptly report the matter to the school's Title IX Coordinator, Heather Zacarias, via email at hzacarias@westerngateway.school or any other school administrator.

Uniform Dress Code

The Western Gateway Elementary School Board of Education requires the wearing of student uniforms in order to promote and to maintain an orderly and safe learning environment, to eliminate distractions while at school so as to increase the focus on instruction, to minimize socio-economic differences so that all students are treated equally, and to encourage and to promote professional and responsible dress for all students. In recognition of the right of students to express themselves in the manner of dress, students have the right to choose their own grooming and clothing styles subject to the requirements of this policy.

No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the school uniform if such failure is due to financial hardship. Parents of any student who may not be able to comply with the school's uniform requirements should advise the HOS that obtaining the required uniform will present a financial burden. The School will offer to assist students who are having difficulty complying with their school's uniform requirements due to financial hardships and shall develop a program to assist students in obtaining clothes that comply with the uniform.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

General:

- Clothing worn to school shall not be torn, cut-up, or slit and must be appropriately sized.
- Students shall not wear bedtime attire, such as pajamas, and shall not wear undershirts or undergarments as outerwear.
- Students shall not wear clothing that reveals the chest such as net shirts, undershirts, see-through blouses, halter tops, or tube tops or clothing that exposes a bare midriff, bodice, abdomen, or buttocks, or exposes undergarments.
- Students shall not wear any clothing (including outerwear), jewelry, accessories, or display tattoos that contain messages or images that are obscene, vulgar, or related to tobacco, drugs, alcohol, sex, and/or violence.
- Students may wear to school the uniforms designated by service/civic organizations including but not limited to Cub Scouts, Boy Scouts, Brownies, Girl Scouts, Camp Fire, or Blue Birds.

Pants/Slacks/Skirts/Shorts/Skorts/Dresses:

- **Specific colors of pants, slacks, skirts, shorts, skorts, or dresses may be worn.** Jeans are also permitted as uniform pants, shorts, skirts, skorts, or dresses. **Acceptable solid colors for pants are as follows: Black, White, Gray, Navy, Khaki, and Blue Plaid.**
- Pants, slacks, skirts, shorts, and skorts shall be appropriately fastened at the waist. No sagging or “low rise” clothing is allowed.
- Leggings may be worn only as an accessory under skirts, skorts, or dresses that meet uniform requirements.
- Hemlines must be of modest length (eg., not above the fingertip of the wearer with the arm).

Shirts:

- **Specific colors and types of shirts may be worn.** A shirt with the school logo will also be acceptable as a uniform shirt. **Acceptable solid colors for shirts are as follows: Black, White, Gray, Navy, Khaki, and Blue Plaid.**
- Shirts may be long or short-sleeved.
- Shirts/blouses must be appropriately buttoned, zipped, or fastened.
- Students may wear plain sweatshirts, sweaters, fleece, or vests without hoods in the same colors as shirts designated for the school uniform.

Footwear:

- Students shall wear shoes and/or footwear at all times while on school property, and shoes with laces must be tied for safety.
- Students shall not wear flip-flops, beach, pool wear shoes, or house shoes.

Outerwear:

- Coats may not be worn inside the building during the school day but shall be worn to school and placed in the designated location. The HOS may make an exception if the building and/or classroom are unusually cold.

Hats/Jewelry/Accessories:

- Students may not wear caps, hats, or head coverings of any kind, including but not limited to, scarves, bandanas, and sweatbands inside a school building except for students with religious beliefs requiring a head covering, for medical reasons, or as approved by the school’s administration for a special school activity.
- Jewelry and accessories which pose a safety concern for the student or others are prohibited.

Students who violate this policy may be subject to disciplinary action.

Visitors

Our children's safety is important to us. While we welcome visitors, we must maintain a secure campus. All visitors must sign in through the School SafeID System located in the office foyer. All visitors must utilize their driver's license or other photo identification to obtain access and a visitor badge. Please do not walk your child to class as this can disrupt the class or monopolize the teacher's time. All outside building doors, playground gates, and classroom doors will remain secured during school hours.

Walking or Bus Field Trips

The WGES Permissions and Authorization form includes a section in which parents initial and grant permission for their student(s) to participate in walking field trips as well as bus field trips under the supervision of WGES faculty. Parents will receive notification from their child's teacher in advance of any such trips. Parents are encouraged to volunteer as a chaperone or guest on field trips. Chaperones will be expected to assist in supervision of students.

Weather Policy / School Closings

Should it become necessary to close school because of bad weather, we ask that you do the following to find out whether school will be in session

- Listen to one of the three major network channels on television.
- Do not call the school, school officials, or radio or TV stations. These lines must be kept open.
- When school is called off, the Head of School's goal is to notify the media by 6:00 a.m. or sooner.
- If a winter storm hits in the afternoon, the snow day announcement may be on the 10 p.m. news.
- When winter conditions develop during the school day, the school will send out notification if there is to be an early dismissal option.
- In order to avoid confusion, the television stations are not notified when school will be in session as usual.
- Parents may also be notified using ClassTag.

Weapons-Free School

Western Gateway Elementary School recognizes its responsibility for the safety of the students and staff. Therefore, the Board prohibits the possession and/or the carrying of dangerous weapons by students, employees, or others either in a vehicle or about the person, whether concealed or open, while on School property, at a school-sponsored activity, or on a school bus. The policy includes all weapons listed in this policy, as well as any object that is considered dangerous or capable of inflicting serious bodily harm. Dangerous weapons also include all instruments that are used in a way that is dangerous or capable of inflicting serious bodily harm, even if not be considered dangerous weapons when used in the manner intended by the manufacturer.

It is the policy of this School to comply fully with the Gun-Free Schools Act.

Any student in this School who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from School for not less than one full calendar year, and if attending the School on a transfer, may have their transfer immediately revoked. The Head of School or designee has the authority to modify the term of a suspension on a case-by-case basis. However, any substantial modification must be reported to the Board.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Other dangerous weapons include: manually operated pocket knives, box knives, knife replicas, utility or scouting type knives, ammunition clips for automatic weapons, pipes, gun replicas, or any objects considered dangerous or capable of inflicting serious bodily injury; or any object, which through ordinary use is not considered a dangerous weapon, but which is used in a way that is dangerous or capable of inflicting serious bodily harm.

Police will be allowed to carry weapons in the performance of their duties.

Students

If a teacher or other school employee should find a student in possession of a dangerous weapon, the teacher or employee shall immediately secure the safety of the other students and notify the Head of School or the appropriate supervisor. If safety permits, the weapon should be confiscated. The Head of School or designee shall notify the police.

Employees

Employees who use, possess, or bring a weapon onto school property (including school transportation) in violation of this policy shall be subject to disciplinary action, including termination. All disciplinary action will be in accordance with Board policy. Disciplinary action will be independent of any resultant criminal proceeding. If any employee finds another employee in violation of this policy, he/she shall

immediately notify the police and the Head of the School. This policy does not prohibit the reasonable and appropriate use of a box knife, kitchen knife or other reasonable and appropriate tool in the course of his/her employment.

Disposition of Confiscated Weapons

All confiscated weapons will be turned over to police authorities.

Use of Firearms by City Police Officers

The Board recognizes that the use of firearms by law enforcement officers is specifically authorized and limited by Oklahoma state law. Personnel in the city police department shall not deviate from the state law in the use of firearms and in all circumstances, bearing in mind the value of human life, exercise the utmost discretion in the use of a weapon.

The Head of School or designee shall forward reports of any incident involving the use of firearms to the Board and any recommendations as to action to be taken by the Board. Personnel in the city police department will adhere to state laws and the Oklahoma City police department's firearm policy.

LEGAL REFERENCE: 18 U.S.C. § 921; 21 O.S. § 1271.1, 21 O.S. § 1280.1.

NOTE 1: The School is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self- Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the Head of School or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year.

Withdrawal from School

Please notify the school one week in advance if you will be withdrawing your child from school to allow sufficient time to process the withdrawal and prepare the student's records for transfer to the new school. All textbooks and library books must be returned and school debts (cafeteria charges, lost books, etc.) paid before a student is cleared and records released.

SPEECH AND LANGUAGE PATHOLOGY SERVICES AGREEMENT

THIS SPEECH AND LANGUAGE PATHOLOGY SERVICES AGREEMENT (the "Agreement") is entered into and effective as of the 18 day of August, 2021 (the "Effective Date"), by and between REDBUD SPEECH AND LANGUAGE THERAPY, PLLC, an Oklahoma professional limited liability company ("Redbud"), and WESTERN GATEWAY ELEMENTARY SCHOOL, an Oklahoma non-profit corporation (the "School").

RECITALS:

WHEREAS, Redbud is in the business of providing professional speech and language therapy services (the "Services");

WHEREAS, the School may, from time to time, request that Redbud perform Services for the benefit of its students;

WHEREAS, the parties desire to enter into a written agreement governing the terms on which Redbud shall provide Services to the School;

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto mutually agree as follows:

1. **Scope of Services.** By virtue of executing this Agreement, Redbud shall not be obligated to provide Services, nor shall the School be obligated to request Services. If and when Redbud performs Services at the School's request, this Agreement shall govern provision of the Services. The Services may include, without limitation, direct patient evaluations and screenings, written treatment programs (IEP'S), together with any and all required documentation, instructions to school staff and parent consultations, direct patient intervention and any other required duties necessary to complete the duties of a speech/language pathologist.

2. **Compensation.** For all Services rendered by Redbud at the School's request, the School shall pay Redbud \$60.00 for each hour of time expended by each Redbud therapist. Unless agreed otherwise by the parties in writing, such payment shall occur no less frequently than monthly. The School agrees to pay a reasonable cancellation fee for any Services scheduled and then cancelled less than 36 hours in advance.

3. **Warranties and Representations.** Redbud represents that the Services will be performed with due diligence and professionalism, by an individual(s) licensed to perform speech/language therapy in the state of Oklahoma. Redbud makes no warranty or representation as to the outcome, effect, or result of the Services for any individual patient. The School represents and warrants that it will provide a safe and suitable environment for provision of the Services, that it will advise Redbud in advance of any special needs, behavioral issues, or other special concerns regarding the patient(s) to receive Services, and that the parent or legal guardian

of any minor patient has consented to and approved the provision of any Services which may be performed by Redbud at the School's request.

4. Independent Contractor. With respect to the Services, Redbud is an independent contractor and is not an employee or agent of the Company. The School acknowledges that it has no right to control the means and methods by which Redbud performs its duties, so long as those means and methods constitute sound, prudent and professional speech and language therapy practices. Redbud understands that it is self-employed and has the duty to report any income received pursuant to this agreement for local, state and federal income tax purposes, and to report any withholding, social security, federal unemployment, or any other taxes which may be payable due to its relationship with the School. The School will not provide accident insurance, health insurance, or any other benefits on behalf of Redbud. Redbud will be responsible for its own professional liability or malpractice insurance in the amounts deemed necessary in Redbud's sole discretion. Although Redbud is not an employee with the rights afforded by an employment relationship, the School nevertheless agrees as a matter of contract to respect any reasonable work restrictions of Redbud personnel caused by unexpected illness, injury, medical conditions, or the continuing education requirements to maintain professional licensure.

5. Indemnification. The School agrees to indemnify, release, defend, and hold Redbud harmless (including, its owners, officers, employees, agents, and representatives) from and against any and all claims, losses, damages, causes of action, fines, penalties, proceedings, suits, and liabilities of every kind (including, without limitation, interest, attorneys' fees, expert witness fees, and all expenses of litigation), whether arising in tort, contract, strict liability, under statute, rule, regulation or administrative authority, or otherwise (the "Liabilities"), to the extent such Liabilities arise from Redbud's provision of the Services. Provided, however, the foregoing obligation shall not apply to the extent such Liabilities result from Redbud's negligence, fault, misconduct, or violation of this Agreement.

6. Term. The term of this Agreement shall begin on the Effective Date and continue until terminated by either Party upon written notice to the other Party.

7. Miscellaneous. No Party shall assign his, her, or its rights under this Agreement without the prior written consent of the other Party. This Agreement constitutes the entire agreement between the Parties with respect to the subject matters set forth herein, supersedes all prior written or oral agreements between the Parties with respect thereto, and may not be modified or amended except by an instrument in writing signed by the Parties. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma and all actions or proceedings commenced by the parties that arise from this Agreement shall be tried and litigated exclusively in the District Court of Oklahoma County, State of Oklahoma. In the event that any action is filed with respect to the Agreement, the unsuccessful Party shall pay the prevailing Party's reasonable attorneys' fees and court costs. The headings used herein are for convenience only and shall not be used in interpreting this Agreement. This Agreement shall be binding upon the Parties and their respective successors, heirs, legal representatives and permitted assigns. This Agreement may be executed in multiple original counterparts, each of

which shall be deemed to be an original, but which together shall constitute but one and the same instrument. Time is of the essence with regard to the terms, conditions and provisions of this Agreement. Each and all of the several rights and remedies provided for in this Agreement shall be cumulative. No one right or remedy shall be exclusive of the others or of any right or remedy allowed in law or in equity. No waiver or indulgence by either Party of any failure by the other Party to keep or perform any promise or condition of this Agreement shall be a waiver of any preceding or succeeding breach of the same or any other promise or condition. No waiver by either Party of any right shall be construed as a waiver of any other right. Neither Party shall be required to give notice to enforce strict adherence to all terms of this Agreement.

8. Signing Authority. The individual executing this Agreement warrants and represents that he/she is a duly authorized agent of the School and has the authority to execute this Agreement and bind the School in contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and effective as of the day and year first above written.

“REDBUD”:

REDBUD SPEECH AND LANGUAGE
THERAPY, PLLC, an Oklahoma professional
limited liability company

By: _____
Kassidy Twyford, Manager

“SCHOOL”:

WESTERN GATEWAY ELEMENTARY
SCHOOL, an Oklahoma non-profit corporation

By: Heather Zacarias- Superintendent
[Print Name and Title]

Heather Zacarias
Heather Zacarias (Jun 25, 2021 17:17 CDT)
[Signature]



KEYSTONE
FOOD SERVICE

502 S Main Street, Stillwater, OK 74074
(405) 564-0311 keystonefoodservice.com

June 22, 2021

Western Gateway Elementary School
309 NE 13th St, Ste 103
Oklahoma City, OK 73103

Ms. Zacarias,

On behalf of our more than 500 employees in Oklahoma, I want to thank you for the opportunity to be a part of your community and bid on your Child Nutrition Program.

Keystone Food Service is a local Oklahoma food management company that specializes in serving PK-12 Schools. We have been successfully servicing our accounts since 1993, and have a history of operating fraternities and sororities for 25 years. The Greek business has recently been sold in order for Keystone Food Service to commit fully to serving PK-12 schools.

Keystone is comprised of six owners, spread throughout Oklahoma. Because of our structure, we are able to owner- manage accounts throughout the state. We are a company of passionate people who aren't bound by corporate regulations, which allows us to use techniques and ideas others shy away from.

Thank you for the opportunity to bid on your food service program at Western Gateway Elementary School. Please let us know if you have any questions about our information.

Sincerely,

Josh Sanders



Key Considerations

--Keystone Food Service is submitting a bid of **\$4.178 for option 1** or **\$4.093 for option 2** per Lunch Equivalency to Western Gateway Elementary School. Both options include labor that meet standards for the number of LE's being served. The bid of \$4.178 includes a full and substantial salad bar in addition to the reimbursable main entrée. See the "Bid Explanation Sheet" in the pricing section of the bid binder for an explanation of both options.

--Keystone Food Service will credit your district for commodities, **dollar for dollar**, each time they are delivered on site as a credit on the next months' invoice. **This is the only allowable crediting format** defined by the state of Oklahoma, and it's the most accurate way to ensure you are receiving the proper compensation for your commodity foods. This lowers your overall meal pricing and provides more value for your district.

--Keystone Food Service provides yearly staff training required for our cafeteria staff. Our staff training development team, which is reflected in the relevant and necessary training programs we provide.

--When it is time for your Oklahoma Child Nutrition Administrative Review, our team of Registered Dietitians and our Regional and Account Managers will work diligently to aid you in preparation for the review, as well as provide support on site during the review. The information compilation of items requested by the state from the kitchen falls to us, not you. We believe in our methods and training and are very successful in completing reviews with zero deficiencies found in the cafeteria.

--Keystone Food Service will provide an online menu with an app for your parents and students to view the most up-to-date information possible for meal planning.

--We provide many opportunities throughout the year for you to highlight your school food program, including special meals for Halloween, Thanksgiving, Christmas, and Cinco de Mayo, as well as celebrations of National School Lunch Week and many local events like sports playoff game meals.

--All paper and janitorial products that are required for service in your kitchen, including paper and plastic ware and general cleaning supplies, are included in our pricing and are **never** an extra charge for your district.

FIXED-PRICE CONTRACT REQUEST FOR PROPOSAL

Competitive Proposal—the FSMC will be paid at a fixed rate per meal/lunch equivalent.

The fixed price must include all labor (including bonuses, if any) and expenses as shown below. They may not be charged back to the SFA in any other manner.

- a. Menu development specific to the operation
- b. Nutrition education materials and program expense
- c. Design services specific to the operation
- d. Education programs via assembly programs, schoolroom programs, parent/teacher meetings, and school food advisory committee meetings
- e. Personal representation, visitation, and coverage on a regular basis by a principle of FSMC
- f. All accounting
- g. All payroll costs and documentation
- h. Administrative dietetic, nutritional, sanitation, and personnel advice
- i. All costs incurred in hiring and relocating, if necessary, the FSMC management team
- j. All training costs for FSMC employees
- k. All travel costs for training for FSMC employees
- l. All miscellaneous costs to operate the program: i.e., consumable marketing materials, posters, menu templates, proprietary printed materials
- m. One-time performance bond
- n. Depreciation for major new marketing programs as negotiated and approved in writing by the superintendent in advance

To be completed by the FSMC:

Explanation in pricing section of binder.

A. *Fixed Price Per Meal/Lunch Equivalent: \$ Option 1: \$4.178 Option 2: \$4.093

The fixed price per meal/lunch equivalent will be subject to an annual escalation/de-escalation provision, made at the time of contract renewal (if any), based on the Consumer Price Index (CPI) for Food Away From Home. The specific CPI used will be: equal to the CPI for all Urban Consumers, as of February of the current year (rounded down to the nearest cent). The only price increase allowed once contract is signed by both parties is the increase in the CPI.

* Because some of the provisions of the new meal pattern requirements do not go into effect until later, the FSMC needs to be aware of the new meal pattern implementation timeline. Refer to the Appendix pages 75 through 80).

Bid Explanation Sheet

Keystone Food Service is submitting two bid options for Western Gateway Elementary School to choose from. In option 1 or 2, the following management and staff are included: regional manager, account manager, registered dietitian, and labor to staff the kitchen at the standard rate per LE. Labor is listed in the RFP on page 42. If the current number of LE's increase or decrease, that number would adjust as needed.

Option 1 (\$4.178) is our pricing option for Western Gateway Elementary School that includes a full, robust salad bar in addition to the fruit and vegetable components offered on our serving line. Our salad bar is accessible to every student with his/her lunch. Our salad bar includes several vegetables, fruits, dressings, and other options daily and is a substantial addition to the reimbursable meal.

Option 2 (\$4.093) is our lower pricing option for Western Gateway Elementary School that includes a traditional hot meal or other multiple entrée options. Possible inclusions in the options are the innovative Keystone "Power Pack" which takes all the best features of the popular pre-boxed deli lunches that kids love presented with our nutritious Keystone spin, as well as a freshly made entrée salad, which includes a protein and vegetable component to meet those requirements toward a reimbursable meal. This option provides up to 3 entrée choices daily but does not include a full salad bar as an addition to the meal, but instead as a reimbursable meal. When comparing bids with other Food Service Management Companies, this will be our service that is most comparable with what they can offer while still surpassing the quality and freshness that other companies provide.

Joyce Foltz, RN



I have a Bachelor of Science in Nursing and a Master's in Health Occupations Education.



I have been a registered nurse since 1981 and a school nurse for 28 years. I love working with children and developing educational programs for staff. I teach CPR/First Aid/ AED and BLS classes in the community.



I am excited to participate in the launch of this wonderful program with Western Gateway. I look forward to the challenge of setting up the health program and working with the staff, students, parents, and community.

Fun Facts: I have been married for 40 years. I have two children and two grandchildren. I collect teddy bears and nutcrackers.

RETURN TO LEARN PLAN 2021-2022

5 Days a Week

ICON

- School will be in session 5 days a week
- Western Gateway Elementary School (WGES) will not offer a virtual option for any grade level
- School start times will remain the same

Masks

ICON

- In compliance with Senate Bill 658, masks are optional unless Oklahoma County is declared a state of emergency and in consultation with the county and state health departments
- If declared a state of emergency, WGES will determine if a mask mandate is necessary

COVID Precautions and Cleaning

ICON

- WGES will be providing students and staff with personal hygiene education as a preventative measure
- Social distancing will be encouraged when space allows
- Students will not be restricted to pods
- Hand sanitizer will be available and encouraged for use
- X-Effect spray bottles will be available for use in each classroom
- Electrostatic sprayers will be used in classrooms as needed, especially during flu season

COVID Cases & Contact Tracing

ICON

- WGES will track the number of positive COVID cases reported in the county
- Contact tracing will not take place unless directed by the county health department
- Vaccinations are encouraged but not required for those eligible
- COVID testing will be offered for employees and students as long as the demand for testing warrants keeping a testing site open

Parent, Guests & Visitors

ICON

- Visitors and guests will be allowed in the building for programs and other special events
- All visitors and guests must check in at the front office.
- School community meetings and volunteers are welcomed in the building and on field trips.

Breakfast & Lunch

ICON

- Students will resume breakfast and lunch as they were prior to COVID
- Students will eat in the cafeteria
- Breakfast and lunch are free to all students for the '21-'22 school year and will be provided if school is closed due to COVID
- Guests at lunch will be limited to special occasions set by the school

Virtual Meetings & Remote Learning

ICON

- If school is closed due to COVID, inclement weather, or other extraordinary circumstances, virtual learning may be instituted
- Virtual parent / teacher conferences will be offered to parents who cannot or choose not to attend in person
- Virtual IEP / 504 meetings will be offered to parents who cannot attend in person

Other Info

ICON

- Students with disabilities will be provided services based upon their IEP or 504 educational plan
- Field trips will be allowed based on the procedures that were in place pre-COVID
- Recesses will resume as they were prior to COVID
- YMCA will continue to provide before & after school services

2021-2022 MASK REQUIREMENTS

GREEN 0-2% per site	YELLOW 2.1-3% per site	ORANGE I 3.1%-4% per site	ORANGE II 4.1% - 5% per site	RED 5% + per site
Masks welcome, not required; follow typical school procedures, no changes necessary	Masks welcome, not required; follow typical school procedures, no changes necessary	Masks will be required in hallways, upon entering / exiting buildings, and in large group settings. Masks will be recommended in classroom	Masks will be required at all times	School shutdown for 10 calendar days

STOP THE SPREAD OF GERMS THAT MAKE YOU AND YOUR LA FAMILIA OSO (BEAR FAMILY) SICK!

- Cover your mouth and nose with a tissue when you cough or sneeze
- Put your used tissue in a waste basket
- Or cough or sneeze into your upper sleeve - not your hands

**EL OSO
ICON**

- You may be asked to put on a mask to protect others
- Wash your hands with soap & water after coughing or sneezing
- Or use hand sanitizer

STUDENT SYMPTOMS

DECISION-MAKING FOR POTENTIAL COVID-19 SYMPTOMS OR EXPOSURE

Low-risk: general symptoms

Fever (less than 100.4F)
Prolonged Sore throat
Congestion / runny nose
Headache
Nausea / vomiting / diarrhea
Fatigue / muscle or body aches

High-risk: red flag symptoms

Cough
Difficulty breathing
Loss of taste and / or smell

Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer

NO

Has 1 low-risk symptom present - STOP - Contact Parent or Guardian/
Send home - return to school 24 hours after symptom resolution (without fever reducing medicine)

Has 2 or more low-risk symptoms present

OR 1 high-risk symptom present - STOP - Contact Parent or Guardian/
send home - Evaluation by health care provider

1. Health care provider confirms alternative diagnosis for symptoms. A note from health care provider must be on file. COVID test not needed - return to school after 24 hours without fever and symptoms improving
2. Negative SARS-CoV-2 PCR test - return to school after 24 hours without fever and symptoms improving
3. Positive SARS-CoV-2 PCR test or no provider visit or test - return to school only after 10 days since symptom onset and 24 hours without fever. Quarantine close contacts of confirmed cases. Contact local health care provider with questions.

YES

Stop - stay home* - return to school after 10 days from last contact, unless symptoms develop. If symptoms develop, perform SARS-CoV-2 PCR test

*In consultation with local health care provider

This care pathway was designed to assist school staff and is not intended to replace clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified healthcare provider.

Fiscal Year
2021-2022

Fund
81 GIFT FUND

Accounting Purchase Order

Western Gateway Elementary School Inc.

PO No
2022-81-1

PO Date
7/14/2021

Ship To: Western Gateway Elementary School Inc.
WESTERN GATEWAY ELEMENTARY SCHOOL INC.
1300 SW 15TH STREET
OKLAHOMA CITY OK 73108

Vendor No: 30
To: QUINTELLA PRINTING

130 SE 44TH ST., STE 300
OKLAHOMA CITY OK 73129

Amount
\$6,000.00

Date Requested	Date Approved
7/14/2021	7/14/2021

Requested By

Encumbered By

Approved By

Description: UNIFORMS

Description	Vendor Item No	Qty	Unit Price	Extended Price
	Amount	Start Date		Classification
UNIFORMS		1.000	\$6,000.00	\$6,000.00
	6,000.00	7/14/2021		003-2199-682-000-0000-000-935



July 19, 2021

Western Gateway Elementary
1300 SW 15th St
Oklahoma City OK 73108

RE: 2021-2022 OSIG Insurance proposal - **REVISED**

Dear Heather Zacarias,

We are pleased to present the following proposals for your insurance program for the 2021-22 term. Please review carefully and advise if you have any questions.

OSIG –Package Proposal: They have offered coverage based on the information you have provided. The quote is subject to the following:

- OSIG's loss limit per occurrence is **\$700,000,000** subject to school statement of values, per district.
- **OSIG – Coverage Provision** – 365-day notice for windstorm and hail losses. All windstorm or hail claims should be reported to the carrier as soon as possible, but in no event more than 365 days from the date of loss, otherwise, coverage will be forfeited.
- Coverage is on full replacement cost – Except roofs over 15 years old and Autos, Contractor's Equipment and Debris Removal Only adjusted at Actual Cash Value.
- No Coinsurance Clause.
- **OSIG – Coverage Provision – Marginal Clause:**
 - Regarding building or structure - the carrier will pay up to 125% of the individually stated value for any one building or any one structure as shown on the latest statement of value on file with the company.
 - Regarding BPP/Contents - Blanket coverage will apply if the contents limit is at least 10% of the building/structure value; otherwise, contents will be subject to the 125% of the individually stated contents value. Please review the property statement of value to make sure all building/structure limits are adequate. If any contents are under 10% of the building value, let me know if you would like to make changes.

Please review the enclosed property statement of values to make sure all buildings/structures are listed and all values are adequate.

- Property deductibles \$5,000 All Other Perils, per occurrence and \$10,000 Wind & Hail, per occurrence. Boiler/Machinery deductible is \$1,000 per occurrence. Flood, Earthquake and Pollution deductible is \$50,000. **Terrorism Deductible is \$10,000 per occurrence. Optional increased deductible quotes are available upon request.**
- **Exclusion – Cosmetic loss to metal roof coverings caused by hail.**
- All Builders Risk Projects must be reported to OSIG. You may request up to \$2,500,000 Builders Risk at no charge, higher limits are available for a premium charge. (Frame projects are subject to approval).
- Automobile Liability - \$1,000,000. Limit per occurrence (Subject to the Governmental Tort Claims Act). \$1,000 Auto Liability Property Damage Deductible applies.
- Automobile Physical Damage – No Coverage
- Extra Expense coverage for each member is \$500,000. This limit can be increased to \$1,000,000 if the district wishes to purchase it for an additional premium.
- Inland Marine Floater limit is \$150,000.
- Electronic Data Processing Equipment limit is \$250,000.
- Crime coverage is included with a \$10,000 Limit Per Occurrence/Per District
- Coverage includes Cyber Liability for members. Please see attached proposal for limits on each of these as well as applicable deductibles.
- School Violence Acts Protection is included in the program as well. Please see attached proposal for the limits and deductibles that would apply.
- The OSIG by-laws include a three-year re-entry clause should a member elect to exit the group. The member's equity in OSIG will be forfeited and they will not be allowed to re-enter the program for 3 years from the time of exit from the program.
- OSIG's financial statement is strong. The financial information is included in the proposal. No other insurance group providing coverage to Oklahoma Schools can provide this security. *The financial condition of an insurance provider should be the number one consideration.* Other school insurance groups in Oklahoma are struggling or have failed. Financial statements for all inter-locals are available on the OK Department of Insurance website.
- **For the 21-22 plan year, OSIG is requiring the resolution to be signed by the member's Board of Education and returned to OSIG in order to bind coverage effective 07/23/2021.**

- Limited Flood coverage is provided, Flood Zones A and V are excluded. If you have property located in a Flood Zone and would like a quote, please let us know.
- Note: all OSIG policies expire on July 1st and your policy was prorated this year.

Premium Summary:

Coverage	2021-22 Indian Harbor Premium	2021-22 OSIG ProRata Premium	2021-22 OSIG Annual Premium
Total Values		11,900,000.	11,900,00.
Property		45,140.	48,020.
General Liability		1,295.	1,378.
Crime		Included in Property	Included in Property
Auto		1,725.	1,836.
Boiler		218.	232.
Inland Marine		Included in Property	Included in Property
Educators Legal	\$4,361.90.	1,294	1,377.
Totals:	\$4,361.90	\$ 49,672.	\$52,843.

IMPORTANT: If you decide to move your Educators Legal Liability & Employment Practices Liability coverage from Indian Harbor Insurance to OSIG, we recommend you purchase the Extended Claims Reporting Endorsement on your expiring policy. This endorsement can be issued for 1 to 3 years for an additional premium. 1 year - \$2,744 plus tax, 2 year - \$3,920 plus tax or 3 year - \$5,880 plus tax. This endorsement would allow you to report claims to the carrier that occurred during the policy period but are not reported to that carrier until after the expiration date of the policy. Since the Educators Legal Liability/EPLI policy is on a claims-made basis we feel this endorsement should be purchased.

Please feel free to contact your agent, Bill Beckman or myself with any questions you might have on the proposal. We will be happy to assist you.

Sincerely,

Cami Bryant

Cami Bryant
The Beckman Company
cbryant@beckmancompany.com
Website: www.beckmancompany.com



Revised

July 19, 2021

Board of Directors

Terry Davidson,
Chairman
Finance Director:
Comanche Schools

Rick Thomas,
Vice Chairman
Superintendent:
Skiatook Schools

Dr. John Cox,
Treasurer
Superintendent:
Peggs Schools

Sherry Durkee,
Secretary
Superintendent:
Sand Springs
Schools

Brad Overton,
Member
Superintendent:
Cordell Schools

Randy Hughes,
Member
Superintendent:
McAlester Schools

Shelley Free,
Member
Superintendent:
Kiamichi Technology
Center

Executive Director

David Martin

Ms. Heather Zacarias

Western Gateway Elementary School, Inc.

PO Box 1150

Oklahoma City, OK 73108

RE: Membership Proposal Effective 7/23/2021

Dear Ms. Heather Zacarias:

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, member owned and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. We are pleased that 531 school districts are members of OSIG. Our membership is strong and committed.

OSIG's financial position is excellent. No other Oklahoma school insurance program can provide you with this security. Our organization is continuously growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times.

Your membership cost for insurance coverage through Oklahoma Schools Insurance Group is \$49,672 for the period of 7/23/2021 - 7/1/2022.

Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.

Loss control, risk management services, and specialized insurance coverages included in OSIG program are:

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Protection
- Online Training in many different areas for your school employees
- Loss Control Site Surveys / Safety Inspections
- Member Only Risk Management Liability at www.osig.org
- StopIt Anonymous Incident Reporting Mobile App & Web App

If you have any questions about the insurance procurement process or this proposal, please contact your local agent or any member of the OSIG administration team. Contact names and phone numbers are included in the proposal.

Thank you very much!

Sincerely,

OSIG Program Administration

Cc: The Beckman Company



Revised

Western Gateway Elementary School, Inc.
PO Box 1150
Oklahoma City, OK 73108

This is not an invoice.

Breakdown of Insurance Cost

Annual Premium Breakdown	
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Property:	\$48,020
Boiler & Machinery:	\$232
Auto Physical Dmg:	\$0
General Liability:	\$1,378
Auto Liability:	\$1,836
Educators Legal:	\$1,377
Excess Liability:	\$0
Total Annual:	\$52,843

ProRata Insurance Cost Breakdown	
----------------------------------	--

Property:	\$45,140
Boiler & Machinery:	\$218
Auto Physical Dmg:	\$0
General Liability:	\$1,295
Auto Liability:	\$1,725
Educators Legal:	\$1,294
Excess Liability:	\$0
Total ProRata:	\$49,672

A 25% minimum earned premium applies.

Agent's Commission = 8.0%

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/21
Installment #2	1/3 of total	due 8/1/21
Installment #3	1/3 of total	due 9/1/21

Revised

Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence \$700,000,000
- Building - 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values including:
 - Electronic Data Processing Equipment, and Media
 - Accounts Receivable
 - Valuable Papers
 - Fine Arts
 - Miscellaneous Property
 - Miscellaneous Unnamed / Undescribed Property
 - Builder's Risk
 - *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
 - Outdoor Property - covered all perils
 - Extra Expense
 - Business Income including Rental Income and Tuition Income
 - Ordinance or Law including Increased Cost of Construction and Demolition
 - Contractor's Equipment Coverage
 - Debris Removal Coverage
 - Covered Property In Transit
 - Personal Property of Others/Officers/Employees
 - Off Premises Services Interruption including Extra Expense
 - Vehicle Damage
- Newly Acquired Property Coverage - 120 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$10,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
 - *Note Flood Zones A and V are excluded
- Terrorism \$500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

Deductibles

Optional increased deductible quotations are available upon request.

- \$5,000 Property Deductible Per Occurrence
- \$10,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$10,000 Terrorism Deductible Per Occurrence
- \$50,000 Flood, Earthquake and Pollution

Revised

General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

Automobile Physical Damage

No Coverage

Crime

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities

Revised

- Transit Money And Securities
- \$1,000 Deductible

Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
 - \$2,000,000 Annual Aggregate Limit for Information Data and Network Liability
 - \$2,000,000 Annual Aggregate for Regulatory Defense and Penalties
 - \$2,000,000 Annual Aggregate for Payment Card Liability and Costs
 - \$2,000,000 Annual Aggregate for Media Liability
- First Party
 - \$2,000,000 Annual Aggregate for Cyber Extortion Loss
 - \$2,000,000 Annual Aggregate for Data Recovery Costs
 - \$2,000,000 Annual Aggregate for Business Interruption Resulting in Security Breach
 - \$500,000 Annual Aggregate for Business Interruption Resulting in System Failure
 - \$750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
 - \$100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- \$10,000 Deductible

School Violent Acts Protection

- \$25,000 Each Occurrence Limit
- \$250,000 Aggregate Limit (all members, all claims)
- No Deductible
- \$25,000 Property/Safety Improvements following School Violent Act

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

Property Schedule

Report Printed: 07/19/2021 10:27 am

Western Gateway Elementary School, Inc.

Location	Occupied As	Bldg Value	Contents Val
1300 SW 15th Stree	Elementary School (Wheeler District)	\$10,000,000	\$1,000,000
		<u>\$10,000,000</u>	<u>\$1,000,000</u>

Floater Limit	<u>\$150,000</u>	Auto Values:	<u>\$0</u>
EDP Limit	<u>\$250,000</u>	Total Values:	<u>\$11,900,000</u>
Extra Expense Limit	<u>\$500,000</u>		

Auto Schedule

Report Printed: 07/19/2021 10:27 am

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value

Total Value of All Autos for : \$0

Overview

Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 18 years, OSIG's membership has grown to 531 and the program insures more than \$16 Billion in school property across Oklahoma.

Structure

OSIG is a **non-profit, member-owned**, public entity program whose management is completely controlled by a Board of your peers. Our singular mission is to provide quality insurance coverage and service to our members. OSIG's mission statement is

"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher & Company in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By remaining together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.

Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/20 was more than \$13.7 million and our assets were more than \$31 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district. If your insurer can't pay their claims, then the policy is a worthless stack of paper.

<i>Statement of Net Assets</i>	
<i>As of 6/30/20</i>	
Cash	\$ 20,821,106
Other Assets	\$ 10,743,310
Total Assets	\$ 31,564,416
Notes Payable	\$ -
Other Liabilities	\$ 17,789,447
Total Liabilities	\$ 17,789,447
Total Net Assets/Surplus	\$ 13,774,969

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at www.ok.gov/oid. Click on Interlocals under the Quick Links section of the home page. Your school's auditor can help in analyzing the statements.

Revised

Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$700,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence subject to a \$10M annual aggregate limit. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

Revised

Procedure to Become A New Member

Prepare a letter on District letterhead stating the date on which you wish to become a member and send to the OSIG Executive Director, David Martin, before the desired date. Please also designate your school's member representative (i.e. superintendent). An Oklahoma Schools Insurance Group Membership Agreement will be forwarded to you for signature upon receipt of your request to become a member.

The signed Resolution by the member's Board of Education and return to OSIG in order to bind coverage.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/21
Installment #2	1/3 of total	due 8/1/21
Installment #3	1/3 of total	due 9/1/21

A 25% minimum earned premium applies.

Risk Management And Loss Control Tools

Loss Control Site Consultation

StopIt! Anonymous Incident Reporting Mobile App & Web App

Risk Management focused website www.osig.org

Examples of Online training:

Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Promoting Child Safe Environments - two training platforms
(Fulfills legislative mandate for child abuse awareness training)
- Workplace Harassment Prevention
- Short Term International Programs
- Teaching Science Safely
- Contracting and Risk Allocation
- Driver Safety
- Youth Athletics
- Crisis Response Planning

**Resolution of Western Gateway Elementary School, Inc. to Join
Oklahoma Schools Insurance Group**

Whereas, Oklahoma Schools Insurance Group ("OSIG") is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

Whereas, Western Gateway Elementary School, Inc. is an Oklahoma public school district ("the District"); and

Whereas, OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2021/2022 plan year; and

Whereas, the quotation is acceptable to the District;

Now, therefore be it resolved, that the District hereby joins OSIG as a Member;

Be it further resolved, that so long as the District remains as a Member, the District shall comply with OSIG's bylaws, the Plan Document, and OSIG claim reporting procedures; and

Be it further resolved, that by the adoption and signing of this resolution, Western Gateway Elementary School, Inc. understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members' losses.

Date: _____
Inc.

Western Gateway Elementary School,

By: President, Board of Education

ATTEST:

Clerk, Board of Education