



# Meeting of the Board of Directors Western Gateway Elementary School

Thursday, August 20, 2026  
4:00 pm

1300 SW 15th Street Oklahoma City, OK 73108  
[www.westerngateway.school](http://www.westerngateway.school)

Western Gateway Elementary School, Inc.  
Board of Directors Meeting  
**A G E N D A**  
August 20, 2026, 4:00 PM  
1300 SW 15th Street, Oklahoma City, OK 73108

Board members:

Blair Humphreys, Ashley Terry, Edgar Medina, Joe Fairbanks, Jamely Mejia

School Representatives:

Taelor Bueno, Minutes Clerk; Tom Deighan, Interim Superintendent; Lindsay Floyd, Principal; Lauren Hanna, Legal Counsel.

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, and scroll down to the 2026 WGES Board Calendar of scheduled 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. Interim Superintendent Update | Tom Deighan     |
| a. Accreditation update          |                 |
| b. Board workshop                |                 |
| 4. Principal Update              | Lindsay Floyd   |
| 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 July 16, 2026 Regular Board meeting
- b. Approval of July 2026 financial reports
- c. Approval of Purchase Orders # 2026-11-19, # 2026-11-109-110, any changes to any prior existing purchase orders
  - i. Approval of Purchase Orders # 2026-21-1
  - ii. Approval of Purchase Orders # 2026-60-1-2
  - iii. Approval of Purchase Orders # 2026-81-1
- d. Approval of contract with YMCA to operate after school care program for the 2026-27 school year
- e. Approval of 2026-27 Leonardo's Landscaping Contract to mulch and re sod the big playground
- f. Approval of contract with School Psychology Center for the 2026-27 school year
- g. Approval of contract with Sylogist for Student Information Software for the 2026-27 school year
- h. Approval of contract with Sylogist for Financial and HR Software for the 2026-27 school year
- i. Approval of SWIS Suite Software license agreement for 2026-27 school year
- j. Approval to purchase Second Step Program curriculum (Committee for Children) for 2026-27
- k. Approval to step salary increase for Dalia Mavarez based on the completion of a Master's Degree for the 2026-27 School Year.
- l. Approval of the following Board Appointments:
  - i. Treasurer -- Jay Jenkins
  - ii. Activity Fund Custodian -- Taelor Bueno

- iii. Receiving Clerks --Taelor Bueno and Valeria Rodriguez
- iv. Board Clerk --Taelor Bueno
- v. Board Minutes Clerk --Taelor Bueno
- vi. Encumbrance Clerk --Taelor Bueno
- vii. Payroll, Accounts Payable. -- Taelor Bueno
- viii. ADA Compliance Officer -- Lindsay Floyd
- ix. Purchasing Agent - Taelor Bueno
- x. Title IX Coordinator -- Lindsay Floyd
- xi. Program Directors/Coordinators
  - 1. Strong Readers/Reading Sufficiency -- Juliana Gile
  - 2. IDEA/Special Education -- Chelsey Gonzalez
  - 3. Title I -- Juliana Gile
  - 4. English Language Learners -- Dalia Mavarez
- xii. Attendance Officer -- Valeria Rodriguez
- xiii. Federal Programs Representative -- Tom Deighan
- xiv. Testing Coordinator: Lindsay Floyd or Dalia Mavarez (site)
- xv. Homeless Liaison: Yessy Garcia

- 6. Consideration and possible action to approve adjusted calendar for the 2026-27 school year.
- 7. Consideration and possible action to approve the Days-to-Hours Calendar Option for the 2026-27 school year
- 8. Consideration and possible action to approve the 2026-27 Staff Handbook
- 9. Consideration and possible action to approve the 2026-27 Family Handbook
- 10. Consideration and possible action to change adult lunch price to \$6.00 and adult breakfast price to \$3.00 per Child Nutrition program requirements.
- 11. Consideration and possible action to approve a contract with Arts Council Oklahoma City for visual arts instruction.
- 12. Consideration and possible action to approve a contract with Arts Council Oklahoma City for performing arts instruction.
- 13. Consideration and possible action to approve \$2,000 incentive stipend for certified staff as designated by the Oklahoma State Department of Education School Personnel Report, to be paid in October payroll.
- 14. Consideration and possible action to approve \$1,000 incentive stipend for non-certified support staff, as designated by the Oklahoma State Department of Education School Personnel Report, to be paid in October payroll.
- 15. Consideration and possible action to enter into Executive Session, if desired, as authorized by 25 O.S. § 307(B)(1), for the purpose of discussing the potential employment, including terms and conditions of employment, of individual salaried employees with respect to the employment of Adelita Contreras as PK Teaching Assistant for the 2026-27 School Year.
- 16. Consideration and possible action to approve employment of Adelita Contreras as PK Teaching Assistant for the 2026-27 School Year.
- 17. Comments by board members and/or public comments.
- 18. New business
- 19. Adjourn

# **WESTERN GATEWAY ELEMENTARY SCHOOL, INC.**

## **Minutes**

Board of Directors Regular Meeting

Thursday, July 16, 2026, at 4:00 pm

This meeting of the Board of Directors of Western Gateway Elementary School, Inc. was held on Friday, July 16, 2026, at 4:00 pm. The meeting was held in person at Western Gateway Elementary School, 1300 SW 15th Street, Oklahoma City, OK 73108

### **Statement of Compliance with the Oklahoma Open Meeting Act:**

The meeting agenda was delivered to the Oklahoma County Clerk on Friday, July 10, 2026, and was posted on the school website: <http://www.westerngateway.school>. The meeting notice was also posted at the school entrance.

#### **1. Call to Order**

Mr. Edgar Medina called the meeting to order at 4:01 p.m. on July 16, 2026.

#### **2. Roll Call**

Mr. Medina called the roll. Board members present were Ms. Ashley Terry, Mr. Edgar Medina, and Mr. Joe Fairbanks. Board members absent were Mr. Blair Humphreys and Mrs. Jamely Mejia. Others present were Dr. Tom Deighan, Interim Superintendent, Lauren Hanna, Legal Counsel via the phone, and Taelor Bueno, Business Manager.

#### **3. Agenda Modification: By consensus, the Board agreed to move the Superintendent's and Principal's Update to the end of the meeting.**

#### **4. Consideration and authorization of the WGES Consent Agenda**

Mr. Medina made a motion to approve the Western Gateway consent agenda. The motion was seconded by Mr. Joe and approved on the following vote:

Ayes: Terry, Fairbanks, Medina

Nays: None

5. Consideration and possible action to approve the 2026-27 Bullying Prevention Policy as required by 70 O.S. § 24-100.4.

Mr. Medina made a motion to approve the 2026-27 Bullying Prevention Policy. The motion was seconded by Mr. Joe and approved on the following vote:

Ayes: Terry, Fairbanks, Medina

Nays: None

6. Consideration and possible action to approve curriculum purchasing for school year 2026-27.

Mr. Fairbanks made a motion to approve curriculum purchasing for the school year 2026-27. The motion was seconded by Ms. Terry and approved on the following vote:

Ayes: Terry, Fairbanks, Medina

Nays: None

7. Consideration and possible action to approve assessment purchasing for school year 2026-27.

Ms. Terry made a motion to approve assessment purchasing for school year 2026-27. The motion was seconded by Mr. Fairbanks and approved on the following vote:

Ayes: Terry, Fairbanks, Medina

Nays: None

8. Superintendent Report

Dr. Deighan provided updates regarding potential revisions to the school calendar due to recent OSDE guidance on recess requirements. He also informed the Board of possible changes to the use of Building Fund expenditures resulting from revised OCAS rules and noted that additional clarification has been requested from the OKSDE.

9. Principal Report

Lindsay provided the Board with preliminary assessment results and shared an overview of student performance data. She also updated the Board on curriculum purchases for the current school year, including the resources selected to support instruction and student learning.

10. Public Comments-

None

11. New Business-

None

12. Adjournment

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

Ayes: Terry, Fairbanks, Medina  
Nays: None

The meeting was adjourned at 4:33 pm.

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Jamely Mejia, Board Secretary

## Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date       | Vendor No | Vendor                              | Description                          | Amount     |
|------|-------|------------|-----------|-------------------------------------|--------------------------------------|------------|
| 11   | 1     | 07/01/2026 | 229       | OKASBO                              | FINANCE BOOTCAMP                     | 175.00     |
| 11   | 2     | 07/01/2026 | 92        | AIM TO KILL                         | PEST CONTROL                         | 1,000.00   |
| 11   | 3     | 07/01/2026 | 27        | AMAZON CAPITAL SERVICES             | INSTRUCTIONAL SUPPLIES               | 7,000.00   |
| 11   | 4     | 07/01/2026 | 51        | AMUNDSEN COMMERCIAL KITCHENS        | KITCHEN APPLIANCES AND EQUIPMENT     | 500.00     |
| 11   | 5     | 07/01/2026 | 39        | APPLE, INC.                         | CURRICULUM DEV AND INSTR TECH SUPPLY | 5,000.00   |
| 11   | 6     | 07/01/2026 | 53        | ARTS COUNCIL                        | ARTIST RESIDENCY PROGRAM             | 17,275.97  |
| 11   | 7     | 07/01/2026 | 33        | BECKMAN COMPANY                     | SURETY BONDS/CYBER LIABILITY         | 3,250.00   |
| 11   | 8     | 07/01/2026 | 40        | BENCHMARK EDUCATION COMPANY         | CURRICULUM DEV AND INSTR TECH SUPPLY | 23,609.25  |
| 11   | 9     | 07/01/2026 | 102       | BLEDSON, HEWETT AND GULLEKSON       | AUDIT SERVICES                       | 6,000.00   |
| 11   | 10    | 07/01/2026 | 37        | BRIDGE TOWER OpCo, LLC              | PUB SHEET                            | 200.00     |
| 11   | 11    | 07/01/2026 | 98        | CENTER FOR RESPONSIVE SCHOOLS, INC. | SUMMER PROF DEV WORKSHOP             | 1,500.00   |
| 11   | 12    | 07/01/2026 | 197       | CHAMBER DIRECTORY SERVICES          | DIRECTORY LISTING                    | 299.00     |
| 11   | 13    | 07/01/2026 | 101       | CITY GREASE TRAP SERVICE LLC        | GREASE TRAP DISPOSAL                 | 1,000.00   |
| 11   | 14    | 07/01/2026 | 70        | CITY OF OKC                         | WATER/SEWER/WASTE                    | 12,000.00  |
| 11   | 15    | 07/01/2026 | 50        | OKLAHOMA NATIVE SUPPLY              | JANITORIAL SUPPLIES                  | 12,000.00  |
| 11   | 16    | 07/01/2026 | 110       | COOPER PROJECT ADVISORS, LLC        | BLDG REPAIR/MAINT                    | 23,000.00  |
| 11   | 17    | 07/01/2026 | 145       | DEIGHAN EDUCATIONAL LLC             | ADMIN MGMT SERVICES                  | 120,000.00 |
| 11   | 18    | 07/01/2026 | 89        | DEMCO INC.                          | LIBRARY SUPPLIES                     | 250.00     |
| 11   | 19    | 07/01/2026 | 80062     | TAEOR L BUENO                       | REIMB TRAVEL/SUPPLIES                | 500.00     |
| 11   | 20    | 07/01/2026 | 20        | ELITE TECHNOLOGY SOLUTIONS, LLC     | LAPTOPS/TECH                         | 16,000.00  |
| 11   | 21    | 07/01/2026 | 20        | ELITE TECHNOLOGY SOLUTIONS, LLC     | PHONES                               | 10,000.00  |
| 11   | 22    | 07/01/2026 | 86        | FILTER TEC                          | HVAC SUPPLIES                        | 1,500.00   |
| 11   | 23    | 07/01/2026 | 181       | FOCAL POINTE OF OKLAHOMA, LLC       | LANDSCAPING SERVICES                 | 17,000.00  |
| 11   | 24    | 07/01/2026 | 202       | GENERAL LIGHTING                    | FIX SIGN ON SCHOOL                   | 250.00     |
| 11   | 25    | 07/01/2026 | 120       | GOFORTH PLUMBING AND MECHANICAL LLC | PLUMBING REPAIRS                     | 2,000.00   |
| 11   | 26    | 07/01/2026 | 115       | GREASEBUSTERS                       | GREASE DISPOSAL                      | 600.00     |
| 11   | 27    | 07/01/2026 | 117       | HARRISON ENERGY PARTNERS            | HVAC REPAIR AND MAINT                | 12,482.75  |
| 11   | 28    | 07/01/2026 | 65        | HISPANIC CHAMBER OF COMMERCE        | ANNUAL MEMBERSHIP DUES               | 350.00     |
| 11   | 29    | 07/01/2026 | 14        | JENKINS & KEMPER CPA, P.C.          | TAX RETURN PREPARATION               | 750.00     |
| 11   | 30    | 07/01/2026 | 17        | KELLOGG & SOVEREIGN CONSULTING, LLC | ERATE CONSULTING SERVICES            | 3,200.00   |
| 11   | 31    | 07/01/2026 | 73        | KEYSTONE FOODSERVICE                | CNP MEALS                            | 235,000.00 |
| 11   | 32    | 07/01/2026 | 128       | KNOX GLASS, LLC                     | REKEY LOCKS AND LOCK REPLACEMENT     | 1,000.00   |
| 11   | 33    | 07/01/2026 | 28        | LAKESHORE LEARNING                  | CURRICULUM DEV AND INSTR TECH SUPPLY | 1,000.00   |
| 11   | 34    | 07/01/2026 | 94        | LETTERING EXPRESS OK, INC.          | PROMOTIONAL ITEMS/MARKETING          | 500.00     |
| 11   | 35    | 07/01/2026 | 42        | LITERACY RESOURCES, LLC             | CURRICULUM                           | 500.00     |

## Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date       | Vendor No | Vendor                                 | Description                              | Amount     |
|------|-------|------------|-----------|----------------------------------------|------------------------------------------|------------|
| 11   | 36    | 07/01/2026 | 58        | MEDINA HANDYMAN SERVICES               | CUSTODIAL SERVICES                       | 93,902.10  |
| 11   | 37    | 07/01/2026 | 178       | MIDCON DATA SERVICES, LLC              | SHREDDING                                | 300.00     |
| 11   | 38    | 07/01/2026 | 12        | MIDFIRST BANK                          | BANK FEES                                | 650.00     |
| 11   | 39    | 07/01/2026 | 111       | NOBLE FIRE AND SAFETY                  | FIRE EXT/SPRINKLERS<br>INSPECTION        | 293.00     |
| 11   | 40    | 07/01/2026 | 31        | NWEA                                   | STUDENT TESTING                          | 6,811.00   |
| 11   | 41    | 07/01/2026 | 96        | OESC                                   | UNEMPLOYMENT                             | 10,000.00  |
| 11   | 42    | 07/01/2026 | 69        | OG&E                                   | ELECTRICITY                              | 5,000.00   |
| 11   | 43    | 07/01/2026 | 67        | OKC PERMITS AND ID UNIT                | PERMIT FOR ALARM                         | 20.00      |
| 11   | 44    | 07/01/2026 | 78        | OKCPS FINANCIAL SERVICES -<br>TREASURY | TRANSPORTATION                           | 1,000.00   |
| 11   | 45    | 07/01/2026 | 15        | OKLAHOMA CONSULTING AND<br>ACCOUNTING  | ACCOUNTING SERVICES                      | 26,000.00  |
| 11   | 46    | 07/01/2026 | 8         | OKLAHOMA SCHOOL ASSURANCE<br>GROUP     | WORKERS COMP                             | 2,600.00   |
| 11   | 47    | 07/01/2026 | 56        | OKLAHOMA SCHOOL INSURANCE<br>GROUP     | PROPERTY/ELL/FLEET<br>INSURANCE          | 82,833.00  |
| 11   | 48    | 07/01/2026 | 91        | OKLAHOMA STATE DEPT OF<br>EDUCATION    | CHARTER SCHOOL CLOSURE<br>REVOLVING FUND | 2,000.00   |
| 11   | 49    | 07/01/2026 | 79        | ONG                                    | NATURAL GAS                              | 8,000.00   |
| 11   | 50    | 07/01/2026 | 113       | OPCSA                                  | ANNUAL MEMBERSHIP                        | 4,000.00   |
| 11   | 51    | 07/01/2026 | 214       | FUEL OKC, INC.                         | SCHOOLMINT STUDENT<br>ENROLLMENT SERVICE | 2,000.00   |
| 11   | 52    | 07/01/2026 | 153       | PBISAPPS                               | STRONGER CONNECTIONS<br>GRANT - SOFTWARE | 700.00     |
| 11   | 53    | 07/01/2026 | 157       | PHILLIPS MURRAH P.C.                   | LEGAL SERVICES                           | 20,000.00  |
| 11   | 54    | 07/01/2026 | 77        | PROFESSIONAL OKLAHOMA<br>EDUCATORS     | WORKSHOP                                 | 200.00     |
| 11   | 55    | 07/01/2026 | 63        | R.K. BLACK, INC.                       | COPIER LEASE/MAINT<br>AGREEMENT          | 9,000.00   |
| 11   | 56    | 07/01/2026 | 23        | ROCKET COLOR                           | PRINTING SCHOOL MATERIALS                | 250.00     |
| 11   | 57    | 07/01/2026 | 114       | ROTARY CLUB OF SOUTH OKC               | ANNUAL MEMBERSHIP FEE                    | 575.00     |
| 11   | 58    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | JULY CARD PAYMENT                        | 44.79      |
| 11   | 59    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | AUGUST CARD PAYMENT                      | 32.35      |
| 11   | 60    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | SEPTEMBER CARD PAYMENT                   | 170.02     |
| 11   | 61    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | OCTOBER CARD PAYMENT                     | 377.26     |
| 11   | 62    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | NOVEMBER CARD PAYMENT                    | 489.00     |
| 11   | 63    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | DECEMBER CARD PAYMENT                    | 233.60     |
| 11   | 64    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | JANUARY CARD PAYMENT                     | 73.60      |
| 11   | 65    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | FEBRUARY CARD PAYMENT                    | 1,070.74   |
| 11   | 66    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | MARCH CARD PAYMENT                       | 484.92     |
| 11   | 67    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | APRIL CARD PAYMENT                       | 153.59     |
| 11   | 68    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | MAY CARD PAYMENT                         | 500.00     |
| 11   | 69    | 07/01/2026 | 106       | SAM'S CLUB MASTERCARD                  | JUNE CARD PAYMENT                        | 500.00     |
| 11   | 70    | 07/01/2026 | 25        | SAM'S CLUB/SYNCHRONY BANK              | CLASSROOM SUPPLIES/PAPER<br>GOODS        | 500.00     |
| 11   | 71    | 07/01/2026 | 46        | SCHOOL SAFE ID                         | HANG TAGS FOR PARENT PICK UP             | 3,396.95   |
| 11   | 72    | 07/01/2026 | 76        | SCHOOLSTATUS, LLC                      | COMMUNICATIONS/TECH                      | 8 2,300.00 |

## Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund | PO No | Date       | Vendor No | Vendor                                 | Description                                        | Amount     |
|------|-------|------------|-----------|----------------------------------------|----------------------------------------------------|------------|
| 11   | 73    | 07/01/2026 | 34        | SCOTT RICE                             | OFFICE FURNITURE                                   | 500.00     |
| 11   | 74    | 07/01/2026 | 44        | SECURLY, INC.                          | CURRICULUM DEVELOPMENT<br>AND INSTR TECH SERVICES  | 8,000.00   |
| 11   | 75    | 07/01/2026 | 206       | BRIGHTWELL CAPITAL PARTNERS,<br>LLC    | ELECTRICAL                                         | 21,000.00  |
| 11   | 76    | 07/01/2026 | 105       | SOUTH OKLAHOMA CITY CHAMBER<br>OF COMM | ANNUAL MEMBERSHIP                                  | 600.00     |
| 11   | 77    | 07/01/2026 | 26        | STAPLES BUSINESS CREDIT                | OFFICE/INSTRUCTIONAL SUPPLY                        | 2,500.00   |
| 11   | 78    | 07/01/2026 | 122       | STRYKER INTEGRATED SOLUTIONS           | ANNUAL FIRE ALARM AND<br>SPRINKLER INSPECTIONS     | 1,400.00   |
| 11   | 79    | 07/01/2026 | 6         | SYLOGISTED, INC.                       | ACCOUNTING<br>SOFTWARE/FORMS                       | 10,000.00  |
| 11   | 80    | 07/01/2026 | 161       | THE PE SPECIALIST                      | ONLINE PE CURRICULUM                               | 224.00     |
| 11   | 81    | 07/01/2026 | 133       | THE WOMBLE COMPANY                     | WINDOW REPAIR                                      | 2,000.00   |
| 11   | 82    | 07/01/2026 | 80        | TODAY'S THERAPY SOLUTIONS              | SPECIAL ED SERVICES OT PT ST                       | 75,000.00  |
| 11   | 83    | 07/01/2026 | 130       | TREK ELECTRIC LLC                      | ELECTRICAL WORK                                    | 5,000.00   |
| 11   | 84    | 07/01/2026 | 174       | TWIG EDUCATION                         | CURRICULUM                                         | 7,656.87   |
| 11   | 85    | 07/01/2026 | 57        | ULINE SHIPPING SUPPLIES                | PARKING LOT<br>SIGNAGE/CLASSROOM<br>MATERIALS      | 500.00     |
| 11   | 86    | 07/01/2026 | 10        | USPS                                   | POSTAGE                                            | 450.00     |
| 11   | 87    | 07/01/2026 | 185       | VENTRIS LEARNING                       | UFLI FOUNDATIONS<br>INSTRUCTIONAL SUPPLY           | 460.00     |
| 11   | 88    | 07/01/2026 | 132       | WALKER COMPANIES                       | NOTARY STAMP AND RENEWALS                          | 1,500.00   |
| 11   | 89    | 07/01/2026 | 71        | WM CORPORATE SERVICES, INC.            | WASTE MANAGEMENT                                   | 7,560.26   |
| 11   | 91    | 07/01/2026 | 184       | INSTITUTE FOR MULTI-SENSORY ED         | PROFESSIONAL DEVELOPMENT<br>ORTON GILLINGHAM       | 1,750.00   |
| 11   | 92    | 07/01/2026 | 185       | VENTRIS LEARNING                       | MANUALS                                            | 230.00     |
| 11   | 93    | 07/01/2026 | 177       | PRO TECH MECHANICAL                    | REFRIGERATION REPAIR                               | 4,403.10   |
| 11   | 94    | 07/01/2026 | 4         | OKLAHOMA TEACHER'S<br>RETIREMENT       | TAELO BUENO TRS<br>CONTRIBUTIONS                   | 331.70     |
| 11   | 95    | 07/01/2026 | 211       | AHPERD                                 | PHYSICAL EDUCATOR<br>PROFESSIONAL DEVELOPMENT      | 120.00     |
| 11   | 97    | 07/01/2026 | 145       | DEIGHAN EDUCATIONAL LLC                | INTERIM SUPT SERVICES                              | 100,000.00 |
| 11   | 98    | 07/01/2026 | 216       | DUAL LANGUAGE CONNECTIONS              | INSTRUCTIONAL SOFTWARE                             | 693.00     |
| 11   | 99    | 07/01/2026 | 218       | CREATIVE NOMADS LLC                    | WEBSITE DESIGN AND<br>DEVELOPMENT                  | 400.00     |
| 11   | 100   | 07/01/2026 | 220       | HAMPTON FIRE & SECURITY<br>PROTECTION  | FIRE AND SECURITY PROTECTION<br>SYSTEM REPAIRS     | 10,000.00  |
| 11   | 101   | 07/01/2026 | 214       | FUEL OKC, INC.                         | PROFESSIONAL DEVELOPMENT                           | 675.00     |
| 11   | 102   | 07/01/2026 | 223       | OSU SCHOOL PSYCHOLOGY CENTER           | SCHOOL PSYCHOLOGIST                                | 5,000.00   |
| 11   | 103   | 07/07/2026 | 230       | EDUSKILLS LLC                          | CONSULTING                                         | 6,460.00   |
| 11   | 104   | 07/13/2026 | 16        | WHEELER COMMUNITY<br>FOUNDATION        | RENTAL SERVICES OF SCHOOL<br>FACILITIES            | 122,696.88 |
| 11   | 105   | 07/21/2026 | 236       | PROJECT READ AI                        | INSTRUCTIONAL SOFTWARE                             | 999.00     |
| 11   | 106   | 07/21/2026 | 31        | NWEA                                   | MGEL ASSESSMENT AND TUTOR<br>BUNDLE FOR MAP GROWTH | 9,065.00   |
| 11   | 107   | 07/21/2026 | 27        | AMAZON CAPITAL SERVICES                | CLASSROOM SUPPLIES                                 | 9,700.00   |

## Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Fund(s): GENERAL FUND

| Fund               | PO No | Date       | Vendor No | Vendor                               | Description                                   | Amount                       |
|--------------------|-------|------------|-----------|--------------------------------------|-----------------------------------------------|------------------------------|
| 11                 | 108   | 07/24/2026 | 31        | NWEA                                 | PROPOSAL 009647201<br>ELA/MATH 1 YEAR         | 16,200.00                    |
| 11                 | 109   | 07/30/2026 | 237       | LEONARDO'S LANDSCAPING               | PLAYGROUND MULCH AND SOD                      | 3,100.00                     |
| 11                 | 110   | 08/04/2026 | 238       | DILLONS FIRE SUPPRESSION<br>SERVICES | HOOD INSPECTION AND FIRE<br>SUPPRESSION MAINT | 180.00                       |
| Non-Payroll Total: |       |            |           |                                      |                                               | <u>\$1,259,507.70</u>        |
| Payroll Total:     |       |            |           |                                      |                                               | <u>\$17,217.65</u>           |
| Balance Forward:   |       |            |           |                                      |                                               | <u>\$0.00</u>                |
| Report Total:      |       |            |           |                                      |                                               | <u><u>\$1,276,725.35</u></u> |

## Payment Register

**Options:** Year: 2026-2027, Fund Account: GENERAL FUND, Date Range: 7/1/2026 - 6/30/2027, Print Payroll Payments: False, Print Details: False

| Payment No         | Date       | Vendor No | Vendor                       | Type | Date Voided | Void Amount | Amount              |
|--------------------|------------|-----------|------------------------------|------|-------------|-------------|---------------------|
| 1                  | 07/09/2026 | 229       | OKASBO                       |      |             |             | \$175.00            |
| 2                  | 07/09/2026 | 56        | OKLAHOMA SCHOOL INSURANCE    |      |             |             | \$82,833.00         |
| 3                  | 07/09/2026 | 113       | OPCSA                        |      |             |             | \$3,200.00          |
| 4                  | 07/09/2026 | 44        | SECURLY, INC.                |      |             |             | \$6,637.50          |
| 5                  | 07/09/2026 | 71        | WM CORPORATE SERVICES, INC.  |      |             |             | \$669.01            |
| 6                  | 07/24/2026 | 31        | NWEA                         |      |             |             | \$9,065.00          |
| 7                  | 07/24/2026 | 70        | CITY OF OKC                  |      |             |             | \$1,058.62          |
| 8                  | 07/24/2026 | 110       | COOPER PROJECT ADVISORS, LLC |      |             |             | \$1,837.50          |
| 9                  | 07/24/2026 | 20        | ELITE TECHNOLOGY SOLUTIONS,  |      |             |             | \$1,275.00          |
| 10                 | 07/24/2026 | 20        | ELITE TECHNOLOGY SOLUTIONS,  |      |             |             | \$900.00            |
| 11                 | 07/24/2026 | 181       | FOCAL POINTE OF OKLAHOMA, L  |      |             |             | \$760.83            |
| 12                 | 07/24/2026 | 111       | NOBLE FIRE AND SAFETY        |      |             |             | \$293.00            |
| 13                 | 07/24/2026 | 69        | OG&E                         |      |             |             | \$278.77            |
| 14                 | 07/24/2026 | 8         | OKLAHOMA SCHOOL ASSURANC     |      |             |             | \$2,271.00          |
| 15                 | 07/24/2026 | 114       | ROTARY CLUB OF SOUTH OKC     |      |             |             | \$575.00            |
| 16                 | 07/24/2026 | 46        | SCHOOL SAFE ID               |      |             |             | \$2,398.95          |
| 17                 | 07/24/2026 | 105       | SOUTH OKLAHOMA CITY CHAMB    |      |             |             | \$435.00            |
| 18                 | 07/24/2026 | 122       | STRYKER INTEGRATED SOLUTION  |      |             |             | \$460.00            |
| 19                 | 07/24/2026 | 220       | HAMPTON FIRE & SECURITY PRO  |      |             |             | \$420.00            |
| 28                 | 08/04/2026 | 27        | AMAZON CAPITAL SERVICES      |      |             |             | \$830.58            |
| 29                 | 08/04/2026 | 33        | BECKMAN COMPANY              |      |             |             | \$2,020.00          |
| 30                 | 08/04/2026 | 15        | OKLAHOMA CONSULTING AND A    |      |             |             | \$2,150.00          |
| 31                 | 08/04/2026 | 79        | ONG                          |      |             |             | \$220.85            |
| 32                 | 08/04/2026 | 157       | PHILLIPS MURRAH P.C.         |      |             |             | \$510.00            |
| 33                 | 08/04/2026 | 63        | R.K. BLACK, INC.             |      |             |             | \$108.51            |
| 34                 | 08/04/2026 | 46        | SCHOOL SAFE ID               |      |             |             | \$998.00            |
| 35                 | 08/04/2026 | 237       | LEONARDO'S LANDSCAPING       |      | 08/04/2026  | \$3,500.00  | \$0.00              |
| 36                 | 08/04/2026 | 238       | DILLONS FIRE SUPPRESSION SER |      |             |             | \$180.00            |
| 37                 | 08/04/2026 | 237       | LEONARDO'S LANDSCAPING       |      |             |             | \$3,100.00          |
| 38                 | 08/05/2026 | 157       | PHILLIPS MURRAH P.C.         |      |             |             | \$1,410.00          |
| 39                 | 08/10/2026 | 40        | BENCHMARK EDUCATION COMP     |      |             |             | \$22,259.25         |
| 40                 | 08/10/2026 | 50        | OKLAHOMA NATIVE SUPPLY       |      |             |             | \$2,177.63          |
| 41                 | 08/10/2026 | 110       | COOPER PROJECT ADVISORS, LLC |      |             |             | \$1,837.50          |
| 42                 | 08/10/2026 | 20        | ELITE TECHNOLOGY SOLUTIONS,  |      |             |             | \$2,384.99          |
| 43                 | 08/10/2026 | 20        | ELITE TECHNOLOGY SOLUTIONS,  |      |             |             | \$900.00            |
| 44                 | 08/10/2026 | 181       | FOCAL POINTE OF OKLAHOMA, L  |      |             |             | \$760.83            |
| 45                 | 08/10/2026 | 71        | WM CORPORATE SERVICES, INC.  |      |             |             | \$836.47            |
| 46                 | 08/10/2026 | 223       | OSU SCHOOL PSYCHOLOGY CENT   |      |             |             | \$1,600.00          |
| 47                 | 08/10/2026 | 236       | PROJECT READ AI              |      |             |             | \$999.00            |
| 48                 | 07/10/2026 | 12        | MIDFIRST BANK                |      |             |             | \$55.00             |
| Non-Payroll Total: |            |           |                              |      |             |             | <b>\$160,881.79</b> |
| Payroll Total:     |            |           |                              |      |             |             | <b>\$17,217.65</b>  |
| Balance Forward:   |            |           |                              |      |             |             | <b>\$0.00</b>       |
| Total:             |            |           |                              |      |             |             | <b>\$178,099.44</b> |

AGREEMENT

AGREEMENT FOR USE OF PUBLIC-SCHOOL FACILITIES  
BY THE YMCA  
TO OPERATE AFTER SCHOOL CARE PROGRAM

This Agreement made and entered into this 15th day of July 2026 by and between the YMCA of Greater Oklahoma City (hereinafter called the "YMCA") and Western Gateway Elementary School, (hereinafter called "School District").

WITNESSETH

WHEREAS, School District owns and has under its jurisdiction certain schools, educational facilities and equipment that may be utilized after normal school hours for quality childcare programs; and

WHEREAS there is an interest in providing After School childcare in each elementary school where there is a need and request for this service; and,

WHEREAS, the YMCA has agreed to operate an After School Care Program.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties to this Agreement, agree as follows:

I. Western Gateway Elementary School District shall:

- (1) Provide available space in public school facilities for the purpose of After School Care.
- (2) Provide to the YMCA a designated area for storage within the school where the program is located.
- (3) Provide access to an outdoor play area.
- (4) Provide access to restrooms.

## II. The YMCA shall provide:

(1) Quality Child Care Programs

(2) Copies of all childcare program evaluations

(3) A copy of YMCA operating procedures, which shall include fee structures, personnel requirements, discipline policies, safety procedures, and all other policies needed to operate a quality childcare program.

(4) An update of the YMCAs new programming, fee structures, policy changes, and all other changes that may occur while this Agreement is in effect.

## III.

The YMCA agrees to indemnify and save Western Gateway Elementary SD harmless from and against any and all losses, claims, demands, liabilities, suits or actions, including all reasonable expenses and attorney's fees, for injuries or loss caused by or resulting from the acts or omissions of the YMCA employees, subcontractors, or agents of the YMCA and Western Gateway Elementary SD. This indemnity does not alter or waive tort immunity.

Further, the YMCA agrees to procure and keep in force, for the entire time this agreement is in effect, insurance coverage for general liability in the amount of \$1,000,000 and include Western Gateway Elementary SD as an additional insured during said duration. The YMCA shall be responsible for all licensing requirements and shall be responsible for compliance with all state and federal regulations affecting the operation by YMCA of said childcare program. Western Gateway Elementary SD shall not be responsible for licensing or compliance with state and federal regulations affecting Before School/After School, this being the sole responsibility of the YMCA.

Further, Western Gateway Elementary SD is not responsible for supervising the care program, discipline, safety procedures, personnel requirements or any other matter concerning the operation of the childcare program, such being the sole responsibility of the YMCA.

IV.

The YMCA agrees that all facilities and properties shall be used in compliance with all federal, state, and local laws, and in accordance with all rules and regulations of Western Gateway Elementary SD.

The terms of this Agreement shall be from August 1, 2026, and terminating July 31, 2027.

This Agreement may only be modified or amended by mutual consent of the parties in writing.

It is mutually agreed that either the YMCA or Western Gateway Elementary SD shall have the right and privilege of canceling this Agreement upon one hundred and twenty (120) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first written above.

Western Gateway Elementary School  
School District

By \_\_\_\_\_  
Board of Trustees  
President

ATTEST: \_\_\_\_\_  
Secretary

YMCA

By: \_\_\_\_\_  
Vice President/COO

ATTEST: \_\_\_\_\_  
Vice President/CFO



# LEONARDO'S

## — LANDSCAPING —

### LANDSCAPING QUOTE

PROJECT: Sod Installation + Mulch Installation

QUOTE #: 0524-01

DATE: June 22, 2026

VALID UNTIL: July 22, 2026



#### SCOPE OF WORK

- Supply and install 2,500 sq ft of sod
- Supply and install 6 cubic yards of mulch
- Site preparation and labor included
- General cleanup upon completion



#### INCLUDES

- ✓ Material delivery
- ✓ Installation labor
- ✓ General cleanup upon completion



Thank you for the opportunity to provide this estimate. This proposal includes furnishing and installing 2,500 square feet of sod and 6 cubic yards of mulch, including labor and cleanup. We look forward to helping improve your landscape.



#### COST BREAKDOWN

|                           |                   |
|---------------------------|-------------------|
| Sod (2,500 sq ft)         | \$1,300.00        |
| Mulch (6 yards)           | \$700.00          |
| Labor                     | \$2,200.00        |
| <b>TOTAL PROJECT COST</b> | <b>\$4,200.00</b> |

*Thank You!*

AUTHORIZED SIGNATURE:

DATE: 06/22/2026

*Leonardo 6-30-26*

214-557-8183

lbueno1826@yahoo.com

**SCHOOL PSYCHOLOGY SERVICES AGREEMENT**  
**2026-2027 Academic Year**

THIS AGREEMENT ("Agreement") is entered into by and between **Western Gateway Elementary**, hereinafter referred to as the "**School**," AND **Oklahoma State University**, hereinafter referred to as the "**University**" acting for and on behalf of its **School of Teaching, Learning and Educational Sciences (School Psychology Center)** hereinafter referred to as the "**Program**."

**RECITALS**

WHEREAS, the University, through its Program, has the capability to provide school psychology services to school aged children, and

WHEREAS, for the purpose of furthering the following objectives of the parties hereto, the School will establish a contractual agreement with the University for the Program to provide school psychology services for the School from **August 12, 2026 to June 30, 2027**.

NOW, THEREFORE, in consideration of the mutual benefits the parties agree as follows:

**1) General Information**

- a) A Licensed Psychologist faculty member and/or graduate students from the Program under the supervision of a Licensed Psychologist faculty member of the Program will provide services during the term of this Agreement.
- b) The School will provide payment for the school psychology services as specified in the Responsibilities.

**2) Services to be Performed:**

- a) The School engages the Program to provide school psychology services including psychoeducational evaluations, functional behavior assessments (FBAs)/behavior intervention plans (BIPs), consultation, and documentation to address the referral concerns of the referring agent at the School.
- b) Graduate doctoral practicum student clinicians from the Program will be utilized to conduct services under the direct supervision of the Program's supervising Licensed Psychologists:
  - i) Dr. Kathryn E. Moore (Licensed Health Service Psychologist #1315, Nationally Certified School Psychologist #62807, Oklahoma Certified School Psychologist #428897)
  - ii) Dr. Lindsey O'Laughlin (Oklahoma Licensed Health Service Psychologist #1441, Nationally Certified Health Service Psychologist #63174, and Board Certified Behavior Analyst - Doctoral (BCBA-D) Certificate #1-21-55835).
- c) Evaluations of School students will be completed within 4-6-weeks depending on evaluation complexity and time needed for supervision/follow-up testing/report review.
- d) FBAs/BIPs of School students will be completed within a timeframe required for adequate data collection and plan implementation depending on the referral concern. Most FBAs/BIPs will be completed within 4-8-weeks.

### **3) Responsibilities of the University:**

- a) The University shall assign to the School only those graduate students who have satisfactorily completed the prerequisite courses as outlined in the Program curriculum.
- b) The University has designated the OSU School Psychology Center's Supervising Psychologists, or their assignee, as liaison between the School and the University.
- c) The Program shall:
  - i) Provide school psychology services as requested by the referring agent at the School and agreed upon by the Supervising Psychologists.
  - ii) Provide the School a summary report of services provided and resulting recommendations.
  - iii) Provide an appropriate representative to attend School team meetings at mutually agreed upon times to discuss the services provided and resulting recommendations.
- d) The University shall enforce the University rules, regulations, policies, and procedures governing graduate students and University faculty related to services provided to the School.
- e) The University shall advise graduate students they must comply with the following:
  - i) Policies, standards and practices of the University and Program handbooks.
  - ii) Guidelines and principles of the Health Insurance Portability Accountability Act ("HIPAA") and Family Educational Rights and Privacy Act ("FERPA") guidelines and maintain the confidential nature of all information which may come to them, individually or collectively, with respect to the client and the client's records. See Attachment A - "School Psychology Services Permission Form."
- f) The University shall provide records of all participating graduate students' background checks to the School upon request. The School will be responsible for obtaining any required consents necessary to provide such information and will provide this documentation to the University. The graduate students, or the University, shall be responsible for any costs related to such background checks. In no case will the School be liable for any costs related to such background checks. Complete background checks required under Oklahoma law prior to performing any services under this Agreement, include, but may not be limited to, an Oklahoma state fingerprint-based criminal history records search through the Oklahoma State Bureau of Investigation, which shall include a search of the Oklahoma Sex Offenders and Mary Rippe Violent Crime Offenders Registries.
- g) The University shall maintain professional liability insurance for its participating students in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate. The University agrees to provide proof of insurance upon request. The University, as an agency of the State of Oklahoma, is self-insured, and liability insurance is provided under the State of Oklahoma Governmental Tort Claims Act, Title 51 Oklahoma Statutes, Section 151 et seq.

### **4) Responsibilities of the School:**

- a) The School shall:
  - i) Provide referrals of School students to the Program
  - ii) Provide appropriate space to conduct school psychology services
  - iii) Provide access to the school site, teachers, and records necessary to perform school psychology services
  - iv) Provide advanced notice of School meetings requiring the presence of a Licensed Psychologist

- b) For services rendered, the School shall pay:
  - i) \$600.00 for each psychoeducational evaluation, which will include a written summary report
  - ii) \$1,000.00 for each FBA/BIP, which will include a written summary report and behavior intervention plan. The FBA/BIP fee includes one team meeting (virtual or in-person) to review the completed report and behavior intervention plan.
  - iii) \$80.00 per hour for additional consultation services provided by a Licensed Psychologist. Additional consultation services may include support with required documentation and virtual or in-person attendance at meetings (e.g., consent, IEP, RED, MEEGS).
- c) The Program's graduate doctoral practicum student clinicians will receive mileage reimbursement.
  - i) Mileage and travel expenses incurred in the performance of psychoeducational evaluations under this Agreement are included in the above fee for each evaluation.
  - ii) For each FBA/BIP conducted, the School will be invoiced for mileage at the federal reimbursement rate for up to three visits.
- d) The Program will invoice the School for services rendered.
  - i) Checks will be made payable to OSU School Psychology Center and sent to 110 PIO, Stillwater, OK 74078.
  - ii) Payment will be made within thirty (30) days of receipt of invoice from the University
- e) Neither the graduate doctoral practicum student clinicians nor supervising Licensed Psychologists will receive direct compensation for the services provided.

## 5) Terms of Agreement:

- a) The term of this Agreement shall be from **August 12, 2026 to June 30, 2027**. Either party may terminate the Agreement upon thirty (30) days written notice to the other party. Either party may terminate this Agreement immediately upon written notice in the event of material breach of this Agreement. In the event of termination, the School shall pay the Program for all services rendered to the date of termination. University shall complete any services then in progress in the event of termination and School shall pay for such services.
- b) It is understood and agreed that the parties to this Agreement may revise or modify this agreement by written amendment when both parties agree to and sign such amendment.
- c) The parties agree that each will be responsible for their own gross negligence and intentional acts and omissions, with the University's and the School's liability governed by the Oklahoma Governmental Tort Claims Act.
- d) This Agreement and any disputes arising under it shall be governed by the laws of the State of Oklahoma, without regard to its choice of law provisions. The validity, construction, and enforcement of this Agreement shall also be governed by the laws of the State of Oklahoma, without regard to its choice of law provisions. The parties agree that any legal action relating to this Agreement shall be filed in a court of competent jurisdiction in the State of Oklahoma, to which jurisdiction and venue the parties expressly agree.
- e) As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, political beliefs, sex, sexual orientation, gender identity, gender expression, genetic information, or veteran's status; they do not maintain nor provide for their employees any

segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained.

- f) The parties agree that the graduate students and University faculty are not employees of the School, and the School shall not be responsible for payment of any wages, salaries, benefits, applicable insurance, and payroll taxes related to provision of services under this Agreement. Further, the School shall have no obligation whatsoever to provide any insurance for the graduate students or University faculty, including workers' compensation insurance, or to be otherwise financially responsible to, or for, the University faculty and/or graduate students.
- g) Any and all notices, consents, or other communications by one party intended for the other shall be deemed to have been properly given if in writing and deposited in the United States first class mail, postpaid, or emailed to the addresses set forth below for the contact of each party. If communication is sent by email, delivery is complete upon confirmation of receipt by the receiving party.
- h) This Agreement comprises the entire agreement and understanding between the parties relating to the subject matter of this Agreement and supersedes all previous communications, representations, understandings, and agreements, whether oral or written.
- i) If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns.
- j) This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived.
- k) No right or remedy conferred in this Agreement upon or reserved to either party is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the School or the University to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.
- l) In no event will this Agreement be construed as establishing a partnership, joint venture or similar relationship between the parties, and nothing contained in this Agreement will be construed to authorize either party to act as agent of the other.
- m) University does not waive its sovereign immunity by entering into this Agreement and specifically retains all immunities and defenses available to it as a sovereign pursuant to all applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.

**In witness whereof, the parties execute this Agreement:**

**WESTERN GATEWAY ELEMENTARY**  
**1300 SW 15<sup>th</sup> St.**  
**Oklahoma City, OK 73108**

---

**Administrator**

---

**Date**

**OKLAHOMA STATE UNIVERSITY**

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**Dr. Jeanette Mendez**  
**Provost and Senior Vice President**

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**Date**

## ATTACHMENT A



### School Psychology Services Permission Form

Child Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Parent/Guardian Name(s): \_\_\_\_\_  
(Please Print)

I give permission for my child to receive school psychology services provided at Western Gateway Elementary by the Oklahoma State University School Psychology Center. These services may include a psychoeducational evaluation, functional behavior assessment (FBA), behavior intervention plan (BIP), and/or consultation with parents and educators.

I understand that I have a right to ask any questions I may have about the process, methods, duration, and goals of the services provided to my child and the right to discuss any concerns I may have.

I have read and hereby certify that I understand the following:

- The School Psychology Center requires that all doctoral graduate clinicians are under the supervision of faculty psychologists who are appropriately licensed/certified.
- There is a possibility that the graduate clinician and/or supervising psychologist may change during the course of services.
- My child may be identified with an educational disability and/or psychological diagnosis, and recommendations for services and support will be made based on the child's strengths and needs.
- I understand that one of my rights involves confidentiality. Within certain limits, information shared by me or my child during services will be protected under the Health Insurance Portability and Accountability Act (HIPAA) and the Family and Educational Rights Privacy Act (FERPA). By signing this permission form, I am granting my permission to share pertinent information about my child with Western Gateway Elementary and the OSU School Psychology Center. Information about my child will not be shared with any other person or agency without my written permission.
- I understand that there are certain limits to confidentiality, in which it is required by law and/or professional ethics that graduate clinicians/supervisors share information with other persons or agencies, without my permission. These limits to confidentiality are as follows:
  - A. If I or my child threatens grave bodily harm or death to a reasonably identified person, a graduate clinician/supervisor may be required (1) to inform appropriate legal authorities and the intended victims; (2) to arrange for voluntarily hospitalization; or (3) to take appropriate steps to initiate proceedings for involuntary hospitalization pursuant to law.
  - B. If I or my child express a serious intent to grievously harm myself (or himself/herself), it may be necessary for a graduate clinician/supervisor (1) to reveal information to family members and/or persons authorized to respond to such emergencies, in order to protect

me or my child from harm; (2) to arrange for voluntary hospitalization; or, (3) to take appropriate steps to initiate proceedings for involuntary hospitalization pursuant to law.

- C. If a court of law issues a legitimate subpoena, a graduate clinician/supervisor may be required to provide information that is specifically described in the subpoena.
- D. If I or my child is being evaluated or treated by order of a court of law, the results of the evaluation or treatment ordered may be revealed to the court.
- E. If a graduate clinician/supervisor has good reason to suspect that a child/individual with a disability is a victim of physical abuse, sexual abuse, or neglect, he/she is required to report the abuse or neglect to the Department of Human Services and/or law enforcement authorities.

I understand these limitations to confidentiality as outlined above and agree to have my child participate in the school psychology services.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Clinician

\_\_\_\_\_  
Date

**Supervising Psychologists:**

Kathryn Moore, Ph.D., HSP, NCSP  
[kathryn.e.moore@okstate.edu](mailto:kathryn.e.moore@okstate.edu)

Lindsey O'Laughlin, Ph.D., HSP, BCBA-D  
[lindsey.olaughlin@okstate.edu](mailto:lindsey.olaughlin@okstate.edu)



## Software Service Order Agreement

Term of Agreement: 7/1/2026 - 6/30/2027

**Customer:** WESTERN GATEWAY ELEMENTARY SCHOOL,  
INC.

**Addr:** P.O. BOX 1150  
OKLAHOMA CITY OK 73101

**October Membership:** 301

SYLOGISTED, INC.

**Addr:** 908 EAST 35TH STREET  
SHAWNEE, OK 74804

**Phone:** (800)749-5691 **Email:** accounts@sylogist.com

### Re-Occurring Fiscal Year Charges

Re-Occurring Fiscal Year Charges are based on the membership (200 minimum) from the latest October 1 count.

| Description                                                                                                                      | Total      |            |
|----------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| Student Information                                                                                                              | \$2,925.72 |            |
| Gradebook                                                                                                                        | \$734.44   |            |
| Lunch Room                                                                                                                       | \$734.44   |            |
| Student Records Portal                                                                                                           | \$550.83   |            |
| Student Information Horizontal SIF® Agent<br>- SIF® is a registered trademark of Schools Interoperability Framework Association. | NA         |            |
| Google Classroom™ Integration<br>- Google Classroom™ is a registered trademark of Google Inc.                                    | NA         |            |
| Rostering Integration                                                                                                            | NA         |            |
| Student Information Query Designer                                                                                               | NA         |            |
| Total 2026-2027 Fiscal Year Charges:                                                                                             |            | \$4,945.43 |

### Terms and Conditions

1. The software charge includes phone support for two (2) designated Student Information contacts per accredited site, one (1) designated Gradebook contact per accredited site, and one (1) designated Lunch Room contact per lunchroom site. Additional contacts can be added at an additional cost. SylogistEd, Inc. shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. SylogistEd, Inc. shall have full and free access to the Customer equipment and software to provide support.

2. The software charge includes interactive online training via training videos and webinars.
3. On-site training (by appointment only) will be charged \$1000.00 per day from 9:30 a.m. through 3:30 p.m. CST and round-trip mileage at the current IRS rate. Additional time is \$165.00 per hour.
4. The Student Information software charge includes the SIF Agent for SIF 2.0r1 Wave Profile. Additional 2.0r1 Horizontal Agent Profiles can be added at an additional cost of \$ 0.56 per student X October membership.
5. Pre-defined query templates for use with the Query Designer can be purchased for a one-time fee of \$250.00 each.
6. For each renewal, the fees may, at SylogistEd's discretion, increase by an amount not to exceed 5%, no more than one time per annum.
7. Customer agrees that SylogistEd, Inc. shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
8. The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
9. This agreement shall be governed by the Laws of the State of Oklahoma.

### **Software as a Service**

1. Definitions.
  - (a) Application means the software and other material used by SylogistEd, Inc. to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
  - (b) Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
  - (c) Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
  - (d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
  - (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
  - (f) Privacy Policy and Terms of Service means the SylogistEd, Inc. Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
  - (g) Service shall have the meaning set forth in the SylogistEd, Inc. Privacy Policy and Terms of Service.
  - (h) Service Order Agreement means the Software Service Order Agreement delivered by SylogistEd, Inc. to Customer which sets forth the service and fees for the current fiscal year.
  - (i) Usage Data means any data that SylogistEd, Inc. collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
  - (a) SylogistEd, Inc. Obligations. SylogistEd, Inc. hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service; and (iv) to notify customer promptly of any such unauthorized access to, or use of, the Service that SylogistEd, Inc. becomes aware of (provided SylogistEd, Inc. is not required to actively monitor the Customer's account access).
  - (b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify SylogistEd, Inc. promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require SylogistEd, Inc. to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii) to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and SylogistEd, Inc. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
  - (a) Customer Accounts. Customer must provide SylogistEd, Inc. with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
  - (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
  - (a) Availability & Maintenance. SylogistEd, Inc. will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
  - (b) Technical Support. Unless otherwise provided in the Service Order Agreement, SylogistEd, Inc. will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. SylogistEd, Inc. will provide software as part of the Service

that will allow the Customer to share data with third-party applications.

(a) It is understood and agreed that SylogistEd, Inc. is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.

(b) It is understood and agreed that SylogistEd, Inc. is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall SylogistEd, Inc. be deemed to be a direct or indirect transferor of information/data to any third party. SylogistEd, Inc. is only providing software that will allow the Customer to share data with third-party applications.

(c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(e) Customer hereby represents that it shall refrain from performing any act restricted under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner, SylogistEd, Inc. for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that SylogistEd, Inc. could incur.

(g) Customer represents that it shall obtain all necessary authorizations (including authorizations from any parent/guardian, student or other interested third person) as required by law before any information/data is transferred by it to a third party.

### 7. Intellectual Property Rights.

(a) SylogistEd, Inc. Intellectual Property. SylogistEd, Inc. and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no SylogistEd, Inc. Intellectual Property Rights are granted to Customer. All pre-defined query templates are considered SylogistEd, Inc. Intellectual Property and are for the sole use of the intended school district and shall not be shared with any other entity.

(b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants SylogistEd, Inc. a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by SylogistEd, Inc. and in conjunction with automatically generated data such as IP address, time, and frequency of access.

(c) Feedback Relating to Services. SylogistEd, Inc. shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.

(d) Derivatives and Compilations of Usage Data. SylogistEd, Inc. shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.

### 8. Privacy and Personal Information. (a) SylogistEd, Inc.'s Privacy Policy. SylogistEd, Inc.'s Privacy Policy and Terms of Service, made a part hereof, is available at <https://www.sylogist.com/privacy-policy>.

### 9. Term; Termination.

(a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or SylogistEd, Inc.

(b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. SylogistEd, Inc. may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.

(c) Breach. SylogistEd, Inc. may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of SylogistEd, Inc.'s notice to Customer.

### 10. Confidential & Proprietary Information. For purposes of this Section, a Party receiving Confidential & Proprietary Information (as defined below) shall be the "Recipient" and the Party disclosing such information shall be the "Discloser."

(a) Acknowledgment. Customer hereby acknowledges that the Service (including any Documentation, source code, translations, compilations, partial copies, and derivative works used in connection with the Services) is provided using confidential and proprietary information belonging exclusively to SylogistEd, Inc. or its third-party licensor (as appropriate), and SylogistEd, Inc. hereby acknowledges that Customer Data contains confidential and proprietary information belonging exclusively to Customer or relating to its affairs (in each case, "Confidential & Proprietary Information").

Confidential & Proprietary Information does not include: (i) information already known or independently developed by Recipient outside the scope of this relationship by personnel not having access to any Confidential & Proprietary Information; (ii) information in the public domain through no wrongful act of Recipient, or (iii) information received by Recipient from a third-party who was free to disclose it.

(b) Covenant. Recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize, or disclose such Confidential & Proprietary Information of the Discloser to any person or entity, except to its own employees and agents having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Discloser may approve in writing; provided that all such recipients shall have first executed a confidentiality agreement in a form acceptable to Discloser. Recipient shall not: (i) alter or remove from any Confidential & Proprietary Information of the Discloser any proprietary legend, or (ii) decompile, disassemble, or reverse engineer the Confidential & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Discloser). Recipient shall use at least the same degree of care in safeguarding the Confidential & Proprietary Information of the Discloser as it uses in safeguarding its own confidential information, but in any event at least reasonable care. Upon termination or expiration of this Agreement, and regardless of whether a dispute may exist, Recipient shall, upon request by Discloser, return or destroy (as instructed by Discloser) all Confidential & Proprietary Information of Discloser in its possession or control and cease all further use thereof.

(c) Injunctive Relief. Recipient acknowledges that violation of the provisions of this Section would cause irreparable harm to Discloser not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available without necessity of posting bond to prevent any actual or threatened violation of such provisions.

11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from SylogistEd, Inc. to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.
12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.
13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.
14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. SylogistEd, Inc. reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

Prepared By: Grant McLarnon

Date Prepared: 4/4/2026

**Accepted By (please circle one): Superintendent / Board President**

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

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



## Software Service Order Agreement

Term of Agreement: 7/1/2026 - 6/30/2027

**Customer:** WESTERN GATEWAY ELEMENTARY SCHOOL,  
INC.

**Addr:** P.O. BOX 1150  
OKLAHOMA CITY OK 73101

**October Membership:** 301

SYLOGISTED, INC.

**Addr:** 908 EAST 35TH STREET  
SHAWNEE, OK 74804

**Phone:** (800)749-5691 **Email:** accounts@sylogist.com

### Re-Occurring Fiscal Year Charges

Re-Occurring Fiscal Year Charges are based on the membership (200 minimum) from the latest October 1 count.

| Description                                | Total      |
|--------------------------------------------|------------|
| Appropriated Funds                         | \$3,292.94 |
| Payroll                                    | NA         |
| - Usage Fee Included In Appropriated Funds |            |
| Treasurer                                  | \$1,065.00 |
| Activity Funds                             | \$530.00   |
| Personnel                                  | \$1,065.00 |
| Purchase Requisition                       | NA         |
| Fixed Assets                               | NA         |
| Document Management                        | NA         |
| Time & Talent                              | NA         |
| Accounting Query Designer                  | NA         |
| Total 2026-2027 Fiscal Year Charges:       |            |
|                                            | \$5,952.94 |

### Terms and Conditions

1. The software charge includes phone support for one (1) designated contact per application, excluding Document Management. Additional contacts can be added at an additional cost. SylogistEd, Inc. shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. SylogistEd, Inc. shall have full and free access to the Customer equipment and software to provide support.
2. The software charge includes interactive online training via training videos and webinars.
3. On-site training (by appointment only) will be charged \$1000.00 per day from 9:30 a.m. through 3:30 p.m. CST and round-trip mileage at the current IRS mileage rate. Additional time is \$165.00 per hour.
4. For each renewal, the fees may, at SylogistEd's discretion, increase by an amount not to exceed 5%, no more than one time per annum.
5. Customer agrees that SylogistEd, Inc. shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
6. The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
7. This agreement shall be governed by the Laws of the State of Oklahoma.

## Software as a Service

1. Definitions.
  - (a) Application means the software and other material used by SylogistEd, Inc. to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
  - (b) Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
  - (c) Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
  - (d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
  - (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
  - (f) Privacy Policy and Terms of Service means the SylogistEd, Inc. Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
  - (g) Service shall have the meaning set forth in the SylogistEd, Inc. Privacy Policy and Terms of Service.
  - (h) Service Order Agreement means the Software Service Order Agreement delivered by SylogistEd, Inc. to Customer which sets forth the service and fees for the current fiscal year.
  - (i) Usage Data means any data that SylogistEd, Inc. collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
  - (a) SylogistEd, Inc. Obligations. SylogistEd, Inc. hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service; and (iv) to notify customer promptly of any such unauthorized access to, or use of, the Service that SylogistEd, Inc. becomes aware of (provided SylogistEd, Inc. is not required to actively monitor the Customer's account access).
  - (b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify SylogistEd, Inc. promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require SylogistEd, Inc. to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii) to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and SylogistEd, Inc. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
  - (a) Customer Accounts. Customer must provide SylogistEd, Inc. with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
  - (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
  - (a) Availability & Maintenance. SylogistEd, Inc. will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
  - (b) Technical Support. Unless otherwise provided in the Service Order Agreement, SylogistEd, Inc. will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. SylogistEd, Inc. will provide software as part of the Service that will allow the Customer to share data with third-party applications.
  - (a) It is understood and agreed that SylogistEd, Inc. is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.
  - (b) It is understood and agreed that SylogistEd, Inc. is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall SylogistEd, Inc. be deemed to be a direct or indirect transferor of information/data to any third party. SylogistEd, Inc. is only providing software that will allow the Customer to share data with third-party applications.
  - (c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
  - (d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance

Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

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(f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner, SylogistEd, Inc. for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that SylogistEd, Inc. could incur.

(g) Customer represents that it shall obtain all necessary authorizations (including authorizations from any parent/guardian, student or other interested third person) as required by law before any information/data is transferred by it to a third party.

### 7. Intellectual Property Rights.

(a) SylogistEd, Inc. Intellectual Property. SylogistEd, Inc. and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no SylogistEd, Inc. Intellectual Property Rights are granted to Customer.

(b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants SylogistEd, Inc. a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by SylogistEd, Inc. and in conjunction with automatically generated data such as IP address, time, and frequency of access.

(c) Feedback Relating to Services. SylogistEd, Inc. shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.

(d) Derivatives and Compilations of Usage Data. SylogistEd, Inc. shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.

### 8. Privacy and Personal Information. (a) SylogistEd, Inc.'s Privacy Policy. SylogistEd, Inc.'s Privacy Policy and Terms of Service, made a part hereof, is available at <https://www.sylogist.com/privacy-policy>.

### 9. Term; Termination.

(a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or SylogistEd, Inc.

(b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. SylogistEd, Inc. may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.

(c) Breach. SylogistEd, Inc. may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of SylogistEd, Inc.'s notice to Customer.

### 10. Confidential & Proprietary Information. For purposes of this Section, a Party receiving Confidential & Proprietary Information (as defined below) shall be the "Recipient" and the Party disclosing such information shall be the "Discloser."

(a) Acknowledgment. Customer hereby acknowledges that the Service (including any Documentation, source code, translations, compilations, partial copies, and derivative works used in connection with the Services) is provided using confidential and proprietary information belonging exclusively to SylogistEd, Inc. or its third-party licensor (as appropriate), and SylogistEd, Inc. hereby acknowledges that Customer Data contains confidential and proprietary information belonging exclusively to Customer or relating to its affairs (in each case, "Confidential & Proprietary Information").

Confidential & Proprietary Information does not include: (i) information already known or independently developed by Recipient outside the scope of this relationship by personnel not having access to any Confidential & Proprietary Information; (ii) information in the public domain through no wrongful act of Recipient, or (iii) information received by Recipient from a third-party who was free to disclose it.

(b) Covenant. Recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize, or disclose such Confidential & Proprietary Information of the Discloser to any person or entity, except to its own employees and agents having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Discloser may approve in writing; provided that all such recipients shall have first executed a confidentiality agreement in a form acceptable to Discloser. Recipient shall not: (i) alter or remove from any Confidential & Proprietary Information of the Discloser any proprietary legend, or (ii) decompile, disassemble, or reverse engineer the Confidential & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Discloser). Recipient shall use at least the same degree of care in safeguarding the Confidential & Proprietary Information of the Discloser as it uses in safeguarding its own confidential information, but in any event at least reasonable care. Upon termination or expiration of this Agreement, and regardless of whether a dispute may exist, Recipient shall, upon request by Discloser, return or destroy (as instructed by Discloser) all Confidential & Proprietary Information of Discloser in its possession or control and cease all further use thereof.

(c) Injunctive Relief. Recipient acknowledges that violation of the provisions of this Section would cause irreparable harm to Discloser not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available without necessity of posting bond to prevent any actual or threatened violation of such provisions.

### 11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight

courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from SylogistEd, Inc. to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.

12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.
13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.
14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. SylogistEd, Inc. reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

Prepared By: Grant McLarnon

Date Prepared: 4/4/2026

Accepted By (please circle one): Superintendent / Board President

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

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

# **SWIS™ Suite LICENSE AGREEMENT**

## **Licensed Software and Internet Access Subscription**

SWIS Facilitator:

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

Dated: \_\_\_\_\_

**IMPORTANT - READ CAREFULLY:** This Agreement is a legal agreement between your organization or entity, (hereinafter referred to as “Licensee”) and the University of Oregon, an institution of higher education located in Eugene, Oregon (“Oregon”) for use of the School-Wide Information System™ (“SWIS™”) Suite, which includes SWIS™, Check-in/ Check-out SWIS (“CICO-SWIS™”), Individual-SWIS (I-SWIS™), Early Childhood SWIS (EC-SWIS™), and/or TIPS Meetings, available either through a web browser or the SWIS Suite Mobile App (together “Licensed Software”). This Agreement is effective as of the date of last authorized signature below (“Effective Date”).

### **LICENSEE INFORMATION**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

### **BACKGROUND**

Oregon has developed a school-wide positive behavioral interventions and support program ("PBIS") that uses the Licensed Software to support and sustain positive behavior management programs by providing a rich set of efficient data collection, analysis, and reporting tools, as part of its teaching and research mission, which is described in greater detail at the following website:

<https://www.pbisapps.org/Applications/Pages/SWISSuite.aspx>.

As a research and educational courtesy, Oregon will license the Licensed Software to Licensee to provide them with, and allow them to provide others with, accurate, efficient, practical information for decision making about school-wide discipline and targeted interventions and to manage their accounts, in accordance with this Agreement.

Oregon is a collaborator working with educators across the United States and the world to improve the effectiveness of schools, and is not a commercial vendor. All License Fees, as further described in Attachment A, are used to continue the maintenance and development of these tools for the education community.

NOW, THEREFORE, in consideration of the promises, conditions and representations contained herein, Licensee agrees as follows:

## **I. DEFINITIONS**

### **1. Authorized Users**

Authorized Users are those individuals officially affiliated with the Licensee, or an Authorized School or Site, and are added by Licensee, an Authorized School, Site and/or an Authorized SWIS Facilitator.

### **2. Authorized Site**

An Authorized Site is one contiguous school office complex or building comprising the Licensee's administrative offices, or the offices of any school under Licensee's control that has obtained authorization from LICENSEE to implement using the Licensed Software ("Authorized School") if Licensee is an organization (e.g., district, ESD, state, grant) licensing Licensed Software for a set of schools. Extensions or related offices located in separate locations are considered separate sites unless otherwise agreed to in writing by Oregon.

### **3. School Information Form**

The School Information Form is used to collect data to uniquely identify the Authorized Site(s) for inclusion in the SWIS database and to summarize the Licensee school's overall necessary information to implement SWIS at the Authorized Site(s).

## **TERMS AND CONDITIONS**

### **1. License Grant**

Contingent upon Licensee's timely payment of License Fees to Oregon pursuant to Section II. 3. and compliance with this Agreement, Oregon grants to Licensee a non-exclusive, non-transferable, license ("License") to use the Licensed Software for non-commercial education and research purposes only, and allow their Authorized Users to use the SWIS Suite Mobile App via the Apple or Google Play stores for the Access Period of this Agreement. Such License includes the right to access the Licensed Software systems. An Authorized User's use of the SWIS Suite Mobile App is subject to the terms and conditions of the terms of use in the Apple and Google Play stores and this Agreement.

### **2. Access and Permitted Use and Support**

- A. Access within the Authorized Site(s) is restricted to Authorized Users. Only Authorized Users may have access to the Licensed Software; any violation or unauthorized use constitutes cause for termination of the Agreement pursuant to Section 4.B(i). Additional information on security and confidentiality can be found in Attachment B.
- B. Licensee shall use reasonable efforts to ensure that only Authorized Users have access to Licensed Software and that such Authorized Users will not make any unauthorized copies nor transfer or aid in the transferring of the Licensed Software or any portion of data obtained thereby to any third parties. Licensee shall not transfer, sublicense or provide unauthorized access to the Licensed Software without prior written authorization from Oregon.
- C. Licensee shall have access to Licensed Software updates including distribution media and technical documentation and maintenance releases of Licensed Software, if any, as Oregon releases them.

- D. Oregon will provide Licensee with telephone and email support between 7:00 AM and 4:00 PM Pacific Time, Monday through Friday, to the extent Licensee reasonably requires the support, and as Oregon's staffing and schedule obligations reasonably permit.

3. Payment

- A. Oregon will invoice Licensee by billing the Licensee or a Third Party Payer (as defined below) and such fee ("License Fee" as further specified in Attachment A) shall be due and payable upon receipt. Licensee may designate an entity other than Licensee (such as a state department of education) to pay the License Fee on Licensee's behalf ("Third Party Payer"). The Licensee, directly or through its Third Party Payer, agrees to pay Oregon the appropriate License Fee within 30 days of receipt of the invoice from Oregon. Any payments provided by Licensee or by the Third Party Payer to Oregon shall be irrevocable by Licensee or Third Party Payer, except as provided in Section 4.B(i) and (ii), and shall be made in U.S. dollars.
- B. Licensee agrees to pay Oregon the appropriate License Fee specified in Attachment A and on subsequent annual invoices, and on supplemental invoices, received, if any, if the Licensee adds additional Authorized Sites mid-year that are approved by Oregon.
- C. Licensee shall complete all financial administration required by Licensee.

4. Term and Termination

- A. Term. The initial term of this Agreement shall begin on the Effective Date and shall continue until the following August 31 ("Access Period") followed by a "download data only" eighteen month period ("Inactive Period") if the Agreement is not renewed in accordance with Section 5. The Agreement may also be terminated in accordance with this Section 4. Oregon will activate Licensed Software and website access upon receipt of a completed, signed License Agreement and the License Fee. The Inactive Period is provided by Oregon to Licensee as a reasonable timeframe for Licensee to download and transition its data into another system. No other use of the Licensed Software is permitted by Licensee during the Inactive Period.
- B. Termination.
  - (i) Termination for Default. Breach of any material term or condition of this Agreement by Licensee shall be grounds, at Oregon's sole discretion, for immediate termination of this license. In the case of such termination by Oregon, License Fees shall be non-refundable. Breach of any material term or condition of this Agreement by Oregon shall be grounds, at Licensee's sole discretion, for immediate termination of this license, and in the case of such termination, Licensee shall receive a pro-rated refund of the unused License Fee, such amount to be based on remaining full months of the License as determined by Oregon.
  - (ii) Termination for Convenience. Either party may cancel the Agreement at any time by providing the other party with thirty (30) days prior written notice. In the case of such termination by Oregon, the Licensee shall receive a pro-rated refund of the unused License Fee, such amount to be based on remaining full months of the License as determined by Oregon. In the case of such termination by Licensee, License Fees shall be non-refundable.

- C. No Use after Termination. Upon termination of this Agreement, Licensee and all Authorized Users shall cease using any portion of Licensed Software.
- D. Licensee's Obligations after Termination. Termination of this Agreement shall not extinguish any of Licensee's obligations under this Agreement which by their terms continue after the date of termination.

5. License Renewal

- A. At the end of the initial Access Period, Licensee may renew the Agreement for an additional one year Access Period, and for subsequent one year Access Periods at the end of each additional Access period, by payment of an invoice generated annually from Oregon ("License Renewal"). Any renewal is subject to the approval of Oregon which may be granted or withheld in its sole discretion.
- B. If the License Renewal payment is not received within 60 days following the receipt by the Licensee of the invoice, access to Licensed Software system will expire except as otherwise allowed during the Inactive Period in Section 4.A. Oregon reserves the right to modify the terms of this Agreement for any renewal period including the modification of the fees for any renewal period upon thirty (30) days prior written notice.

6. Delivery

- A. The Licensed Software will be delivered as web-based software for use by the Licensee. It is the responsibility of the Licensee to establish and maintain Internet connections for access to the Licensed Software website(s) and to provide and install suitable Internet web browsers and any other software necessary to access the Licensed Software system(s).
- B. Oregon shall use reasonable efforts to provide continuous availability of and advanced notice of planned interruptions to the Licensed Software through the Internet. It is understood that availability will be subject to periodic interruption due to maintenance of the server(s), installation or testing of software, the loading of new information files, and downtime related to equipment or services outside the control of Oregon including public and private telecommunications services or Internet nodes or facilities.

7. Warranty and Indemnification

- A. Indemnification. To the extent permitted by law, Licensee hereby agrees to indemnify and hold harmless Oregon and its officers, directors, agents, volunteers and employees, from and against any and all claims, demands, damages, costs, and other related items arising or in any way connected with the use of or access to Licensed Software by Licensee or by any third party use of or access to Licensed Software through Licensee. Licensee assumes all liability for decisions made using any data reported from Licensed Software.
- B. NO WARRANTY AND LIMITATION OF LIABILITY. OREGON PROVIDES ACCESS TO LICENSED SOFTWARE ON AN "AS IS" BASIS. LICENSEE AGREES TO BEAR ALL RISKS ASSOCIATED WITH THE USE OF LICENSED SOFTWARE. OREGON MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED. BY WAY OF EXAMPLE, BUT NOT LIMITATION, OREGON MAKES NO REPRESENTATIONS OR WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE (EVEN IF OREGON KNOWS OF SUCH PURPOSE), OR THAT THE USE OF LICENSED SOFTWARE WILL NOT INFRINGE ANY PATENTS, COPYRIGHTS, TRADEMARKS OR OTHER RIGHTS OF THIRD PARTIES. EXCEPT FOR INDEMNITY OBLIGATIONS OR AMOUNTS ACTUALLY DUE FOR

PROVISION OF LICENSED SOFTWARE, IN NO EVENT SHALL ANY PARTY'S AGGREGATE LIABILITY UNDER ANY THEORY OR FOR ANY REASON WHATSOEVER EXCEED THE AMOUNTS ACTUALLY PAID BY AND/OR DUE FROM LICENSEE IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. IN NO EVENT SHALL ANY PARTY AND/OR ITS LICENSORS BE LIABLE TO ANYONE FOR ANY INDIRECT, PUNITIVE, SPECIAL, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES OF ANY TYPE OR KIND (INCLUDING LOSS OF DATA, REVENUE, PROFITS, USE OR OTHER ECONOMIC ADVANTAGE) ARISING OUT OF, OR IN ANY WAY CONNECTED WITH THE LICENSED SOFTWARE, INCLUDING BUT NOT LIMITED TO THE USE OR INABILITY TO USE THE LICENSED SOFTWARE, OR FOR ANY CONTENT OBTAINED FROM OR THROUGH THE LICENSED SOFTWARE, ANY INTERRUPTION, INACCURACY, ERROR OR OMISSION, REGARDLESS OF CAUSE IN THE CONTENT, EVEN IF THE PARTY FROM WHICH DAMAGES ARE BEING SOUGHT OR SUCH PARTY'S LICENSORS HAVE BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

- C. Licensee acknowledges and agrees that Oregon's liability, if any, is subject to the limitations and conditions of the Oregon Tort Claims Act, Oregon Revised Statutes sections 30.260-30.300, and the Oregon Constitution, Article XI, Section 7. Nothing in this Agreement is, or will be construed as, a waiver of either party's sovereign or governmental immunities.

## 8. General

### A. Assignment

This Agreement may not be assigned or transferred by Licensee.

### B. Entire Agreement, Modification, and Waiver

This Agreement sets forth the entire agreement between the parties, and replaces any previous agreement between the parties, with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the parties hereto. No waiver, consent, modification, or change of any terms of this Agreement shall be binding unless the same is in writing and signed by both parties and all necessary approvals have been obtained. Such express waiver, consent modification, or change, if made, shall be effective only in the specific instance and for the specific purpose set forth in such signed writing.

### C. Licensee's Authority

Licensee represents and warrants that the individual executing this Agreement on behalf of Licensee is duly authorized to execute and deliver this Agreement on behalf of Licensee in accordance with duly adopted organizational documents or agreements and if appropriate a resolution of Licensee, and that this Agreement is binding upon Licensee in accordance with its terms.

### D. Force Majeure

Oregon's failure to perform any term or condition of this Agreement as a result of conditions beyond its control such as, but not limited to, war, strikes, fires, floods, acts of God, governmental restrictions, power failures, or damage or destruction of any network facilities or servers, shall not be deemed a breach of this Agreement.

**School Profile**

NCES School ID: \_\_\_\_\_

Country: \_\_\_\_\_ State/Province: \_\_\_\_\_ District: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Mailing Address if different: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Grade Levels From: \_\_\_\_ To: \_\_\_\_ Additional School Information, if applicable: \_\_\_\_\_

Administrator Name: \_\_\_\_\_ Administrator Email: \_\_\_\_\_

\*Your PBISApps login will be your email address:

**Billing Profile**

Payer Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email address for invoices: \_\_\_\_\_

**By authorized signatures below, Licensee accepts and agrees to be bound by the terms and conditions of the preceding****Agreement:** Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Licensee desires access to: \_\_\_\_\_

Add-on TIPS Meetings Application Access

**Optional Data Sharing Agreement**

In addition to receiving access to the Licensed Software, the Licensee, by signature below, agrees to share non personally identifiable information (non-PII) with the Center on Positive Behavioral Interventions and Supports (PBIS) projects at Oregon including State and District Evaluators for evaluation research and summary. It is understood that the projects are in compliance with the Family Educational Rights and Privacy Act, (34 CFR 99.31(6)) and human subjects research regulations (Protection of Human Subjects 45 CFR 46). It is further understood that this permission may be withdrawn at any time for any reason by Licensee, and data will not be shared from that point forward. Except as prohibited by law, this Optional Data Sharing Agreement shall be subject, as applicable, to the same terms as the License Agreement.

Licensee Signature: \_\_\_\_\_ Name &amp; Title: \_\_\_\_\_ Date: \_\_\_\_\_

**This bottom portion is to be filled out by a certified SWIS/EC-SWIS/CICO-SWIS/I-SWIS facilitator.**

Facilitator Name: \_\_\_\_\_ Email: \_\_\_\_\_

## Attachment A: License Fees

LICENSEE will pay the following License Fees to OREGON (The fees listed below are per school per academic year per application (SWIS, CICO-SWIS, I-SWIS, EC-SWIS, TIPS Meetings) a school accesses) If Licensee is an individual school, the price per bundle of applications is:

| 1 application (SWIS or EC-SWIS, CICO-SWIS, I-SWIS) | 2 applications (SWIS or EC-SWIS+CICO-SWIS, SWIS or EC-SWIS+I-SWIS, CICO-SWIS+I-SWIS) | 3 applications (SWIS or EC-SWIS+CICOSWIS+I-SWIS) |
|----------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------|
| \$500                                              | \$875                                                                                | \$1250                                           |

TIPS Meetings add-on License \$180 per school per academic year and is subject prorated fees after September 1<sup>st</sup>.

If Licensee is an organization (e.g., district, ESD, state, grant) purchasing applications for a set of schools, Licensee will be billed at the following tiers:

|               | 1 application (SWIS or EC-SWIS, CICO-SWIS, I-SWIS) | 2 applications (SWIS or EC-SWIS+CICO-SWIS, SWIS or EC-SWIS+I-SWIS, CICO-SWIS+I-SWIS) | 3 applications (SWIS or EC-SWIS+CICO-SWIS+I-SWIS) |
|---------------|----------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------|
| 1-19 schools  | \$500                                              | \$875                                                                                | \$1250                                            |
| 20-39 schools | 10% discount (\$450)                               | 10% discount (\$787.50)                                                              | 10% discount (\$1125)                             |
| 40+ schools   | 20% discount (\$400)                               | 20% discount (\$700)                                                                 | 20% discount (\$1000)                             |

All organizational Licensees have the option to prepay for schools' bundled applications at the appropriate tiered rate. If Licensee does not prepay the Licensee Fee, it will be invoiced upon account setup at the appropriate tier.

License Fees will be prorated from the first full month of access to the application. Applications purchased as a bundle at the initial point of purchase will receive the bundled discount. Applications purchased one at a time throughout the year are each billed at the prorated 1-application rate. All applications initially purchased one at a time will be renewed at any applicable bundled rates.

## Attachment B: Privacy and Security

Privacy and security are among our highest priorities for the SWIS Suite. We work diligently to maintain student and teacher privacy and treat all sensitive data and personal information according to

the standards in providing education and research tools. This Privacy & Security Statement outlines the specific steps we take to ensure that all sensitive data is treated carefully and appropriately.

## **Privacy**

The protection of student, staff, and family personal information is critical to our work. As such, PBISApps has endorsed the Student Privacy Pledge (<https://studentprivacypledge.org/>), a strong set of commitments drafted with the involvement of educational non-profit groups, the Software & Information Industry Association, and public sector educational leaders. PBISApps is run by Educational and Community Supports, a research center in the University of Oregon's College of Education. As part of a public research university, we are ineligible to be a signatory to the pledge but have committed to following each aspect of the pledge completely. This privacy statement outlines our commitments and the steps we take to ensure that personal (i.e., individually identifiable) information remains private. For detailed information about our privacy and security commitments, see <https://www.pbisapps.org/Applications/Pages/Confidentiality-and-Security.aspx>.



1085 Andover Park East  
Tukwila, WA 98188 USA  
800-634-4449 FAX: 206-343-1445  
[orders@cfchildren.org](mailto:orders@cfchildren.org)

## Quote

Quote # 5076521  
Quote Date 4/2/2026  
Quote Expiration Date 9/29/2026  
Customer ID 10451911

### Bill To

Western Gateway Elem School  
1300 SW 15th Street  
Oklahoma City OK 73108  
United States

### Ship To

Crystal Hill  
Western Gateway Elem School  
1300 SW 15th Street  
Oklahoma City OK 73108  
United States

### Requested By

Crystal Hill

### Ship To

Crystal Hill

### Setup Admin

Name: Crystal Hill  
Email:  
[chill@westerngateway.school](mailto:chill@westerngateway.school)

### Entered By

Jamell Hurt

| Item   | Description         | Contract Line                                            | Start Date | End Date  | Qty | Rate       | Amount     |
|--------|---------------------|----------------------------------------------------------|------------|-----------|-----|------------|------------|
| 910000 | Second Step Program | 29892 -<br>910000<br>Second Step<br>Program<br>9/28/2026 | 9/29/2026  | 9/28/2027 | 1   | \$3,199.00 | \$3,199.00 |

Renewing Sites 228383 - Western Gateway Elem School

Total Before Discount \$3,199.00  
Shipping & Handling \$0.00  
Sales Tax \$0.00

**TOTAL \$3,199.00**

Please remit in US Funds.

Make check payable to: Committee for Children

\*Sales tax rates are based on the ship to address. All rates are estimates until shipped. If tax was included in this quote and your organization is state sales tax exempt, email your state sales tax exemption ID and certificate to [orders@cfchildren.org](mailto:orders@cfchildren.org).

For PO based purchases, standard payment terms are net 30 days from the invoice date, unless otherwise stated; payment is expected within these terms regardless of service start date.

Shipping Method: UPS Ground (UPS)

Your Second Step program License purchase is governed by the applicable License Agreement at:  
<https://secondstep.org/license-agreements>

Expiration Date: 9/29/2026

## 2026-27 CERTIFIED STAFF EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into effective as of July 21, 2026-June 3, 2027, by and between Western Gateway Elementary School, Inc. an Oklahoma public charter school, (hereinafter referred to as "Employer" or "School") and Dalia Mavarez (hereinafter referred to as "Employee"). In consideration of the mutual covenants set forth below, Employer agrees to hire Employee and Employee agrees to be employed by Employer on the following terms and conditions:

### I. DESCRIPTION OF DUTIES

#### A. Name of Position:

The Employee shall be employed in the capacity of: Instructional Coach

#### B. Employee Duties:

The job description attached outlines the essential job functions or duties of this position. Employee shall also perform such other duties as are customarily performed by other persons in similar such positions, as well as such other duties as may be assigned from time to time by the Employer. School may unilaterally change the essential job functions and duties of employee's position during the employment. **Employee's duties shall include at least two hundred (200) days, or, in any event, not less than the annual minimum number of hours of instruction required by State law.** Employee shall report for duty on the date requested by the Head of School.

#### C. Adherences to Employer's Policies, Procedures, Rules and Regulations:

Employee shall adhere to all of the policies, procedures, rules and regulations set forth by the Employer as well as any applicable law. Employee shall be responsible to be familiar with any policies, procedures, rules and regulations and laws applicable to him/her. These policies, procedures, rules and regulations include, but are not limited to, those set forth within the Employee Handbook, any summary benefit plan descriptions, or any other personnel practices or policies of Employer. To the extent that Employer's policies, procedures, rules and regulations conflict with the terms of this Agreement, the specific terms of this Agreement will control.

#### D. Duty of Loyalty, Confidentiality, Candor and Best Efforts:

Employee shall devote all of his/her working time, attention, knowledge, and skills to Employer's interests and shall do so in good faith, with best efforts, and to the reasonable satisfaction of the Employer. Employee understands that they shall only be entitled to the compensation and benefits as set forth in this Agreement and the Employee Handbook. Employee shall not disclose any confidential student, staff and/or School information and/or communication. Employee shall be honest and forthright with School administration. Employee also agrees not to use any in-class activities, hours, and/or students for any personal or non-School purpose or benefit of the Employee (including any personal educational benefit of the Employee) without the express written approval of the supervising teacher and the Head of the School, or designee.

### II. COMPENSATION TERMS

#### A. Compensation:

The employee shall receive an annual base salary of \_\_\_\_\_ and be paid [monthly in 12 equal payments].

The Employer may adjust the base salary in order to meet any requirements enacted in state law, as funds are

available. Employer shall deduct or withhold from compensation any and all sums required for state/federal income and social security taxes, as well as all state or local taxes now applicable or that may become applicable to Employee or Employer in the future.

**B. Sick Leave and Personal Leave Days:**

No sick leave from any previous employer(s) will be accepted by Employer. Employee shall have one day of sick leave at the time of employment and shall be entitled to accrue additional days of sick leave over time at an equivalent of one day per month of contract employment up to a maximum of ten (10) days per school year. Additionally, earned but unused sick leave will be calculated for the following purposes: A.) Calculating years of experience with the Oklahoma Teacher Retirement System and B.) Upon termination, transitioning to a new employer willing to accept any unused and/or accrued leave.

Employee shall receive one (1) personal business leave day at the time of employment and shall then accrue one additional personal business leave day for each successive semester of employment for an amount of two (2) total days per school year thereafter. Further details concerning employee leave/benefits may be found in the Employee Handbook.

No more than thirty (30) earned but unused cumulative sick and/or personal business leave days may be carried over to subsequent school years. Employee shall not be entitled to any compensation for any unused or accrued sick or personal leave, other than the discretionary bonuses described below in Section II.C.

**C. Bonus:**

The School may pay a bonus (stipend) considering one or more of the following factors: (a) for any earned, but unused sick leave; (b) for any earned, but unused personal days; (c) merit/evaluation; and (d) total years of employment.

**III. BENEFITS**

**A. Insurance & Retirement:**

Employer will supply health insurance for all eligible employees through the Oklahoma Employees Group Insurance Division (OEGID) in accordance with and as allowable by OEGID regulations and guidance. Coverage for Employee becomes effective the first day of the month following employment date. Employees declining participation in OEGID may receive compensation based on State guidelines. Optional insurance coverage (e.g., dental, vision, etc.) is available for purchase by Employee. Employer is a member of the Teacher Retirement System and all regular full-time certified employees are eligible to participate.

**B. Professional Licenses and Certifications:**

Employee shall maintain any of those professional licenses necessary for the carrying out the functions and duties set forth in this Agreement. Said licenses include, but are not limited to, the following: proper license or certification issued by the Oklahoma State Department of Education. Employer also encourages Employee to gain membership in associations related to education and/or the teaching profession. Employer may, at its discretion, assist with

payment for those memberships which employer considers to be essential to the employment and sufficiently benefit to the School.

#### **IV. TERMINATION:**

Employment with the School is at-will, and, by executing this Agreement, Employee is hereby agreeing that the School may terminate the employment relationship at any time, with or without cause, with or without advance notice, and at the School's sole and unreviewable discretion. No one other than the Board of the School as the authority to alter the at-will nature of this employment relationship. Without impacting the at-will nature of this employment relationship, the School may attempt to remedy and address issues of unsatisfactory performance with the Employee in accordance with School policy. In addition, by entering this Agreement, Employee hereby agrees and acknowledges that Employee is accepting employment with the School and that such employment shall be binding until Employee has been legally discharged from the employment position or released from the employment position and/or duties of employment. Until Employee has been thus discharged or released, Employee shall not have authority to enter into an agreement for employment with any other employer in the same or similar capacity.

#### **V. NON-RECRUIT COVENANT**

Employee agrees not to recruit any of Employer's employees for the purpose of any outside business either during or for a period of one year after Employee's tenure of employment with Employer. Employee agrees that such effort at recruitment also constitutes a violation of the non-solicitation covenant set forth above.

#### **VI. MISCELLANEOUS PROVISIONS**

##### **A. Entire Agreement:**

This Agreement represents the complete and exclusive statement of the employment agreement between the Employer and Employee. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by the parties concerning their employment agreement.

##### **B. The Effect of Prior Agreements or Understandings:**

This Agreement supersedes any and all prior Agreements or understandings between the parties, including letters of intent or understanding, except for those documents specifically referred to within this Agreement.

##### **C. Severability of Agreement:**

To the extent that any provision hereof is deemed unenforceable, all remaining provisions of this Agreement shall not be affected thereby and shall remain in full force and effect.

##### **D. Waiver of Breach:**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

**E. Assignment:**

This Agreement may not be assigned by either party without prior written consent of the other.

**F. Governing Law:**

This Agreement will be governed by, construed, and enforced in accordance with Oklahoma law.

**G. Severability:**

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain in effect unless such partial invalidity or unenforceability would defeat an essential purpose of the Agreement.

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**Employee's Signature**

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**Date**

---

**Head of School**

---

**Date**



# ACADEMIC CALENDAR 2026-2027

| July 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| August 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| September 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| October 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| December 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| January 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |

| February 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| March 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| April 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| May 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| June 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

| DATE         | EVENT OR HOLIDAY                                                               |
|--------------|--------------------------------------------------------------------------------|
| July 29-31   | Orientation For New Teachers                                                   |
| Aug 3-7      | All Teachers: Professional Development                                         |
| Aug 10-11    | Family Meetings                                                                |
| Aug 12       | First Day of School                                                            |
| Sept 7       | Labor Day (School Closed)                                                      |
| Sept 8       | No School (School Closed)                                                      |
| Oct 9        | Parent Conference Day (no school for students)<br>(also 2:30 - 6:00 on W 10/7) |
| Oct 12-16    | Fall Break (School Closed)                                                     |
| Oct 19       | Professional Development (no school for students)                              |
| Nov 23-27    | Thanksgiving Break (School Closed)                                             |
| Nov 30       | Professional Development (no school for students)                              |
| Dec 21-Jan 1 | Winter Break (School Closed)                                                   |
| Jan 4-5      | Professional Development (no school for students)                              |
| Jan 6        | Classes resume for students                                                    |
| Jan 18       | MLK Jr. Day (School Closed)                                                    |
| Feb 15       | Presidents Day (School Closed)                                                 |
| Mar 12       | Parent Conference Day (no school for students)<br>(also 2:30 - 6:00 on W 3/10) |
| Mar 15-19    | Spring Break (School Closed)                                                   |
| March 22     | Professional Development (no school for students)                              |
| April 23     | No School (School Closed)                                                      |
| May 20       | Last Day of School for Students                                                |
| May 21       | Teacher Work Day                                                               |
| May 31       | First Day of Summer Break                                                      |

|                               |                                                 |
|-------------------------------|-------------------------------------------------|
| 4                             | Federal Holiday (No School)                     |
|                               | Breaks (No School)                              |
| 4                             | Parent Conference Days (No School for students) |
| 11                            | Teacher Work Day (No School)                    |
| 3                             | New Teacher Orientation                         |
| 168                           | Total Academic Days                             |
| 3                             | Inclement Weather Days                          |
| FIRST DAY OF SCHOOL AUGUST 12 |                                                 |
| LAST DAY OF SCHOOL MAY 20     |                                                 |



1300 SW 15th St.; Oklahoma City, OK 73108; Phone: (405) 276-9170

## **Days to Hours**

August 20, 2026

Pursuant to 70 O.S. §1-109, Western Gateway Elementary School voted in the August 20, 2026 Board Meeting to adopt an hours-based calendar of at least 1086 hours for the 2025-26 school year. Board meeting minutes are attached.

\_\_\_\_\_  
Superintendent/CEO/Executive Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# WESTERN GATEWAY ELEMENTARY

## Staff Handbook 2026 - 2027

1300 SW 15th Street  
Oklahoma City, OK 73108  
OFFICE: 405- 276-9170  
FAX: 405-695-7045

<https://westerngateway.school/>

**Approved 5/19/2021**

Updated 7/15/2023

Updated 7/31/2024

Updated 7/24/202

Updated 8/11/26

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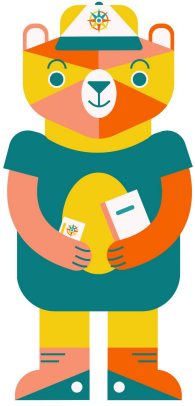
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# Welcome to Western Gateway

## School Mascot, Mission, Vision & Philosophy



**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 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. Students educated through immersion also display better problem-solving, critical thinking, and listening skills, in addition to overall language proficiency.
2. Global competence and cultural awareness - Students at WGES will be taught to respect and explore their family heritage and culture, and the backgrounds of their classroom peers, school, and community, encouraging them to approach ideas with an open mind.
3. Community mindedness - Students at WGES will be encouraged to develop a sense of local community, both within the School and the surrounding Oklahoma City community, leading to an increase in student well-being and greater overall satisfaction with the school experience.

## Daily Operations & Schedule

### Contract Day

Teachers and Teacher Assistants are expected to **be at school no later than 7:30 AM** and to **leave no sooner than 4:00 PM**. Staff are required to **sign in and out at the front kiosk** and are expected to be in the building, available, and prepared to work throughout contract hours.

An administrator must approve any late arrival or early departure within the school day; this must be documented on the leave form and turned in to HR.

Leave must be taken in half-day or full-day increments rather than in scattered individual hours, since securing substitute coverage for small increments of time is difficult.

Staff are required to attend school activities outside the school day (programs, event nights, etc. - see the staff calendar) and may be assigned lunch/recess duties and arrival/dismissal duties.

## Arrival

The YMCA before-school care option is no longer available, so all students now arrive together when the building opens at 7:30 AM.

Upon arrival, students choose between breakfast and the playground (the gym is used in place of the playground on bad-weather days). A student who wants breakfast must go to breakfast first before heading out to the playground or gym - students may not go to the playground/gym and then decide to grab breakfast afterward.

Teachers pick up their students from the playground (or gym) at 7:50 AM. Teachers and TAs will be assigned arrival duties for supervision.

## Student Attendance

Teachers are responsible for completing attendance. Attendance should be recorded using Sylogist, except when the teacher has a substitute, in which case the substitute should write attendance on a slip of paper and send it to the office.

Attendance should be recorded before 8:15 AM, with lunch count sent to the office by 8:20 AM. It is imperative that attendance information is accurate and timely.

Students who arrive after 8:05 AM check in at the front-office kiosk, which issues them a late-arrival sticker. This kiosk sticker has fully replaced the old paper office-pass system - students no longer need a separate office pass to enter class.

## Dismissal

Students should be dismissed at 3:30 PM on Monday, Tuesday, Thursday, and Friday, and at 2:00 PM on Wednesdays. Teachers are to attend to scheduled duties until all students are dismissed from the school and should work with their teammates to supervise students to their designated dismissal areas.

Please do not start dismissal procedures before the last 5 minutes of the day.

## Leaving Campus

Staff must sign in and out at the front-office kiosk any time they leave campus. Staff may only leave campus during their scheduled lunch time, not during plan time. In the event of an emergency, notify the office anytime an entire grade level is leaving for lunch.

## Phone Use

This section covers staff telephone use. See the Student Devices and Technology Use section for the student cell phone policy.

- Messages will be sent to your voicemail during class.
- Personal phone calls should be made during planning time, before school, or after school only.

- Students needing to make a call should only use the front-office phone - not the classroom phone.
- Always return parent calls, voicemails, and emails (check daily) within 24 hours.
- Should a child misbehave, it would be inappropriate to place a call or have the child call a parent while other children are present. Calls involving discipline or academic concerns should be made during planning time or recess, in private.

Remember our FERPA obligations, and keep in mind: praise in public, correct in private. Classroom teachers will not call a parent/guardian to pick up or check out a student for behavior or health reasons - consult an administrator and complete a discipline referral form instead.

## Staff Attendance & Leave

### Absences & Substitutes

For all absences, notify Lindsay Floyd, Taelor Bueno, and Tom Deighan as early as possible to ensure class coverage. Once a substitute is secured, share the substitute's name with the same group.

All leave requests are subject to approval by the building principal or superintendent, based on operational needs and the reason for the leave. Requests for the day before or after a scheduled break are considered case-by-case and require valid reasons (e.g., medical or family emergencies, significant personal events), with supporting documentation as needed.

- Sick leave: fill out the leave request form upon return and give it to Taelor Bueno (or leave it in her mailbox).
- Professional development leave: fill out the leave request form with a copy of the workshop pamphlet/brochure attached; admin signs for approval.
- Personal leave: the form must be completed and approved by the building principal prior to the absence. Personal leave the day before/after a scheduled break will not be granted; unapproved personal leave taken on those days is subject to a daily pay rate deduction.

Each teacher should have a Substitute Folder housed in the front office with complete instructions, class list, emergency protocols, current procedures, and lesson plans/activities sufficient to cover a full day in an emergency.

### Staff PTO, Attendance Policy & Blackout Dates

Staff receive 10 PTO days and 2 personal days per year.

PTO Days may be rolled over to the following year.

Blackout dates: Certain windows of the year (for example, the first week of the school year) restrict PTO use except with a doctor's note or genuine emergency. Specific blackout date windows for 2026-2027 will be published separately.

Notification, approval, and accountability: staff must notify admin of an absence as early as possible (see Absences & Substitutes above) and receive approval before taking leave except in genuine emergencies. Leave must be taken in half-day or full-day increments (see Contract Day). Three unapproved absences will trigger a formal Plan of Improvement.

## Legally Protected Leave (FMLA, etc.)

Eligible employees may qualify for leave under the Family and Medical Leave Act (FMLA) for their own serious health condition; the birth, adoption, or foster placement of a child; the care of a spouse, child, or parent with a serious health condition; qualifying military family circumstances; or the care of a covered service member with a serious injury or illness. Eligible employees may take up to 12 weeks of job-protected leave during a 12-month period for most qualifying reasons, or up to 26 weeks to care for a covered service member.

Employees are eligible for FMLA after completing 12 months of employment and working at least 1,250 hours during the previous 12 months. Available accrued leave will be used in accordance with school policy and applicable law. Employees should provide at least 30 days' advance notice when the need for leave is foreseeable and may be required to submit medical certification or other supporting documentation. For eligible employees taking leave for the birth of a child, the school will administer maternity leave in accordance with Oklahoma law. Eligible employees may receive up to six (6) weeks of paid maternity leave, followed by up to six (6) additional weeks of unpaid, job-protected leave, provided all eligibility requirements are met.

Employees are expected to return to work upon the conclusion of their approved leave. If an employee is unable to return as scheduled or chooses not to return, they must notify the Head of School as soon as possible. Employees returning from approved leave will generally be restored to the same or an equivalent position, provided they are able to perform the essential functions of the position and meet all applicable return-to-work requirements.

Failure to return to work at the expiration of an approved leave without providing notice and without good cause may result in an unsatisfactory service separation.

## Student Life & School Culture

### Birthdays & Parties

Recognition of birthdays is up to teacher discretion (e.g., star of the week). Grade levels are strongly encouraged to recognize birthdays (and half-birthdays for summer birthdays) weekly during morning meeting time.

Birthday parties are not to be held in classrooms - this includes no cupcakes, cakes, or party favors, in keeping with our Healthy and Fit School designation (sugary treats are not permitted, even for birthdays). If a parent wants to bring a birthday treat, they should sign up on the snack calendar and provide a healthy treat on that day.

Floral or balloon bouquets delivered to school will be kept in the office rather than delivered to classrooms.

If parents are planning a private birthday party, invitations may only be distributed at school if the entire class is invited, to avoid hurt feelings; otherwise invitations should be distributed outside of school. WGES does not provide a student directory and cannot share family contact information with other families.

### Holiday Decorations, Activities & Observances

As a school community, we aim to be inclusive of all students and families when planning holiday-related decorations and instructional activities. Care should be taken to avoid decorations or activities that could exclude or offend members of our diverse school community - for example, students should not dress as Native Americans for a Thanksgiving feast, and witches, demons, spells, or potions should not be used for Halloween. December holidays should all be considered (Kwanzaa, Hanukkah, Christmas, etc.). If in doubt, ask an administrator for guidance.

Schools may neither promote nor denigrate any religion. Natural opportunities arise for discussion of religious holidays while studying different cultures and communities - teachers must distinguish between teaching about religious holidays (permissible) and celebrating them (not permissible).

- Studies about religious holidays should be based on curriculum and state standards, and discussions should be objective and sensitive, neither promoting nor inhibiting any religion.
- Teachers should avoid asking students to explain their own beliefs/customs, though an offer to share, from a student or parent, may be accepted or declined based on educational relevance.
- Teachers may not use the study of religious holidays to proselytize or inject personal religious beliefs.
- Religious symbols may be displayed only temporarily as part of the academic program; students may create artwork with religious symbols, but teachers should neither encourage nor discourage this.
- Requests to be excused from certain holiday discussions/activities should, when possible, be granted, with an alternative activity provided.
- Discussions of religious holidays should not focus on only one religion; holiday programs may include music related to religion but should not be dominated by it, and should emphasize the cultural aspects of holidays.
- Students are allowed a reasonable number of excused absences, without penalty, to observe religious holidays within their traditions.

## La Familia Oso

La Familia Oso centers on project-based learning: each semester, the school studies one country. Every grade level completes a project connected to that country's study, and all grade levels present their work on an Exhibition Day. There are two Exhibition Days each school year.

The purpose of Exhibition Day is to celebrate student learning through authentic, age-appropriate work - students make meaningful decisions, create a final product, and act as experts teaching others about what they've learned. Teachers facilitate the process but do not drive it; decorations, costumes, and other immersive elements may enhance the experience but must never replace student ownership or academic demonstration.

The country-focus project work may optionally be woven into morning meetings, closing circles, Specials, and similar routines, though this is not required.

A daily morning meeting is still held in each classroom for flag salute, moment of silence, word of the week, and school creed. Once a week, morning meetings should also include grade-level agenda items (birthdays, weekly plans, incentives, etc.). Teachers should be mindful of students arriving tardy during this time.

## Recess

Recess periods are scheduled daily for students at each grade level.

Extra recess time may be used as a reward, but sparingly - no more than once per week per student, since it should remain meaningful as a major reward. Brain breaks, energizers, and quick classroom games may be used freely throughout the day to increase blood flow and oxygen and reset the class.

Recess should never be taken away from a student as a consequence - students should not lose this important time for physical activity and self-regulation. If an immediate consequence is needed, a student may instead be asked to spend up to 10 minutes of recess time walking for reflection.

Indoor recess weather parameters remain the same as before (precipitation, temperature/wind chill below 32°, heat index of 100° or above, lightning, or icy/snowy surfaces). Teachers should have a set indoor recess plan ready and prepared. Students should not use Chromebooks for online games during indoor recess; favor board games, dance videos, improv activities, and similar options.

## Schoolwide Parties

There are three schoolwide party days each year: the Winter Party, the Friendship Party, and the End-of-Year Party.

- Friendship Party is students-only.
- For the Winter Party and End-of-Year Party, grade-level teachers determine whether the party is students-only or open to visitors.
- On any schoolwide party day, the school may limit the number of visitors per student and require visitor pre-registration for safety and efficiency. This will be communicated to families early, clearly, and regularly.

All parents and visitors must sign in to attend any party. See Healthy Snacks & Food Items for party food guidance.

## Field Trips

All field trips must be approved by administration prior to scheduling and contacting families. Field trip deadlines will be communicated each year, since the bus contract expires annually. No field trips may occur during major testing windows (OSTP, MAP, etc.).

Walking field trips require parent permission, with an opportunity for parents to opt their child out, and require at least 2 parent chaperones. Off-campus trips using buses or cars require permission slips and additional chaperones. Buses can be rented through OKCPS - contact the office or administration for details. See Collection of Money if a fee is involved.

# Discipline & Behavior

## Discipline Philosophy

The WGES Board of Education believes the school's primary goal is to educate, and education includes establishing norms of social behavior and helping students understand and attain those norms. Occasionally,

corrective actions are necessary for the benefit of the individual and the school. Students may be disciplined for misconduct related to school programs or activities.

Each student is treated fairly and equitably. Disciplinary action is based on a careful assessment of the circumstances surrounding each infraction, including the seriousness of the offense, its effect on other students or staff, whether it was physically or mentally injurious, whether it is isolated or habitual, the manifestation of a disability, and any other appropriate circumstances.

Standards of behavior in a school environment reflect what most members of our community would recognize as reasonable and respectful. When a teacher or administrator observes unacceptable behavior, appropriate remedial or corrective action will be taken.

## Minor & Major Infractions

| <b>Minor Infraction - Classroom-Managed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Major Infraction - Admin Managed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Disruption, disrespect, non-compliance</li> <li>• Property misuse</li> <li>• Device/cell phone policy violation</li> <li>• Physical contact</li> <li>• Inappropriate language</li> <li>• Lying or cheating</li> <li>• Left supervised area (elopement, minor - e.g., briefly leaving the classroom or line)</li> <li>• Trash/littering</li> <li>• Minor theft/possession of stolen property (e.g., a small item taken from a classmate)</li> <li>• Name calling</li> </ul> | <ul style="list-style-type: none"> <li>• Habitual misbehaviors</li> <li>• Physical aggression or fighting</li> <li>• Tantrum lasting more than 3 minutes</li> <li>• Class disruption (repeated/sustained)</li> <li>• Major or repeated theft</li> <li>• Threats, harassment, bullying, or cyberbullying</li> <li>• Property damage/vandalism</li> <li>• Recurring inappropriate language</li> <li>• Exposure or inappropriate touching</li> <li>• Major or repeated lying/cheating</li> <li>• Elopement (major - e.g., leaving the classroom/building/campus without permission in a way that creates a safety concern)</li> <li>• Dangerous weapon (threat or harm)</li> <li>• Alcohol, tobacco, drugs, e-cigarettes</li> </ul> |

## Right to Learn

A student's right to learn must be protected - a student should never be allowed to continually disrupt the learning environment or constantly infringe on another student's rights. Teachers should handle student problems whenever appropriate and possible by being firm, fair, friendly, and flexible; providing structure, predictability, and realistic challenges with high expectations; contacting parents frequently and early to enlist their support; and seeking help from others when needed.

## Threats

Verbal threats, even when not considered serious, should be reported to administration immediately (examples: "I'm going to kill you," "I'm going to blow up the building"). Artwork containing violent images not related to current curriculum studies (e.g., Civil War) should be discouraged and immediately reported to administration.

# Student Discipline: Out of School Conduct

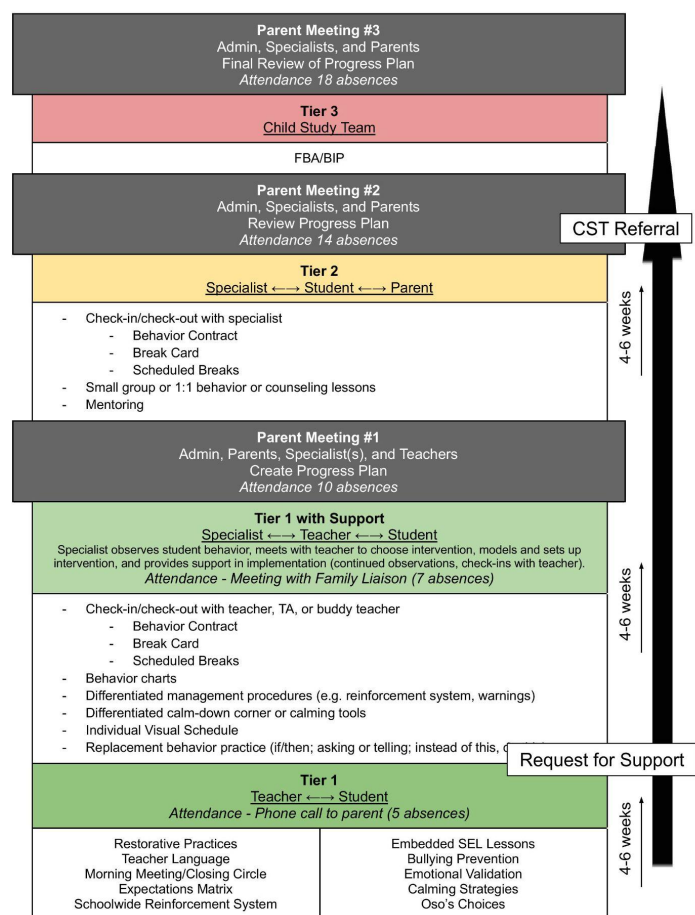
The WGES Board of Education recognizes that students' out-of-school conduct is not normally a Board concern. However, disciplinary action for conduct occurring off school property or outside school hours, and not involving a school activity, is appropriate if the conduct has an adverse effect on the School, or has an adverse effect on the student's own performance or participation at school - even if the misconduct occurs off school property and during non-school time. This includes, but is not limited to:

- damaging school property;
- activity (including on social media) that causes physical or emotional harm to other students, teachers, or personnel;
- and activity that directly impedes school discipline or the general welfare of school activities.

Teachers may request a full copy of the Board Out of School Discipline Policy by contacting WGES.

## Tiered Discipline Plan

WGES uses a tiered discipline plan (MTSS framework) to maintain fair, consistent consequences and behavioral supports. All students begin at Tier 1. As attendance concerns or behavior patterns emerge, students may move through Tier 1 with Support, Tier 2, and Tier 3, with corresponding parent meetings and progress plan reviews at set intervals. The classroom teacher documents minor infractions as necessary; the child's actions determine the level and consequence, and repeated infractions advance the child to the next level. Contact a WGES administrator with any questions.



## Student Suspension & Revocation of Transfer

The principal or superintendent or designee may suspend a student or revoke a student's transfer for reasons including:

- Acts of immorality;
- Violations of school policy;
- Possession of an intoxicating beverage
- Illegal drug, or other illegal substance
- Possession of missing or stolen property reasonably suspected to have been taken from a student, employee, or the school
- Possession of a dangerous weapon, controlled substance, or firearm
- Any act that disrupts the academic atmosphere, endangers or threatens others, or damages property,
- Adjudication as a delinquent for a violent or non-violent offense.

A student suspended from any school in Oklahoma or another state for a violent act, or an act showing deliberate or reckless disregard for health or safety, shall not be entitled to enroll at WGES until the term of suspension has been met or has expired, and this may be considered when reviewing a transfer request. Teachers may request a full copy of the Board Suspension Policy by contacting WGES.

Teachers may request a full copy of the Board Suspension Policy by contacting WGES.

## Bullying

Bullying at WGES is taken very seriously and will not be tolerated. Students should always feel safe notifying a teacher or administrator if they feel they are being bullied or witness a bullying event. Bullying is generally understood as unwanted, aggressive behavior involving a real or perceived power imbalance that is repeated, or highly likely to be repeated, and that may cause physical, psychological, social, or educational harm.

### Reporting vs. Tattling

- "Reporting" is telling an adult that a person is doing something harmful or on purpose - it signals a need for help. Students should be encouraged to report bullying behavior and should be acknowledged for doing the right thing.
- "Tattling" is trying to get another person in trouble or trying to get attention.

### Teaching Students How to Respond to a Bully

- Look the bully in the eye, respond immediately, and assertively say: "Stop. I don't like what you said (did)."
- If the bully does not stop: "If you do not stop, it is my responsibility to report you (tell an adult)."
- If the bully still does not stop, report the incident to an adult immediately.

Stopping bullying is the responsibility of all school personnel. Bullying should be reported to the counselor or principal immediately. Faculty and staff will investigate all notifications of bullying; a Student Witness/Testimony Form (available on the school website under "forms") should be completed and submitted, and results will be reported back to the parties involved within the boundaries of FERPA. Parents may request a full copy of the Board Discipline Policy by contacting WGES.

Teachers may request a full copy of the WGES Bullying Policy by contacting WGES.

## Class Placement Change Policy

An administrative change in classroom placement may occur any time enrollment changes cause our numbers to increase or decrease; parents will be notified, and this most often happens in the first few weeks of school.

The school strives to maintain consistency for students, though sometimes a class change is the best option. Parent requests for class placement changes are considered seriously, but administration will not make these changes without significant justification and attempts at intervention first. A parent needs multiple contacts with the teacher to work together as a team over time to resolve any difficulty; the parent may then conference with an administrator, followed by a joint meeting of the parent, teacher, administrator, and (if needed) the student. An action plan is written and put in place, and a follow-up meeting is held after sufficient time to determine the outcome. A final decision to change placement is made by the principal or superintendent.

## Academics

### Grading System

Grades PK-2 use a mastery-based grading system. Scores are intended to communicate **what students know and are able to do in relation to grade-level standards** and should provide families with an accurate picture of the student's current level of mastery of a specific standard or skill.

Grades PreK through G2 use a Proficiency/Rating Scale aligning with the needs and reality of early childhood education. This provides a more meaningful picture of student learning and growth than traditional letter grades.

The **0-4 Proficiency/Rating Scale** provides more than a score. It gives teachers actionable information about the level of support a student needs within each instructional tier.

#### Tier 3 – Intensive Support | Light Red & Dark Red

##### Scores 0-1

- **Score 0 – Minimal Relevant Evidence:** The student provides an unrelated response, does not demonstrate the skill, or demonstrates minimal understanding and requires significant instructional support.
- **Score 1 – Beginning:** The student is beginning to demonstrate the skill but requires substantial support, modeling, practice, and targeted instruction.

#### Tier 2 – Targeted Support | Yellow

##### • **Score 2 – Approaching Grade-Level Expectations**

The student is making progress toward grade-level expectations and demonstrates partial understanding of the skill. The student benefits from targeted support, additional practice, and intentional instruction to close remaining learning gaps.

#### Tier 1 – Grade-Level & Advanced | Light Green & Dark Green

##### Scores 3-4

- **Score 3 – Meets Grade-Level Expectations:** The student demonstrates the expected level of mastery for the grade-level standard. Continued opportunities for practice, application, and growth should still be provided.

- **Score 4 – Exceeds Grade-Level Expectations:** The student demonstrates mastery at **100% of the grade-level expectation or beyond**, showing performance that exceeds the expected level of the standard.

The **0–4 scale** provides teachers with specific information about where a student is within the learning progression. The **color gradation within each tier provides an additional layer of information**, helping teachers determine the intensity and type of support needed.

To ensure instruction is informed by student data, teachers will use **trackers** connected to the Academic Report. This system is designed to maximize teacher time by allowing data entered into the tracker to automatically inform reporting. To ensure scores inform instruction and provide meaningful information to families, teachers will record **four data points (D1, D2, D3, and D4)** for each standard assessed during the corresponding quarter. After D4 is entered, the tracker will automatically calculate the average of the four data points and transfer the score to the Academic Report.

Our goal is not simply to help students “get a 3,” which generally means an 80% mastery, meaning students still have room for improvement. We believe every student is capable of reaching high expectations, and we intentionally support students toward a **Score 4: Exceeds Grade-Level Expectations**. If a student has not reached a 4 during a given quarter, teachers should use the data to identify the student’s **next immediate instructional level** and provide intentional, targeted support to help the student continue progressing.

Grades 3-5 use a standards-based gradebook with the following categories:

- **Mastery Evidence - 60%**
- **Practice & Learning - 30%**
- **Academic Habits - 10%**

Weekly minimums: at least 1 Mastery Evidence grade and 1 Academic Habits grade per week, with Practice & Learning entered regularly. All grades should be entered within 1 week of completion. Part of the reason for this grading structure in grades 3-5 is to help prepare students for the expectations of middle school.

Grades below 3rd keep a grading system similar to prior years, with mastery and progress tracked consistently throughout the year and reflected immediately on report cards.

Grading is one of the areas covered by our schoolwide vertical alignment work (see Vertical & Horizontal Alignment): common assessments, progress monitoring trackers, data analysis protocols, and a shared grading philosophy are being developed across grade levels so that assessment expectations stay consistent as students move from one grade to the next.

## Lesson Plans

The outcome of lesson planning and delivery is to provide evidence of students meeting mastery of grade-level state standards for each content area taught (see the Oklahoma Academic Standards).

Keep in mind the four guiding questions for Professional Learning Communities:

- 1) What do we want students to learn?
- 2) How will we know if they've learned it?
- 3) What will we do if they don't learn it?
- 4) What will we do if they already know it?

Regardless of which specific tools or platforms are used from year to year, teachers are expected to regularly create quality lesson materials that include clearly stated objectives, instruction (guided and independent practice), and assessment/evaluation, and to submit or complete plans in a timely manner. Lesson plans should also reflect general best practices: clarity, appropriate visuals, consistency, and reflection, and should show evidence of a team-planned curriculum addressing different learning styles and abilities, with modifications for remediation and enrichment. Teachers should be able to show evidence of these plans during walkthroughs and may be asked to submit them for evaluation purposes.

As part of our schoolwide vertical alignment work (see Vertical & Horizontal Alignment), lesson planning is expected to follow a common lesson plan template and shared planning timelines, with visible Learning Targets and Criteria for Success, and instructional delivery built around the Gradual Release of Responsibility structure.

Teachers may modify (adjust an assignment within the current grade level, e.g. reducing the number of problems to demonstrate mastery) or adjust (move an assignment above or below grade level) curriculum as needed, documenting this and communicating the plan to parents. For students needing acceleration, curriculum compacting may be a solution - make an appointment with an administrator for guidance.

## Homework

There are three types of homework: practice (reinforcing newly acquired skills), preparation (gathering/organizing information before class activities), and extension (individualized, creative learning that applies prior learning).

All students are expected to participate in at-home recreational reading for a minimum of 20 minutes per day (younger students may be read to/with until they can read independently).

- PK-2: homework in addition to at-home reading will be occasionally assigned, approximately 5-10 minutes.
- Grades 3-5: homework in addition to at-home reading will be regularly assigned, approximately 10-30 minutes.

Unfinished classwork may comprise part of a homework assignment and may extend the time commitment beyond the ranges above. All work is due on time unless a student has been absent; completed homework should always receive recognition, praise, or corrective feedback. Homework should never be "busy work" or packets without feedback.

Make-up assignments resulting from an absence are due within a reasonable time as determined by the teacher, generally one day for each day absent plus one additional day. Parents may call or email the teacher or office to request homework.

## Conferences

WGES holds one conference day in the fall (end of Quarter 1) and one in the spring (end of Quarter 3). The homeroom teacher conducts the conference but discusses the child's performance across all subjects, which requires close collaboration with partner teachers, Specials teachers, and the SPED, intervention, and counseling teams as needed.

Conference sign-in sheets are still expected. 100% family participation is the goal; phone conferences are permitted if necessary, and translation should be arranged for families who need it.

## Retention/Promotion

Retention is not recommended as a general rule, based on research concerning its effectiveness. If a teacher feels retention may be warranted, contact an administrator at least nine weeks before the end of the school year. A Retention Committee (including the student's classroom teacher, a teacher from the following grade level, and an administrator) will examine test data, work products, observations, and other evidence concerning the student's academic, social, emotional, and physical development, and will meet to review findings and determine a recommendation for the parent. A Grade Advancement Committee will also be formed, as needed, using a similar process.

## IEPs, 504s, ELAPs & Special Education

Teachers are required to provide the accommodations and modifications described in a student's IEP, 504 Plan, or ELAP. Teachers may also use discretion to accommodate other students when needed, and are expected to do so.

### Special Education Referrals

If you feel it may become necessary to have a student evaluated for special services, keep parents informed of the child's academic struggles through your normal, ongoing communication with them. Teachers should not tell parents that their child needs or should be in special education - that determination comes only through the formal referral and evaluation process.

See the Special Education teacher for support completing a form if needed. The referral form requires evidence of the student's performance over time, the interventions attempted and their impact, and observations. If a parent requests a special education evaluation, contact the principal or superintendent and Special Education teacher - the school has limited time to respond to such requests, so please do not delay. The same referral document is used regardless of the specific area of concern (academic, speech-language, occupational, etc.).

## Oso Procedures (Common Area Procedures for Students)

These are our schoolwide "Oso Procedures" - common expectations for hallways, bathrooms, voice levels, arrival, dismissal, cafeteria, assemblies, specials, and the playground, taught and reinforced consistently in every classroom so students experience the same expectations no matter whose room they're in. Teachers receive a folder with all Oso Procedures and a portable Oso Procedures keychain for quick reference and consistent implementation throughout the school day.

Teachers are expected to accompany and supervise their students through hallways when going to specials, lunch, or other events, walking quietly and in an orderly manner.

### Bathroom

- Enter quietly, voice level 0.
- Use the toilet.
- Flush the toilet.
- Wash and dry hands thoroughly.
- Throw away all trash.

## **Assembly**

- Enter quietly, sitting in lines, facing forward, hands in lap.
- Voice level 0 during the presentation.
- Participate when asked and applaud when appropriate.
- Exit quietly, voice level 0.

## **Cafeteria**

- Follow the adult to your lunch line, voice level 0 in line.
- Speak clearly and politely to cafeteria staff.
- Walk carefully with tray and utensils to assigned tables.
- Use good manners with voice level 1; raise your hand for help.
- Wait for the teacher to pick up; clean up your area; exit at voice level 0.

## **Hallway**

- Voice level 0.
- Walk on the correct side of the hall, arms crossed or at your side, eyes forward.
- Stop at COMPASS Stop signs.

## **Specials**

- Walk in and sit in the assigned row/chair, voice level 1.
- Face forward, hands in lap; treat equipment and supplies respectfully.
- Participate in the activity appropriately.

## **Playground**

- Walk to the play area with the teacher and stay within designated zones.
- Limit throwing/kicking to balls used in games - rocks, dirt, sticks, and gravel stay on the ground.
- Respect others' space; avoid fighting, wrestling, shoving, and games that may cause injury.
- Refrain from name-calling, teasing, and cursing; keep games open to all students who wish to play.
- Leave toys, skateboards, scooters, balls, and electronic devices at home.
- Get permission before using the restroom or getting a drink (cafeteria facilities only; gym restrooms are off-limits).
- Listen for teacher whistles, announcements, and safety warnings.

## **Slides & Hill**

- One person at a time, feet-first, sliding on bottoms only; no toys on the slides.
- Tops of slides are off-limits, and swinging from vertical poles is not allowed.
- No rolling down the hill.

## **Swings**

- Limit 4 students on the swings at a time, with no more than 2 pushers.

- Push and release from the fence side (south) only.
- Wait your turn by sitting on the concrete edging of the soft surface.

### **Rope Climbing Toys & Field**

- Climb only on the ropes inside the metal frame - no standing, climbing, or swinging on the frame itself.
- On the field, play organized games, jump ropes, and sidewalk chalk; students not in a team game should stay clear of the game area.

### **Teacher Responsibilities for Playground & Cafeteria**

- Teach and frequently review playground and cafeteria rules/procedures.
- Model safe, purposeful play and polite mealtime behavior; actively supervise, spreading out to keep eyes and ears on all quadrants rather than clustering together.
- Cell phone use during supervision is for school emergencies only.

## **Communication**

### **Home & School Communication**

#### **GroupMe Etiquette (Staff)**

- No GroupMe messages after 5 PM - respect each other's family time.
- No @teacher messages to the whole group - direct message the individual staff member instead.
- Only use GroupMe for emergencies and whole-staff messages - ask whether everyone truly needs to read it right now.
- Requests for breaks should not be posted on GroupMe.
- Birthday shout-outs are welcome, but post once before 8 AM if at all, so it doesn't interrupt instructional time.

Rule of thumb: GroupMe messages should never come at the expense of important teaching time. When in doubt, don't.

#### **School Status Connect**

Connect is our major source of family communication. Teachers must set up a Connect account, ensure all parents are connected, and send a weekly newsletter.

- No Connect messages to families after 5:00 PM (admin may occasionally send a weekend message ahead of an event).
- Use Connect for grade-level newsletters; proofread and correct any message before sending.
- Major discipline issues should be handled by phone call, not a Connect message.

#### **Thursday Folders**

A Thursday Folder is sent home with each child every week. Its contents typically include:

- School-wide and classroom communications
- Notices from admin, counselor, SPED, or intervention staff
- Forms needing a parent signature
- Homework, reading logs, and home-learning resources
- Student work samples, graded assignments meant to be shared, and current learning information

Confidentiality and organization: routine papers may be placed in the folder by students under supervision; confidential documents must be placed directly by the teacher; teachers should verify each item goes home with the correct student.

Friday return: parents return the folder on Friday with any signed forms, logs, and homework. Teachers should check returned folders and follow up via School Status Connect if items are missing.

Teacher reminders: keep folders neat and organized, remove outdated information, communicate consistently, and encourage student ownership of the folder (with supervision).

### **Parent Communication Log**

Teachers must document phone calls and in-person conversations with parents on a log sheet. Routine digital communication through Connect or ClassTag does not need to be separately logged. Positive contact with each child/family should be made at least once a month, if not more often.

Any class or grade-level notes sent home must be proofread and corrected before distribution. Correspondence on school letterhead requires administration's prior approval before copying and distributing.

## **Snow Day/School Closure Communication**

School closure will be communicated as promptly as possible through several communication channels, including School Status Connect, staff email, and social media platforms.

## **Public Relations**

Notify the principal or superintendent and leadership team of classroom activities and events that could be good publicity for the school. Before submitting any photos to local media or tagging students on social media, make sure photo permission is on file for every student pictured. All media requests - interviews, pictures, videotaping, etc. - must be approved by the principal or superintendent in advance.

## **Staff Calendar**

The Staff Calendar is a shared Google Calendar available to all WGES staff. It should be checked regularly for events (La Familia Oso, assemblies, picture day, etc.), testing dates, staff birthdays, and more. Email the leadership team and office staff about any upcoming classroom or grade-level events so they can be added.

## **Consent for Release of Confidential Information**

Confidential information concerning a student may not be discussed with an individual employed by the parent (e.g., a doctor, counselor, tutor, or attorney) without a signed consent form. See administration before

issuing a Consent to Release Information form. If an attorney contacts you regarding a student or parent, refer them to an administrator immediately before discussing anything further.

## Family Education Rights and Privacy Act (FERPA)

FERPA is a federal legal requirement establishing guidelines for confidentiality. Use a "need to know / right to know" rule of thumb when sharing student information. Practices that are not acceptable include discussing a student with a WGES employee who doesn't provide direct services to that student, discussing a student with another parent, reading or posting grades publicly, or discussing a student's records with a third party employed by the parent without written consent.

Under state law, upon request, copies of report cards, standardized test results, and attendance records may be given to a non-custodial parent unless legal documentation to withhold that information is on file. Custodial and non-custodial parents are treated equally under FERPA.

In addition to a child's parents, confidential information may be shared with individuals acting in place of a parent, such as foster parents, a grandparent with whom the child lives and who is responsible for their care, another individual legally responsible for the child's welfare, or a stepparent with whom the child lives (a stepparent who does not live with the child does not have this status).

## Facilities, Money & Procedures

### Budgets

There are two funds for the school - General and Activity. The state allocates General Fund dollars per pupil each year; the Activity Fund is supported by commissions, donations, etc. All budgets are created and approved in July for the following school year. Requests for materials relevant to specific classroom needs can be made by teachers or grade levels; the Activity Fund covers field trips, special events, and other needs as they arise. All purchases are approved by the principal or superintendent and sent to the HR/Finance Coordinator, Taelor Bueno, for ordering.

To make a request, see the encumbrance clerk, Taelor Bueno (tbueno@westerngateway.school), to complete the appropriate form. A purchase order will be required, and ordered supplies typically arrive in 5-7 days.

For grants or donations, notify the office of any orders. As materials are received, verify everything is shipped and in good shape and let Taelor know immediately of anything missing, back-ordered, or damaged. All purchased materials must be stamped "Property of Western Gateway Elementary School," labeled with the date and funding source.

If a teacher moves, transfers, or resigns, non-consumable materials purchased with school or donated funds remain the property of the school and stay in the classroom for the next teacher; consumable materials are the exception.

Remember to sign all packing slips, invoices, and Activity Account receipts, and turn them in to Taelor Bueno when complete.

### Amazon Order Procedure

- Each classroom teacher has a budgeted amount per the school budget.

- Only one Amazon order per semester is allowed (the full amount at once, or split into two orders).
- Share your Amazon list with Taelor Bueno (tbueno@westerngateway.school) so items can be added directly to a cart for accurate ordering - double check quantities.
- Orders are placed within 5-7 days of the request (or upon return from a break, if delivery would fall during one).

### **Special Purchase Procedure**

- Teacher completes the Special Purchase Request Google form with items needed, purpose, vendor, and pricing.
- Principal or superintendent reviews for approval; if approved, forwards to Taelor Bueno for ordering.
- Orders are placed within 5-7 days of approval.
- Teacher verifies delivered items match the order and are in good condition, signs off on the packing slip/invoice, and returns documentation to Taelor Bueno.

## **Collection of Money**

The collecting and handling of money has very specific guidelines that must be carefully followed. Money should only be collected for: Scholastic book clubs (checks only, made to Scholastic - never cash); picture money (per the picture day envelope instructions); field trips (cash or check, using the office-provided envelope and cash reconciliation form); school-sponsored activities (T-shirts, directories, etc.); and lunch account money (cash or check in a sealed envelope sent to the office).

Ask every morning if anyone has money or checks for anything, and send collected money to the office as soon as possible - before 1:00 PM each day, ideally sooner - so deposits can be made daily. Classroom book orders are the exception.

A Sponsor/Teacher Cash Reconciliation form is required each day money is turned in, fully completed, with an individual receipt per person. Never collect money for anything not sponsored by the school or approved by the principal or superintendent.

- Write the name of the activity and date at the top of the homeroom roster.
- Write the collection dates above each column.
- Record the amount due when a child turns in money; give change if more than required was turned in.
- Total the column and sign/date daily.
- Turn in the homeroom roster envelope, money, and Cash Reconciliation form to the office daily by 1:00 PM.
- The office will return the list with a receipt each day.

## **Printer/Copier Usage**

Please use the black-and-white copier in the teachers' lounge for general printing needs, and be thoughtful about the number of worksheets printed for students - explore engagement strategies that don't rely solely on printed materials.

Color copies (available in the office) are for instructional purposes only and should be used sparingly - plan ahead and coordinate with office staff.

Be mindful that administration may need to print urgent items; check whether someone is waiting before sending a large print job. If the printer is out of paper or toner, or you run into any issue, report it directly to Taelor Bueno by email, text, or GroupMe direct message rather than posting to the whole group.

## Security

All school personnel must wear identification badges during the school day. All visitors, including staff family members, check in at the front-office Safe ID kiosk and receive a visitor badge; anyone not wearing identification should be stopped, asked if they need assistance, and redirected to the office.

All exterior doors must remain locked during the day, including classroom doors that provide direct access to a playground. Objects (door stops, magnets, blocks) must never be used to prop open exterior doorways. Doors should be checked upon entering and exiting after hours to confirm they're secured, and blinds/shades should be drawn before leaving classrooms for the evening.

Building keys and key cards must be cataloged. Any additional key request goes through the encumbrance clerk so numbers can be recorded properly - no one should have a duplicate key or fob made. If you lose a key or key card, report it to HR immediately. Under no circumstances should keys, fobs, or security codes be loaned to anyone else.

## Fire Code

- The Fire Marshal will ticket any vehicle parked unattended in a fire lane.
- No exterior doors may be propped open with a wedge, weight, chair, rock, brick, box, or similar device.
- Classrooms, offices, storerooms, closets, and mechanical/boiler rooms must be kept clean and clear of excessive clutter.
- Nothing may be hung from fire sprinkler heads, and no wax candles or open flames are allowed on school property.
- Classrooms and hallways must follow the "20% Rule" - no wall may be covered with more than 20% flammable materials (paper, cardboard, sheets, wood products, etc.), including the area above, beside, or on doorways.
- Curtains or fabric materials must be Class C fire-rated with an attached manufacturer's tag.
- Corridors and doorways must remain clear and accessible at all times.

## End of Year Checkout & Inventories

Teachers will be given a checkout list that must be completed prior to leaving for the summer, initialed by required personnel, with a final checkout from the leadership team before departure. Non-consumable materials purchased with school, donated, or gifted funds remain the property of the school for the next teacher; consumable materials are the exception.

Inventories of classroom textbooks, technology, and resource materials must be kept and updated each year by each grade-level team, including any donated or grant-received items - these are provided along with the checkout list at the end of the year.

## Beginning-of-Year & End-of-Year Furniture Inventory

To ensure accountability for school resources and maintain accurate classroom inventories, each classroom completes a Beginning-of-Year (BOY) and End-of-Year (EOY) Furniture Inventory. The BOY inventory serves as the official record used during the End-of-Year checkout process.

- Verify that every piece of school-owned furniture assigned to your classroom is present, and note whether each item is present, missing, damaged, or if there are additional items.
- Shared spaces, including Puentes, are the joint responsibility of the teachers assigned to those areas when no dedicated staff member is responsible.
- Include any school-owned furniture currently in your classroom that isn't already listed on the inventory.
- Personal furniture purchased with your own funds may remain in your classroom but does not need to be included on the school inventory.
- Any furniture or materials purchased using DonorsChoose, school funds, grants, PTA funds, or any other school-funded source become school property and must be added to the appropriate school inventory.

Please return the completed BOY inventory by Wednesday, August 5, so a digital inventory can be created for each classroom.

## Classroom Observers

Parents (or an individual designated by the parent) may observe in the classroom(s) where their child is currently enrolled. The observation must be scheduled with an administrator at least 24 hours in advance and coordinated with the teacher - its purpose is to observe their own child, not other students.

# Health & Wellbeing

## Healthy Snacks, Food Items & Water

Western Gateway strives each year to meet the criteria for a Healthy and Fit School designation from the state. This status reflects our commitment to student wellness and comes with benefits such as recognition for our school's health and wellness practices and eligibility for related state resources and support. Because of this designation, sugary foods (including cupcakes) are not allowed at school, even for birthdays.

At any school function (parties, celebrations, receptions, festivals, sporting events, etc.), healthy food choice options should be available to students. Teachers should share this information with homeroom parents and monitor party plans.

### Foods to avoid or consume only occasionally

- Carbonated, caffeinated, and high-sugar beverages (soft drinks, sports drinks, coffee)
- Sugary treats (cookies, candy, etc.)
- High-fat foods (fatty meats, buttery popcorn)
- High-sodium foods (luncheon meats, chips, salty popcorn, pickles)

## Healthy alternatives

- Water, milk, or 100% fruit juice in place of soda or sports drinks
- Fresh fruit, vegetables with dip, or whole-grain crackers in place of sugary treats
- Air-popped popcorn or pretzels in place of high-fat, high-sodium snacks
- Non-food incentives (stickers, extra recess minutes, a special classroom job) in place of treats as rewards

In selecting food items, consider students and adults with food allergies or on special diets that restrict sugar, fat, or sodium. Organizations running concessions or fundraising activities at school functions should include healthy options.

## Water

Students should be encouraged to drink water throughout the day to stay hydrated and support focus. Capped water bottles may be brought to school, should not be shared, and should be labeled with the student's name and taken home regularly to be washed or discarded.

Students should be allowed to leave the classroom to fill their water bottle or get a drink as needed. If a teacher feels a student is taking advantage of this privilege, contact the parent and/or talk with an administrator as needed.

## Medication

Staff: if you take personal medication during the school day, keep it secured and out of student reach; it should not be stored where students have access, and staff are responsible for managing their own medication in a way that keeps students safe.

Students: medications generally may not be kept in the classroom. All student medicine must be stored in the office and dispensed by authorized personnel, except for students with a completed Self-Carry/Self-Administration Form on file (e.g., for insulin or epinephrine). Teachers should be familiar with the basic needs of students with a medical condition requiring self-administered medication and should respect the confidentiality of student health information.

School personnel will administer only medication prescribed for a student by a physician, in its original prescription container with a pharmacy label and clear directions. Non-prescription medicine must be in its original container, accompanied by the physician's written request and instructions. If in doubt, ask.

## Reporting Abuse

Any school employee who has reasonable cause to know or suspect that a student under 18 has been subject to abuse or neglect, or has observed a child being subjected to it, must report this to the Department of Human Services Child Abuse Hotline at 1-800-522-3511. The report must be documented on the Oklahoma State Department of Education "Child Abuse Reporting Form," with a copy immediately provided to the principal or superintendent. Employees shall not contact the student's family or others to investigate suspected abuse or neglect.

Teachers may call the hotline on their own and must keep documentation of the call, or may request to call with an administrator present. Staff needing assistance are encouraged to contact the counselor or principal, who can support them in making a report call. Documentation should be submitted to an administrator.

## Moment of Silence

Section 11-101.2 of Title 70 of the Oklahoma Statutes requires all schools to observe approximately one minute of silence each day, allowing each student, in the exercise of individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their own choices.

## Non-Discrimination Policy

In furtherance of the mission of Western Gateway Elementary School, it is the policy of the School's Board of Education 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, including antisemitism, in compliance with Title VI of the Civil Rights Act of 1964 and applicable federal antidiscrimination regulations. The School will 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 policy applies to Board members, teachers, staff, and students, and a copy is distributed to Board members, teachers, staff, parents, and students. The Board's intent is to foster an environment that is inclusive and welcoming for all students, parents, staff, volunteers, and community members.

## Staff Policies & Culture

### Vertical & Horizontal Alignment

Vertical alignment coordinates curriculum, instruction, assessment, and classroom systems across grade levels so learning builds coherently from one year to the next. Horizontal alignment keeps teachers within the same grade level consistent with one another, so every student gets equitable access to high-quality instruction regardless of classroom assignment. Together, they give students a predictable, coherent experience as they move through WGES - which matters most for multilingual learners, students with learning gaps, and students transitioning between grade levels.

In practice, every teacher is expected to:

- Utilize Responsive Classroom strategies to support student behaviors and SEL development
- Implement best practices in dual language education to support multilingual learners and the mission of the school
- Implement curriculum with fidelity as outlined by instructional leaders
- Track student progress
- Plan quality lessons in a timely manner following procedures outlined by instructional leaders
- Encourage schoolwide procedures for consistency and predictability
- Maintain a classroom environment that is conducive to safety and learning for all students

## Staff Culture & Professional Conduct

WGES staff operate under the WGES Staff Culture Contract for 2026-2027, built around the following agreements:

- Leading with our mission in every interaction
- Respectful communication with colleagues, families, and students
- No gossip - venting to process a frustration is different from gossiping to spread it, and staff are expected to know the difference
- Transparency and directness with one another
- Unity as a staff and a school community
- Conflict resolution: address a concern respectfully and privately with the person involved first; if unresolved, involve leadership
- Supporting one another as colleagues

If these agreements are broken, the following escalation steps apply: (1) a formal meeting with the principal, with an email record of the conversation; (2) a formal meeting with a Plan of Improvement filed; (3) potential dismissal.

The following behaviors will not be tolerated: harassment, bullying, or intimidation; persistent gossip after redirection; public disrespect, yelling, or hostile confrontation; breach of confidentiality; discrimination or exclusion; refusal to follow safety protocols; retaliation against someone raising a concern; and consistent refusal to engage in conflict resolution.

## Norms for WGES Staff Who Are Also Parents

- Students are not sent to their parent's classroom during the day; a communication plan should be set in advance instead.
- Parent-related communication with or about a staff member's own child must go through Connect or a personal email address, not a WGES email.
- Parent-staff meetings about a staff member's own child follow the normal parent process, include the principal or superintendent, and occur outside instructional hours.
- Staff should not visit their own child's classroom during the school day.
- The teacher lounge is adults-only - staff children are not permitted.
- Staff children follow all normal attendance, kiosk check-in/out, and visitor protocols, including checking in at the front-office kiosk like any other visitor.
- Children must be supervised during staff meetings. After dismissal, supervision of staff children is the parent's responsibility (students in 2nd grade and below must be supervised on the playground).
- Staff-parents participate in classroom contributions like any other family.
- Staff may take up to 1 hour to attend their own child's school event with coverage arranged; beyond that, PTO must be used. Attending a child's field trip solely as a parent (not in a supervising role) also requires PTO.
- Staff should avoid discussing confidential school or student matters with other parents outside of school.

## Staff Dress Code

All employees are expected to dress professionally. The image WGES employees portray has a direct bearing on how our school community and stakeholders judge the quality and effectiveness of our school, so a positive, professional image, along with cleanliness and personal grooming, is important and expected.

Jeans with professional tops are permitted. Clothes with tears, holes, or "fashionable rips" are not acceptable, nor are flip-flops or house shoes. Shirts, skirts, and dresses should be an appropriate length for an elementary school setting.

WGES t-shirts may be worn on designated Spirit Days and Dress Up Days, and staff are encouraged to participate in Dress Up Days. When wearing jeans with WGES spirit wear, the same rule against tears, holes, or fashionable rips applies.

## Committees

Committees provide additional leadership roles for the school and for all faculty members. Every faculty member is expected to serve on at least 1 committee and no more than 2. Continuity among committees matters for long-range plans, so some members may not rotate frequently, though committees may rotate periodically to provide leadership opportunities for everyone.

The required committees are:

- Gifted & Talented - sustaining practices in enrichment, technology integration, PBL, and standards-based curriculum & design
- Title I - instructional planning, report cards, assessment, differentiation, and professional development
- Healthy & Fit / Safe Schools - maintaining a healthy climate and culture for staff, students, and families, and schoolwide safety
- Strong Readers Act (formerly RSA) - remaining in compliance with state requirements of the Strong Readers Act

Other committees are formed based on school needs from year to year.

## Lounge & Workroom/Breakroom

The teacher's lounge and workroom/breakroom should be a haven for staff to relax, socialize, take a break, and get work done. Please clean up after yourself, take responsibility for your personal items each day, and keep the refrigerators in good order - throw away uneaten or expired food, and clear out the refrigerator of personal items every Friday.

Keep shared workroom materials (textbooks, resources) neat, tidy, organized, and properly inventoried and labeled.

Children of visitors or employees should not be in staff lounges during the school day; supervised children of employees may be in the lounge after school hours (see Norms for WGES Staff Who Are Also Parents). Above all, speak kind words, keep discussions positive, and remember our FERPA obligations.

## Voluntary Contributions

Staff are asked to make a voluntary contribution each year to support fellow staff members during significant life events. This voluntary contribution covers a plant or floral arrangement sent to a staff member (not their extended family) in the case of a serious illness or death of an immediate family member (spouse, child, parent, or sibling).

Weddings and baby showers are handled by grade-level teams.

## Tutoring

It is the responsibility of the parent and tutor to mutually agree on a fee and location for tutoring. Only employees may use school facilities for tutoring, at no charge, provided it doesn't disrupt regular school activities; facilities may not be used during the summer, and only WGES students may receive tutoring services on campus.

Teachers and other certified/licensed staff may not tutor an individual student for pay if that student is enrolled in their own class - this is not allowed under any circumstances. Teachers may not tutor for pay during any part of their regular employment hours.

## Cumulative Files

Every enrolled student has a cumulative file with essential enrollment documents and educational records, maintained by the attendance clerk. Files may be reviewed at any time, but you must sign the register before reviewing one, and no file should be taken out of the office/file room. Teachers will file assessment data and final report cards in student cumulative files at the end of the year.

## Student Withdrawal

The office staff will furnish a withdrawal form when a parent notifies the school that their child is leaving Western Gateway. Please record grades on the form and note attendance in the appropriate area, ensure the student has returned all school items and taken all personal belongings, and return the form to the office within 24 hours so the parent may pick it up on the student's last day.

## Student Devices & Technology Use

Student cell phone and personal device use at WGES complies with Oklahoma's statewide cell phone ban. If a student brings a cell phone or other device to school, it must stay off or on silent in the student's backpack/cubby during the school day; the school is not responsible for any device that is lost, stolen, or broken at school.

Daily screen time for core instruction is limited as follows:

- PK-1: 20 minutes/day
- Grades 2-3: 30 minutes/day
- Grades 4-5: 40 minutes/day

These limits apply to core instruction. They do not apply to intervention time, where personalized learning platforms are a core part of the intervention experience.

Instructional videos (e.g., YouTube) should support curriculum objectives and be previewed before use, accompanied by pre- and post-viewing activities; they may not be shown for entertainment purposes. Videos

may be used as brain breaks, but movies are never appropriate, and video use should follow the same screen time limits described above.

All students receive instruction on digital citizenship using common sense.org resources, and students/parents are required to sign a technology agreement at the start of the year and adhere to it.

## Worker's Compensation

All employee accidents must be reported to the office within 24 to 48 hours. "Employee Report of Incident" forms are available in the office; accidents requiring immediate medical attention must be reported to the principal or superintendent. Avoid hazardous situations, such as standing on chairs to post items on the wall, and ask for assistance with any potentially dangerous task.

## Acknowledgment

As a Western Gateway Elementary School faculty member, I understand it is my responsibility to read the Staff Handbook and agree to follow the guidelines set forth. I also understand this handbook is subject to change as new information becomes available or applicable to school operations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# WESTERN GATEWAY ELEMENTARY

## Family Handbook 2026 - 2027

1300 SW 15th Street  
Oklahoma City, OK 73108  
OFFICE: 405- 276-9170  
FAX: 405-695-7045

<https://westerngateway.school/>

|                                              |          |
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# Western Gateway Elementary School

## Partnership and Commitment

Western Gateway Elementary is a school of choice, and we're grateful families choose to be part of our community. Our school works best when families partner with us in upholding the expectations in this handbook — regular attendance and punctuality, verifying residency, timely pick-ups, following car line procedures, and respectful communication with staff. When these patterns go unresolved despite our efforts to work together, it may eventually affect a student's continued enrollment, including re-entering the lottery. We care deeply about every child and family here and about being able to keep serving our community well. Thank you for partnering with us.

## School Mascot, Mission, Vision & Philosophy



**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.

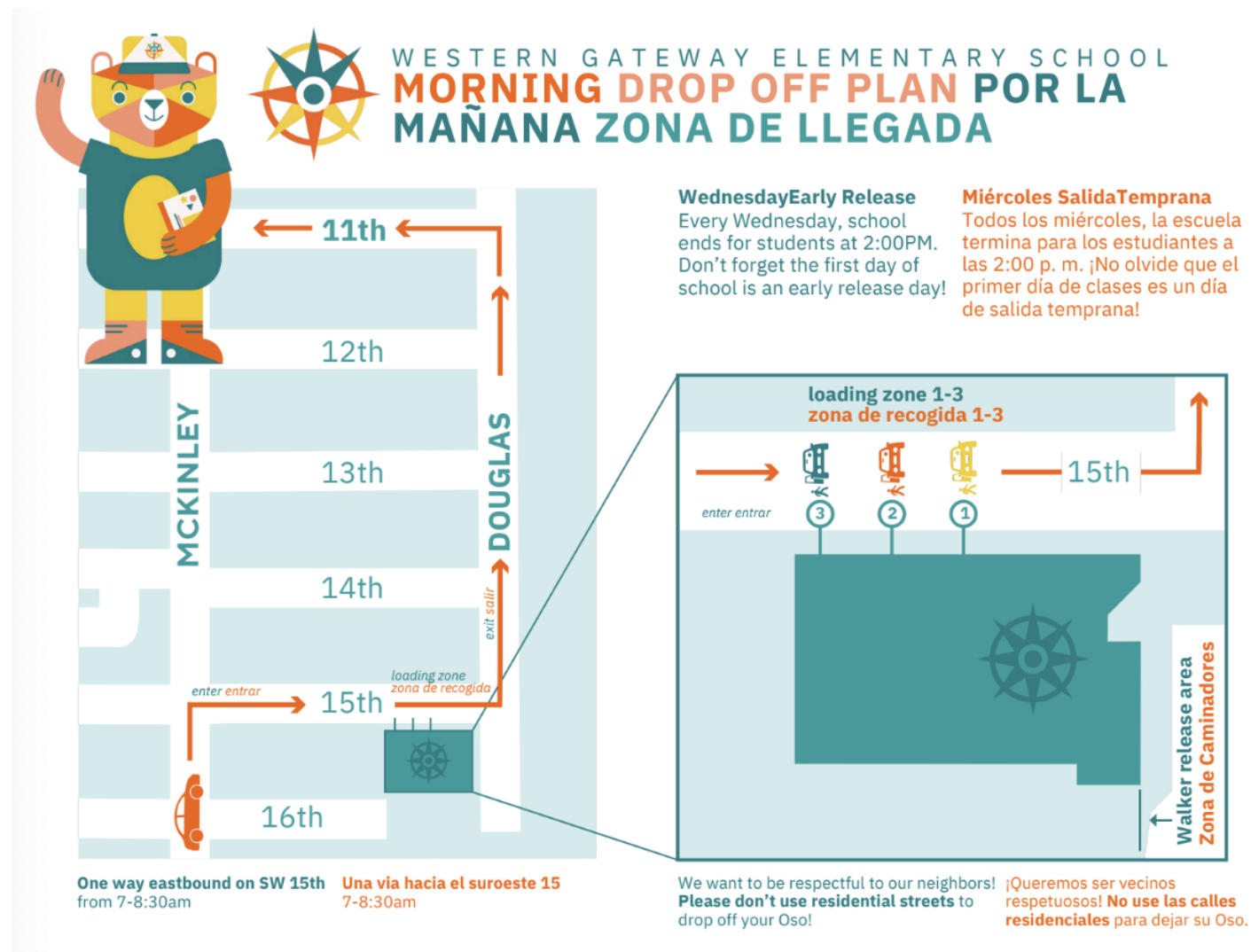
### The WGES Philosophy

1. Excellent academic performance through language learning - Western Gateway 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. Students educated through immersion also display better problem-solving, critical thinking, and listening skills, in addition to overall language proficiency.
2. Global competence and cultural awareness - Students at WGES will be taught to respect and explore their family heritage and culture, and the backgrounds of their classroom peers, school, and community, encouraging them to approach ideas with an open mind.
3. Community mindedness - Students at WGES will be encouraged to develop a sense of local community, both within the School and the surrounding Oklahoma City community, leading to an increase in student well-being and greater overall satisfaction with the school experience.

## Arrival & Dismissal

### Arrival

School opens for drop-off at 7:30 AM. Teachers pick students up from the playground at 7:50 AM, and instructional time begins promptly at 8:00 AM. Students arriving after 8:05 AM will be marked tardy.



### Dismissal

We will not release a student to anyone without a matching car tag at dismissal. This applies anytime a car tag is missing — whether the child's tag is missing from their backpack, or the driver (even a parent) doesn't have their car tag with them. In these situations, the person picking up the student will need to park and come into the front office to complete pickup.

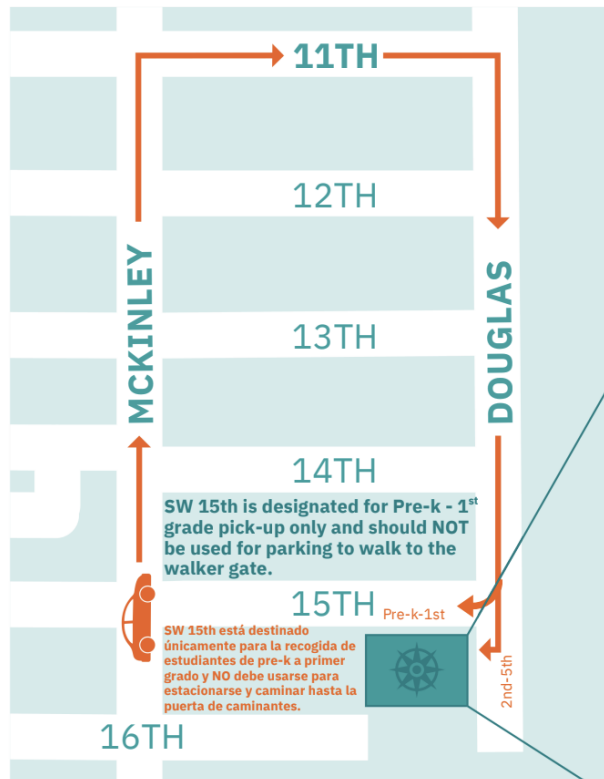
Please keep in mind that the end of the day is a busy time for the front office, so the wait during these situations may take a little longer. Keeping track of your car tag helps us keep the pickup line moving safely and efficiently for everyone.



WESTERN GATEWAY ELEMENTARY SCHOOL

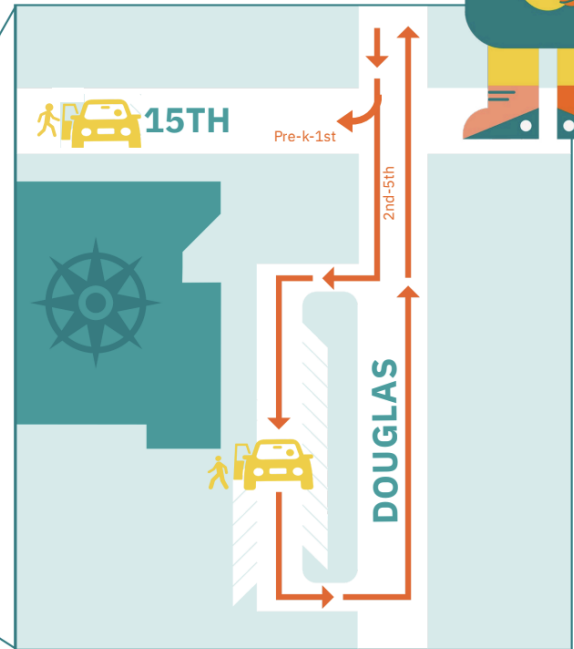
## AFTERNOON PICK UP PLAN

## POR LA TARDE ZONA DE RECOGIDA



SW 15th is designated for Pre-k - 1<sup>st</sup> grade pick-up only and should NOT be used for parking to walk to the walker gate.

SW 15th está destinado únicamente para la recogida de estudiantes de pre-k a primer grado y NO debe usarse para estacionarse y caminar hasta la puerta de caminantes.



### Late Pick-Up

When students are picked up after 4:00 pm on Mondays, Tuesdays, Thursdays, and Fridays, and after 2:30 pm on Wednesdays, we will record this as a “late pick-up.” Excessive late pick-ups (6+) could result in a student losing their seat at WGES. Late pickups or failure to pick up a child can also result in reporting to the appropriate authorities.

### Before & After School Care

The YMCA provides after-school care until 6:00 PM. Please note that early-morning drop-off (7:00 AM) is no longer offered. Families interested in before- or after-school care must sign up directly through the YMCA and will be charged a fee for this service.

## Attendance

Regular attendance is essential to a child's academic success. Please note that both excused and unexcused absences count toward a child's total absent days. "Excused" simply means the reason for the absence was documented ahead of time (such as illness or a medical appointment) — it does not remove the day from the attendance record. Oklahoma's state department, which measures chronic absenteeism, does not distinguish between excused and unexcused absences; both count toward the threshold below.

## Academic Calendar



### ACADEMIC CALENDAR 2026-2027

| July 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| August 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| September 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| October 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| December 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| January 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |

| February 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| March 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| April 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| May 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| June 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

| DATE         | EVENT OR HOLIDAY                                                               |
|--------------|--------------------------------------------------------------------------------|
| July 29-31   | Orientation For New Teachers                                                   |
| Aug 3-7      | All Teachers: Professional Development                                         |
| Aug 10-11    | Family Meetings                                                                |
| Aug 12       | First Day of School                                                            |
| Sept 7       | Labor Day (School Closed)                                                      |
| Sept 8       | No School (School Closed)                                                      |
| Oct 9        | Parent Conference Day (no school for students)<br>(also 2:30 - 6:00 on W 10/9) |
| Oct 12-16    | Fall Break (School Closed)                                                     |
| Oct 19       | Professional Development (no school for students)                              |
| Nov 23-27    | Thanksgiving Break (School Closed)                                             |
| Nov 30       | Professional Development (no school for students)                              |
| Dec 21-Jan 1 | Winter Break (School Closed)                                                   |
| Jan 4-5      | Professional Development (no school for students)                              |
| Jan 6        | Classes resume for students                                                    |
| Jan 18       | MLK Jr. Day (School Closed)                                                    |
| Feb 15       | Presidents Day (School Closed)                                                 |
| Mar 12       | Parent Conference Day (no school for students)<br>(also 2:30 - 6:00 on W 3/10) |
| Mar 15-19    | Spring Break (School Closed)                                                   |
| March 22     | Professional Development (no school for students)                              |
| April 23     | No School (School Closed)                                                      |
| May 20       | Last Day of School for Students                                                |
| May 21       | Teacher Work Day                                                               |
| May 31       | First Day of Summer Break                                                      |

|     |                                                 |
|-----|-------------------------------------------------|
| 4   | Federal Holiday (No School)                     |
|     | Breaks (No School)                              |
| 4   | Parent Conference Days (No School for students) |
| 11  | Teacher Work Day (No School)                    |
| 3   | New Teacher Orientation                         |
| 168 | Total Academic Days                             |
| 3   | Incident Weather Days                           |
|     | FIRST DAY OF SCHOOL AUGUST 12                   |
|     | LAST DAY OF SCHOOL MAY 20                       |

## Tardies

Beginning this school year, tardies will also accumulate toward a student's absence record. Every three tardies will equal one absence, counted internally toward the child's overall attendance record. Families are encouraged to help students arrive on time each day to avoid this impact.

## Checking Students Out

Parents must sign their child in and out at the office when a student leaves or returns to school during the day. Only individuals listed on the student's enrollment information as parents/guardians or emergency contacts are permitted to check out a student. If you need someone else to pick up your child, please notify the office in writing before 1:00 PM. Anyone picking up a student 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 3.75 hours will be marked absent for the full day; students gone between 1.5 and 3.75 hours will be marked absent for a half day. Please refrain from picking students up in the office during the last 30 minutes of school and follow our normal dismissal procedures at that time instead.

To protect instructional time and ensure a safe, orderly dismissal process, students may not be checked out early after 3:00 PM on Mondays, Tuesdays, Thursdays, and Fridays, or after 1:30 PM on Wednesdays. This cutoff allows our front office and classroom staff to prepare for regular dismissal procedures without interruption, and helps every family move through pick-up smoothly and safely. We appreciate your help in planning appointments and errands outside of these windows whenever possible.

## Weather / 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 major network channels on TV.
- Messages will also be sent out on School Status Connect.
- Do not call the school, school officials, or radio or TV stations. These lines must be kept open.
- The principal/superintendent's goal is to notify media and families by 6:00 AM.
- If a winter storm hits in the afternoon, the snow day announcement may be on the 10:00 PM news.
- If early dismissal is required during the school day, notifications will be sent out.
- To avoid confusion, television stations are not notified when school will be in session as usual.

## Chronic Absenteeism

Chronic absenteeism is defined as absences reaching 10% or more of total instructional days in a school year. At Western Gateway, this equals 16 absences. Once a child reaches 16 absences, they are considered chronically absent, which is reported to the state.

## Our Approach: Communication and Support

Our attendance approach is guided by communication and support, not punishment. The goal is to keep families informed early if attendance becomes a concern, so we can work together on solutions before

reaching a formal stage. Families receive notices each quarter if a student is on track toward chronic absenteeism by year's end:

| Quarter | Absence Threshold | Communication                                                                                                                    |
|---------|-------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Q1      | 4+                | Letter                                                                                                                           |
| Q2      | 8+                | Letter, then meeting + signed contract                                                                                           |
| Q3      | 12+               | Letter, meeting + contract, then phone call or in-person reminder                                                                |
| Q4      | 16+               | Letter, meeting + contract, then possible return to the enrollment lottery / transfer revocation (pending a family conversation) |

*We know life happens. If your child experiences chronic illness or a family emergency that significantly affects attendance, please reach out — we will handle these situations with compassion. Our goal is always to keep students in school and learning; enrollment review is a rare last resort, never the intent of our attendance efforts.*

## Discipline

The Western Gateway School Board of Education believes that the school's primary goal is to educate. Education includes establishing norms of social behavior and helping students understand and attain those norms. Occasionally, corrective action is necessary for the benefit of the individual student and the school community. Students may be disciplined for misconduct related to WGES programs or activities.

Each student is treated fairly and equitably. Disciplinary decisions are based on a careful assessment of the circumstances surrounding each infraction, including the seriousness of the offense, its effect on other students and staff, whether it was isolated or habitual, and any other relevant circumstances.

| Minor Infraction - Classroom-Managed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Major Infraction - Admin Managed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Disruption, disrespect, non-compliance</li> <li>• Property misuse</li> <li>• Device/cell phone policy violation</li> <li>• Physical contact</li> <li>• Inappropriate language</li> <li>• Lying or cheating</li> <li>• Left supervised area (elopement, minor - e.g., briefly leaving the classroom or line)</li> <li>• Trash/littering</li> <li>• Minor theft/possession of stolen property (e.g., a small item taken from a classmate)</li> <li>• Name calling</li> </ul> | <ul style="list-style-type: none"> <li>• Habitual misbehaviors</li> <li>• Physical aggression or fighting</li> <li>• Tantrum lasting more than 3 minutes</li> <li>• Class disruption (repeated/sustained)</li> <li>• Major or repeated theft</li> <li>• Threats, harassment, bullying, or cyberbullying</li> <li>• Property damage/vandalism</li> <li>• Recurring inappropriate language</li> <li>• Exposure or inappropriate touching</li> <li>• Major or repeated lying/cheating</li> <li>• Elopement (major - e.g., leaving the classroom/building/campus without permission in a way that creates a safety concern)</li> <li>• Dangerous weapon (threat or harm)</li> <li>• Alcohol, tobacco, drugs, e-cigarettes</li> </ul> |

## Responding to Behavior: Tools for Correction

Generally, it is best to solve behavior problems using the least invasive approach possible. Western Gateway uses three main tools to support students:

- Consequence ladders provide students opportunities to correct minor behaviors before they escalate.
- Calming corners, available in every classroom, give students a chance for self-direction and a moment to cool off. Time in a calming corner or taking a short break typically lasts 3–10 minutes.
- Least invasive corrections are used by teachers to redirect student behavior with minimal disruption to the classroom.

Older students may also complete reflection sheets to guide self-awareness and problem-solving. Only administrators can place or approve a student to sit in the front office area.

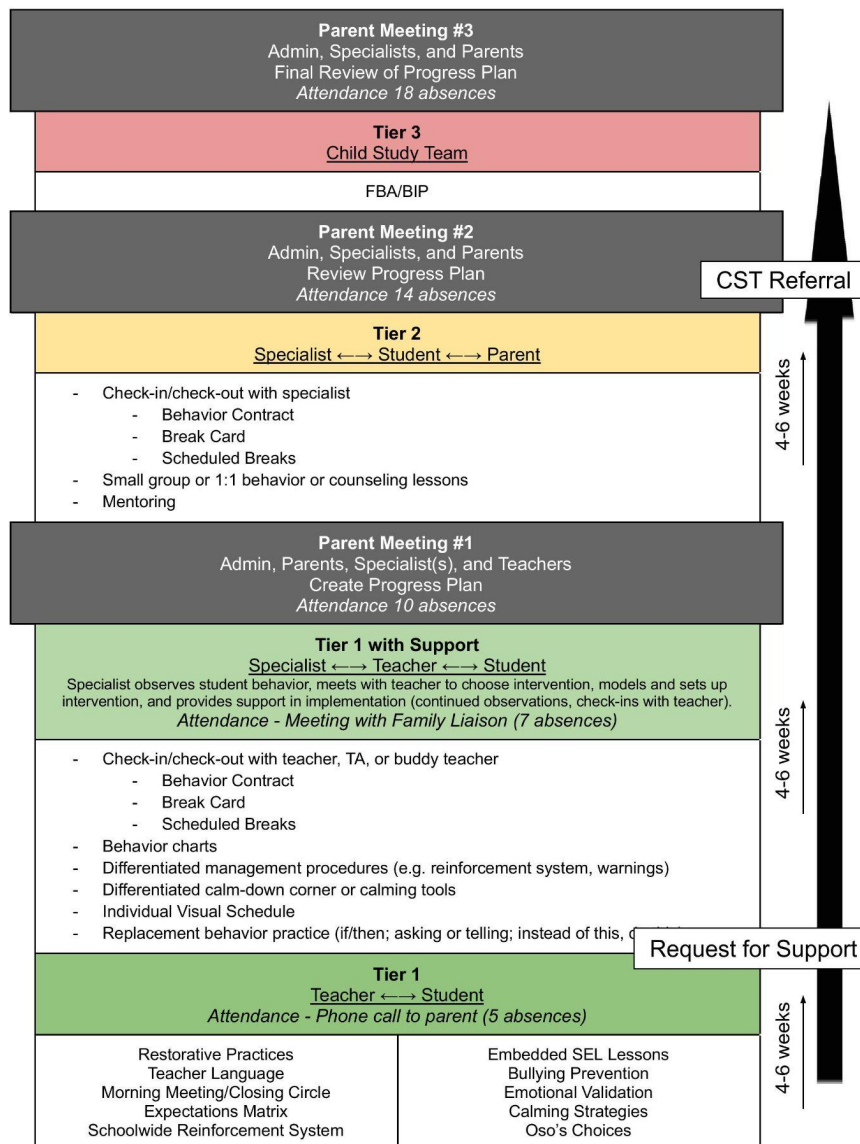
Teachers document student behaviors and communicate with administration when additional support is needed. Families will be contacted directly by the teacher for major behavior incidents and/or repeated behavior concerns.

## Discipline for Off-Campus Conduct

While off-campus conduct outside of school hours is not typically a concern of the school, disciplinary action may be appropriate if the conduct has an adverse effect on the school, or on the student's own performance or participation at school (for example, off-campus cyberbullying that affects a student's ability to learn or participate at school).

## Tiered Discipline Plan

WGES uses a tiered discipline plan (MTSS framework) to maintain fair, consistent consequences and behavioral supports. All students begin at Tier 1. As attendance concerns or behavior patterns emerge, students may move through Tier 1 with Support, Tier 2, and Tier 3, with corresponding parent meetings and progress plan reviews at set intervals. The classroom teacher documents minor infractions as necessary; the child's actions determine the level and consequence, and repeated infractions advance the child to the next level. Contact a WGES administrator with any questions.



## Bullying

Western Gateway is committed to providing a safe, respectful environment for all students. Bullying is defined as repeated, intentional behavior — physical, verbal, or electronic (including cyberbullying) — that causes harm, fear, or intimidation to another student. Reports of bullying are taken seriously and addressed promptly according to our bullying policy.

### Reporting vs. Tattling

We teach students the difference between reporting and tattling. Reporting is telling an adult about something that could hurt someone — it keeps students safe. Tattling is telling on someone simply to get them in trouble, without a safety concern involved. We encourage students to report, not tattle, and we want them to know that reporting is always the right choice when someone is being hurt or unsafe.

## Helping Students Respond to a Bully

We teach students strategies for responding if they experience or witness bullying: staying calm, using a firm and confident voice, walking away when possible, and telling a trusted adult right away. Students are never expected to handle bullying alone.

## Reporting Bullying

If your child experiences or witnesses bullying, please report it to the school counselor or principal immediately. Prompt reporting allows us to investigate and respond quickly.

Stopping bullying is the responsibility of all school personnel. Every staff member is committed to creating a safe, supportive environment where all students can learn and thrive.

*Families may request a copy of the full WGES Bullying Policy at any time.*

## Student Devices and Technology Use

In accordance with Oklahoma's statewide cell phone ban, students are not permitted to use personal cell phones during the school day. Phones must remain off and put away from the start of instructional time until dismissal. If a student needs to bring a phone to school (for after-school arrangements, for example), it must stay off and stored out of sight during the school day.

Western Gateway also sets daily limits on school-provided screen time during core instruction, to ensure a healthy balance between technology and other forms of learning:

- PK–1st grade: 20 minutes per day
- 2nd–3rd grade: 30 minutes per day
- 4th–5th grade: 40 minutes per day

These limits apply to core instructional time. They do not apply to intervention time, when personalized learning platforms are a core part of a student's individualized support.

Students are expected to use school devices responsibly and only for approved educational purposes. Families will be notified if a student violates the device or technology policy.

## School-Issued Devices (Chromebooks/iPads)

School-issued devices remain the property of Western Gateway Elementary School and are provided as a privilege that can be revoked at any time. Students and parents are required to sign a technology agreement at the beginning of the school year, which includes the following expectations:

- The device is an electronic tool for learning first and foremost, and is for the student's own use only.
- The device may not leave school premises or be removed from the school's network domain.
- Stickers, markings, or other alterations to the device are not permitted.
- Students are responsible for damage to or destruction of the device.

- Use of the device must be consistent with WGES's internet usage policy — for educational and professional purposes only.

All students receive instruction in digital citizenship for using Chromebooks, iPads, and other school devices.

## **Internet Safety**

WGES uses a web-based filtering and monitoring system on all school devices to help keep students safe online and on task. This system allows staff to monitor device activity, and alerts are sent to school administration if a student accesses inappropriate or concerning content.

## **Home & School Communication**

Strong, consistent communication between home and school helps every child succeed. Western Gateway uses several tools to keep families informed and connected:

### **Thursday Folder**

Each Thursday, students bring home a folder containing important information such as school-wide announcements, classroom updates, notices from the office, counselor, or support staff, forms needing a parent signature, homework, reading logs, and student work. Please review the folder together with your child, sign and return any required forms, and send the folder back to school on Friday.

### **School Status Connect**

Day-to-day communication — classroom updates, reminders, and school-wide communication such as closures or event reminders — happens through School Status Connect and/or ClassTag. Please check these regularly so you don't miss important information.

### **Newsletter**

Teachers send a weekly newsletter with classroom updates, reminders, and important dates. Newsletters may be sent digitally or as a physical copy, depending on the teacher.

### **Phone Calls and In-Person Conversations**

For detailed, sensitive, or serious matters, teachers and staff may reach out by phone or in person. These conversations help ensure important topics are discussed clearly and directly.

### **Response Time**

Teachers are teaching most of the day and have limited planning time. Please allow staff up to 24 hours (not including weekends) to respond to urgent messages and 48 hours to respond to non-urgent messages.

## A Note on Communication and Respect

As adults, we are models for our students in how we communicate — even when we disagree. Western Gateway expects all staff and family members to engage with one another respectfully and professionally in every interaction, whether in person, by phone, or in writing.

If administrative guidance, support, or intervention is needed regarding a communication, the principal may review the relevant messages at the request of either a family member or a staff member.

## Parties

We know how much families love celebrating their child's birthday! To help us stay true to our Healthy and Fit School commitment and keep our classrooms focused on learning, we celebrate birthdays a little differently — individual birthday parties aren't held at school. Take a look at our Healthy Snacks & Safe, Healthy Schools section for fun, approved treat ideas if you'd like to send something in to mark the occasion.

### Schoolwide Party Days

Throughout the year, we come together as a whole school to celebrate with three special party days:

- Winter Party
- Friendship Party (a students-only celebration)
- End-of-Year Party

For the Winter Party and End-of-Year Party, your child's grade-level team will decide whether it's a students-only celebration or one families are welcome to join. Because we want every party to be fun, safe, and well-organized, we may limit the number of guests per student and ask visitors to pre-register ahead of time.

### Visitor Sign-In

Any parent or visitor joining us for a party will need to sign in at the front office — we're always so glad to have you!

We'll make sure to share all the details about each party — including any visitor guidelines — early and often, so you have plenty of time to plan.

## Healthy Snacks & Safe, Healthy Schools

Western Gateway strives each year to meet the criteria for a Healthy and Fit School designation. This status reflects our commitment to student wellness and reinforces healthy habits that support learning, energy, and

focus throughout the school day. Meeting this criteria also benefits our school community by promoting a positive, health-conscious culture for students and staff alike.

As part of this commitment, sugary foods (such as cupcakes) are not permitted at school, even for birthday celebrations. We ask families to plan celebrations with this in mind.

#### Foods to Avoid

- Cupcakes, cookies, and other frosted or sugary baked goods
- Candy
- Sugary drinks (soda, sports drinks, sweetened juices)
- Chips and heavily processed/salty snacks

#### Healthy Alternatives

- Fresh fruit or fruit cups (no added sugar)
- Vegetable trays with dip (hummus, ranch)
- Cheese and whole-grain crackers
- Trail mix or granola bars (low sugar)
- Water or plain milk

### Water

Students are encouraged to stay hydrated throughout the day. Students may leave the classroom as needed to fill water bottles or get a drink of water. If a teacher feels a student is taking advantage of this privilege, the teacher may contact the parent and/or an administrator.

### The Oso Creed

As part of our school culture, every Western Gateway student learns and lives by the Oso Creed:

*We are los Osos. We are proactive. Celebramos nuestras culturas y idiomas. Each day, we promise to be responsible, kind, and helpful. Estamos listos, y nunca nos rendimos.*

### Uniform Dress Code

Students may wear a purchased Western Gateway uniform shirt, or a solid-colored top in gray, black, white, or navy. Bottoms may be jeans, or khaki, black, gray, navy, white, or school plaid (in any of the listed colors), per parent preference.

Clothing should be free of tears, cuts, or slits, and appropriately sized for the student. Hemlines should be of modest length — as a guideline, no shorter than fingertip length when arms are resting at the student's side.

We ask that students come to school neat, clean, and ready to learn. Clothing or grooming that disrupts the school environment is not permitted.

Hats and hoods may not be worn during the school day. Hoodies are welcome, as long as the hood stays down.

## Lunch Balances

Western Gateway Elementary is committed to ensuring that every student has access to nutritious meals during the school day. No student will be denied a reimbursable breakfast or lunch because of an unpaid meal balance.

Families are responsible for maintaining a current meal account and paying all cafeteria charges in a timely manner. Parents and guardians are encouraged to monitor their student's meal balance regularly and submit payment promptly. If a family is unable to purchase school meals, students are welcome to bring a lunch from home that meets school guidelines.

Families will be notified when their student's meal account carries an outstanding balance. If a student's unpaid meal balance reaches \$150.00 or more, the school may take additional action, including the development of a payment plan. Continued failure to resolve an outstanding balance may be considered during enrollment or transfer review in accordance with school policy and applicable law. Families experiencing financial hardship are encouraged to contact the school office to discuss available resources or determine whether they may qualify for free or reduced-price meal benefits.

## Immunizations

All children aged two months and older must present an immunization record or file an exemption to attend public school. Oklahoma law allows exemptions for medical, religious and personal reasons. [Exemption certificates](#) are available in English and Spanish. Please note: Exemption certificates that are not properly completed or have missing information will not be approved and will be returned to the school for the parent/guardian to correct or complete.



## Immunization Requirements for Oklahoma School Year 2026-2027

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 back page for essential information.

|                                                 | Child Care<br>(Birth To Three Years)                                                                | Preschool<br>(Four Years)                                                                              | Kindergarten<br>To 6 <sup>th</sup> Grade                                                               | 7 <sup>th</sup> to<br>12 <sup>th</sup> Grade                                          |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Required Immunizations<br>with Cumulative Doses | 4 x DTaP<br>1-4 x PCV<br>1-4 x Hib<br>1 x MMR<br>1 x Varicella<br>3 x IPV<br>2 x Hep A<br>3 x Hep B | 4 x DTaP<br>1 x MMR<br>1 x Varicella<br>3 x IPV<br>2 x Hep A<br>3 x Hep B                              | 5 x DTaP<br>2 x MMR<br>1 x Varicella<br>4 x IPV<br>2 x Hep A<br>3 x Hep B                              | 1 x Tdap<br>5 x DTaP<br>2 x MMR<br>1 x Varicella<br>4 x IPV<br>2 x Hep A<br>3 x Hep B |
| Recommended<br>Immunizations                    | • Seasonal influenza                                                                                | • Seasonal influenza<br>• Second Varicella dose at four years old<br>• IPV on or after fourth birthday | • Seasonal influenza<br>• Second Varicella dose at four years old<br>• IPV on or after fourth birthday | • Seasonal influenza<br>• 2-3 x HPV<br>• 1-2 x MCV4<br>• 2-3 x Men B                  |

**LEGEND**

|                                       |                                       |                          |
|---------------------------------------|---------------------------------------|--------------------------|
| DTaP - diphtheria, tetanus, pertussis | Tdap - tetanus, diphtheria, pertussis | IPV - polio              |
| PCV - pneumococcal                    | HPV - human papillomavirus            | Hep A - hepatitis A      |
| Hib - Haemophilus influenza type B    | MCV4 - meningococcal ACWY             | Hep B - hepatitis B      |
| MMR - measles, mumps, rubella         | Varicella - chickenpox                | Seasonal influenza - flu |

## Field Trips

Field trip dates and deadlines will be communicated each year, as our bus contract is renewed annually. Parents will receive advance notification from their child's teacher for any planned trip, and families are encouraged to volunteer as chaperones. No field trips will be scheduled during major testing windows (such as OSTP or MAP).

## State-Mandated Testing

Beginning in third grade, Western Gateway Elementary School students participate in the Oklahoma School Testing Program (OSTP). These state-required assessments measure student proficiency in core subjects such as reading, math, and science against Oklahoma's academic standards.

### Why We Test

- It gives families and teachers a clear picture of each student's progress toward grade-level standards.
- It helps identify where a student may need additional support, and where they're excelling.
- School and district performance on these assessments informs funding, accreditation, and school improvement planning.

- Consistent, strong attendance and participation in testing helps us accurately tell the story of our students' growth — which is especially important for showcasing the impact of our dual-language program.

#### What Is Measured

OSTP assessments measure grade-level mastery of state academic standards, primarily in English Language Arts, Math, and Science (science is tested in specific grades). Results help both families and teachers understand a student's strengths and areas for growth heading into the next school year.

We ask for your support in ensuring your child attends school during testing windows, as make-up testing is limited and full participation gives us the most accurate picture of student learning.

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



ALL ACCESS ARTS  
ARTS COUNCIL OKLAHOMA CITY

Western Gateway Visual Arts Education  
Agreement

This Agreement, dated 8.1.2027 (the "Effective Date"), and terminating on 5.30.2026 (the Termination Date) is made by and between Arts Council Oklahoma City (ACOKC) and Western Gateway Elementary (HOST SITE). HOST SITE and ACOKC enter into this Agreement to provide Visual Arts Education, according to the attached Scope of Services.

HOST SITE agrees to pay ACOKC in accordance with the following provisions: ACOKC shall provide a teaching artist to serve as artist-in-residence at HOST SITE. HOST SITE and ACOKC shall each contribute 50% of the cost of direct teaching time. ACOKC shall provide and pay for all art supplies. HOST SITE shall pay 50% of all meeting and planning time, except time that is solely related to ACOKC. Total amount of HOST SITE payments shall not exceed \$9540.00. ACOKC shall invoice HOST SITE monthly for HOST SITE share of funding, and shall manage ARTIST payment.

HOST SITE shall defend, indemnify, and hold ACOKC, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages arising out of the performance of this Agreement and caused by or resulting from the negligent or intentional acts or omissions of the HOST SITE, its officers, employees or agents.

This Agreement is for a fixed period of time commencing the Effective Date and ending on the last day of the scheduled session as provided in the attached Scope of Services (the "Termination Date"). Either party may terminate this Agreement at any time without penalty by giving the other party at least two weeks advance written notice prior to the beginning of the Termination Date.

The parties hereto agree and stipulate that this Agreement shall be construed under and in accordance with the laws of the State of Oklahoma. Any dispute arising out of this Agreement will be subject to the exclusive jurisdiction and venue of the state and federal courts located in Oklahoma County.

Each of the clauses and provisions contained herein shall be deemed separate, severable and independent. If any clause or provision of this Agreement is declared by a court of competent jurisdiction to be illegal, invalid or unenforceable, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby.

|                             |                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------|
| Western Gateway (HOST SITE) | Arts Council Oklahoma City                                                                       |
| Signature: _____            | Signature:  |
| Name: _____                 | Name: Nick Caudle                                                                                |



ALL ACCESS ARTS  
ARTS COUNCIL OKLAHOMA CITY

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

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

Title: All Access Arts Director

Date: 8/1/26

This Agreement is intended by the parties as a final expression of their agreement and is a complete and exclusive statement and understanding of the parties. This Agreement supersedes and replaces all prior documents, correspondence, conversations and other written or oral understandings related to this Agreement which are not consistent with or are not contained herein. I hereby acknowledge and agree to the terms of this agreement and warrant and represent that I am authorized to execute this Agreement on behalf of the party listed below



ALL ACCESS ARTS  
ARTS COUNCIL OKLAHOMA CITY

#### **ATTACHMENT A. SCOPE OF SERVICES**

1. ACOKC shall provide two Teaching Artists (ARTISTS), who are Independent Contractors. ACOKC shall ensure that ARTISTS are approved by HOST SITE prior to contracting with ARTISTS.
2. ARTISTS shall teach approximately 13 classes each week at HOST SITE for Kindergarten through 5<sup>th</sup> and 6<sup>th</sup> through 12<sup>th</sup> grades.
3. ARTISTS shall be paid at the rate of \$40.50 per hour for direct teaching time, and at the rate of \$15 per hour for meeting time.
4. ACOKC agrees to submit ARTIST time sheets to HOST SITE as requested.
5. ARTISTS shall create course content in accordance with HOST SITE requirements, and submit written curriculum to HOST SITE personnel as required.
6. ARTISTS to be subject to all HOST SITE rules, policies, and procedures; HOST SITE to manage instructional supervision and provide classroom management support. ARTIST to participate in HOST SITE activities as required, including (but not limited to) required trainings, professional development and staff meetings.
7. All ARTISTS placed at HOST SITE shall have passed background check/s per HOST SITE requirements.
8. HOST SITE agrees to accurately track student attendance throughout the residency and ensure that ARTISTS and ACOKC have accurate attendance records.
9. HOST SITE agrees to communicate with ACOKC within 24 hours about any issue or concerns related to the residency.
10. HOST SITE shall be responsible for all emergency procedures, policies, and site safety and ensure that ARTIST is informed of such.
11. HOST SITE agrees to provide physical space (a dedicated room or area) and any other required items for the needs of the residency program, except that ACOKC will provide all required art supplies.
12. HOST SITE agrees to collaborate with ACOKC to effectively market the program. ACOKC logo shall be present on HOST SITE website per established brand standards. HOST SITE consents to placement of informational signage by ACOKC at the HOST SITE facility.
13. When posting on social media regarding the program, ACOKC shall be tagged: Twitter:  
@artscouncilokc  
Instagram: @artscouncilokc  
Facebook: ArtsCouncilOKC
14. Both parties shall submit paperwork and documentation as deemed necessary by the other for program quality.
15. Both parties shall cooperate and collaborate as necessary to ensure the success of the partnership.



ALL ACCESS ARTS  
ARTS COUNCIL OKLAHOMA CITY

Western Gateway Elementary  
Performing Arts Education Agreement

This Agreement, dated 9.1.2027 (the "Effective Date"), and terminating on 5.30.2026 (the Termination Date) is made by and between Arts Council Oklahoma City (ACOKC) and Western Gateway Elementary (HOST SITE). HOST SITE and ACOKC enter into this Agreement to provide Performing Arts Education, according to the attached Scope of Services.

HOST SITE agrees to pay ACOKC in accordance with the following provisions: ACOKC shall provide a teaching artist to serve as artist-in-residence at HOST SITE. HOST SITE and ACOKC shall each contribute 50% of the cost of direct teaching time. ACOKC shall provide and pay for all art supplies. HOST SITE shall pay 50% of all meeting and planning time, except time that is solely related to ACOKC. Total amount of HOST SITE payments shall not exceed \$9540.00. ACOKC shall invoice HOST SITE monthly for HOST SITE share of funding, and shall manage ARTIST payment.

HOST SITE shall defend, indemnify, and hold ACOKC, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages arising out of the performance of this Agreement and caused by or resulting from the negligent or intentional acts or omissions of the HOST SITE, its officers, employees or agents.

This Agreement is for a fixed period of time commencing the Effective Date and ending on the last day of the scheduled session as provided in the attached Scope of Services (the "Termination Date"). Either party may terminate this Agreement at any time without penalty by giving the other party at least two weeks advance written notice prior to the beginning of the Termination Date.

The parties hereto agree and stipulate that this Agreement shall be construed under and in accordance with the laws of the State of Oklahoma. Any dispute arising out of this Agreement will be subject to the exclusive jurisdiction and venue of the state and federal courts located in Oklahoma County.

Each of the clauses and provisions contained herein shall be deemed separate, severable and independent. If any clause or provision of this Agreement is declared by a court of competent jurisdiction to be illegal, invalid or unenforceable, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby.

|                             |                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------|
| Western Gateway (HOST SITE) | Arts Council Oklahoma City                                                                       |
| Signature: _____            | Signature:  |
| Name: _____                 | Name: Nick Caudle                                                                                |



ALL ACCESS ARTS  
ARTS COUNCIL OKLAHOMA CITY

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

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

Title: All Access Arts Director

Date: 8/1/26

This Agreement is intended by the parties as a final expression of their agreement and is a complete and exclusive statement and understanding of the parties. This Agreement supersedes and replaces all prior documents, correspondence, conversations and other written or oral understandings related to this Agreement which are not consistent with or are not contained herein. I hereby acknowledge and agree to the terms of this agreement and warrant and represent that I am authorized to execute this Agreement on behalf of the party listed below



ALL ACCESS ARTS  
ARTS COUNCIL OKLAHOMA CITY

#### **ATTACHMENT A. SCOPE OF SERVICES**

1. ACOKC shall provide two Teaching Artists (ARTISTS), who are Independent Contractors. ACOKC shall ensure that ARTISTS are approved by HOST SITE prior to contracting with ARTISTS.
2. ARTISTS shall teach approximately 13 performing art classes each week at HOST SITE for Kindergarten through 5<sup>th</sup> and 6<sup>th</sup> through 12<sup>th</sup> grades.
3. ARTISTS shall be paid at the rate of \$38.50 per hour for direct teaching time, and at the rate of \$15 per hour for meeting time.
4. ACOKC agrees to submit ARTIST time sheets to HOST SITE as requested.
5. ARTISTS shall create course content in accordance with HOST SITE requirements, and submit written curriculum to HOST SITE personnel as required.
6. ARTISTS to be subject to all HOST SITE rules, policies, and procedures; HOST SITE to manage instructional supervision and provide classroom management support. ARTIST to participate in HOST SITE activities as required, including (but not limited to) required trainings, professional development and staff meetings.
7. All ARTISTS placed at HOST SITE shall have passed background check/s per HOST SITE requirements.
8. HOST SITE agrees to accurately track student attendance throughout the residency and ensure that ARTISTS and ACOKC have accurate attendance records.
9. HOST SITE agrees to communicate with ACOKC within 24 hours about any issue or concerns related to the residency.
10. HOST SITE shall be responsible for all emergency procedures, policies, and site safety and ensure that ARTIST is informed of such.
11. HOST SITE agrees to provide physical space (a dedicated room or area) and any other required items for the needs of the residency program, except that ACOKC will provide all required art supplies.
12. HOST SITE agrees to collaborate with ACOKC to effectively market the program. ACOKC logo shall be present on HOST SITE website per established brand standards. HOST SITE consents to placement of informational signage by ACOKC at the HOST SITE facility.
13. When posting on social media regarding the program, ACOKC shall be tagged: Twitter:  
@artscouncilokc  
Instagram: @artscouncilokc  
Facebook: ArtsCouncilOKC
14. Both parties shall submit paperwork and documentation as deemed necessary by the other for program quality.
15. Both parties shall cooperate and collaborate as necessary to ensure the success of the partnership.

## 2026-27 SUPPORT STAFF EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into effective as of August 3, 2026 by and between Western Gateway Elementary School, Inc. an Oklahoma public charter school, (hereinafter referred to as "Employer" or "School") and \_\_\_\_\_ (hereinafter referred to as "Employee"). In consideration of the mutual covenants set forth below, Employer agrees to hire Employee and Employee agrees to be employed by Employer on the following terms and conditions:

### I. DESCRIPTION OF DUTIES

#### A. Name of Position:

The Employee shall be employed in the capacity of: Teaching Assistant

#### B. Employee Duties:

The job description attached outlines the essential job functions or duties of this position. Employee shall also perform such other duties as are customarily performed by other persons in similar such positions, as well as such other duties as may be assigned from time to time by the Employer. School may unilaterally change the essential job functions and duties of employee's position during the employment. **Employee's duties shall include at least one hundred eighty (180) instructional days, or, in any event, not less than the annual minimum number of hours of instruction required by State law.** Employee shall report for duty on the date requested by the Head of School.

#### C. Adherences to Employer's Policies, Procedures, Rules and Regulations:

Employee shall adhere to all of the policies, procedures, rules and regulations set forth by the Employer as well as any applicable law. Employee shall be responsible to be familiar with any policies, procedures, rules and regulations and laws applicable to him/her. These policies, procedures, rules and regulations include, but are not limited to, those set forth within the Employee Handbook, any summary benefit plan descriptions, or any other personnel practices or policies of Employer. To the extent that Employer's policies, procedures, rules and regulations conflict with the terms of this Agreement, the specific terms of this Agreement will control.

#### D. Duty of Loyalty, Confidentiality, Candor and Best Efforts:

Employee shall devote all of his/her working time, attention, knowledge, and skills to Employer's interests and shall do so in good faith, with best efforts, and to the reasonable satisfaction of the Employer. Employee understands that they shall only be entitled to the compensation and benefits as set forth in this Agreement and the Employee Handbook. Employee shall not disclose any confidential student, staff and/or School information and/or communication. Employee shall be honest and forthright with School administration. Employee also agrees not to use any in-class activities, hours, and/or students for any personal or non-School purpose or benefit of the Employee (including any personal educational benefit of the Employee) without the express written approval of the supervising teacher and the Head of the School, or designee.

### II. COMPENSATION TERMS

#### A. Compensation:

The employee shall receive an annual base salary of \_\_\_\_\_ and be paid [monthly in 12 equal payments]. The

Employer may adjust the base salary in order to meet any requirements enacted in state law, as funds are available. Employer shall deduct or withhold from compensation any and all sums required for state/federal income and social security taxes, as well as all state or local taxes now applicable or that may become applicable to Employee or Employer in the future.

**B. Sick Leave and Personal Leave Days:**

No sick leave from any previous employer(s) will be accepted by Employer. Employee shall have one day of sick leave at the time of employment and shall be entitled to accrue additional days of sick leave over time at an equivalent of one day per month of contract employment up to a maximum of ten (10) days per school year. Additionally, earned but unused sick leave will be calculated for the following purposes: A.) Calculating years of experience with the Oklahoma Teacher Retirement System (if eligible) and B.) Upon termination, transitioning to a new employer willing to accept any unused and/or accrued leave.

Employee shall receive one (1) personal business leave day at the time of employment and shall then accrue one additional personal business leave day for each successive semester of employment for an amount of two (2) total days per school year thereafter. Further details concerning employee leave / benefits may be found in the Employee Handbook.

No more than thirty (30) earned but unused cumulative sick and/or personal business leave days may be carried over to subsequent school years. Employee shall not be entitled to any compensation for any unused or accrued sick or personal leave, other than the discretionary bonuses described below in Section II.C.

**C. Bonus:**

The School may pay a bonus (stipend) considering one or more of the following factors: (a) for any earned, but unused sick leave; (b) for any earned, but unused personal days; (c) merit/evaluation; and (d) total years of employment.

**III. BENEFITS**

**A. Insurance & Retirement:**

Employer will supply health insurance for all eligible employees through the Oklahoma Employees Group Insurance Division (OEGID) in accordance with and as allowable by OEGID regulations and guidance. Coverage for Employee becomes effective the first day of the month following employment date. Employees declining participation in OEGID may receive compensation based on State guidelines. Optional insurance coverage (e.g., dental, vision, etc.) is available for purchase by Employee. Non-classified optional employees are eligible for participation in the Oklahoma Teacher Retirement System (TRS).

**B. Professional Licenses and Certifications:**

Employee shall maintain any of those professional licenses necessary for the carrying out the functions and duties set forth in this Agreement. Said licenses include, but are not limited to, the following: proper license or certification issued by the Oklahoma State Department of Education. Employer also encourages Employee to gain membership

in associations related to education and/or the teaching profession. Employer may, at its discretion, assist with payment for those memberships which employer considers to be essential to the employment and sufficiently benefit to the School.

#### **IV. TERMINATION:**

Employment with the School is at-will, and, by executing this Agreement, Employee is hereby agreeing that the School may terminate the employment relationship at any time, with or without cause, with or without advance notice, and at the School's sole and unreviewable discretion. No one other than the Board of the School as the authority to alter the at-will nature of this employment relationship. Without impacting the at-will nature of this employment relationship, the School may attempt to remedy and address issues of unsatisfactory performance with the Employee in accordance with School policy. In addition, by entering this Agreement, Employee hereby agrees and acknowledges that Employee is accepting employment with the School and that such employment shall be binding until Employee has been legally discharged from the employment position or released from the employment position and/or duties of employment. Until Employee has been thus discharged or released, Employee shall not have authority to enter into an agreement for employment with any other employer in the same or similar capacity.

#### **V. NON-RECRUIT COVENANT**

Employee agrees not to recruit any of Employer's employees for the purpose of any outside business either during or for a period of one year after Employee's tenure of employment with Employer. Employee agrees that such effort at recruitment also constitutes a violation of the non-solicitation covenant set forth above.

#### **VI. MISCELLANEOUS PROVISIONS**

##### **A. Entire Agreement:**

This Agreement represents the complete and exclusive statement of the employment agreement between the Employer and Employee. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by the parties concerning their employment agreement.

##### **B. The Effect of Prior Agreements or Understandings:**

This Agreement supersedes any and all prior Agreements or understandings between the parties, including letters of intent or understanding, except for those documents specifically referred to within this Agreement.

##### **C. Severability of Agreement:**

To the extent that any provision hereof is deemed unenforceable, all remaining provisions of this Agreement shall not be affected thereby and shall remain in full force and effect.

##### **D. Waiver of Breach:**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

**E. Assignment:**

This Agreement may not be assigned by either party without prior written consent of the other.

**F. Governing Law:**

This Agreement will be governed by, construed, and enforced in accordance with Oklahoma law.

**G. Severability:**

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain in effect unless such partial invalidity or unenforceability would defeat an essential purpose of the Agreement.

---

**Employee's Signature**

---

**Date**

---

**Head of School**

---

**Date**