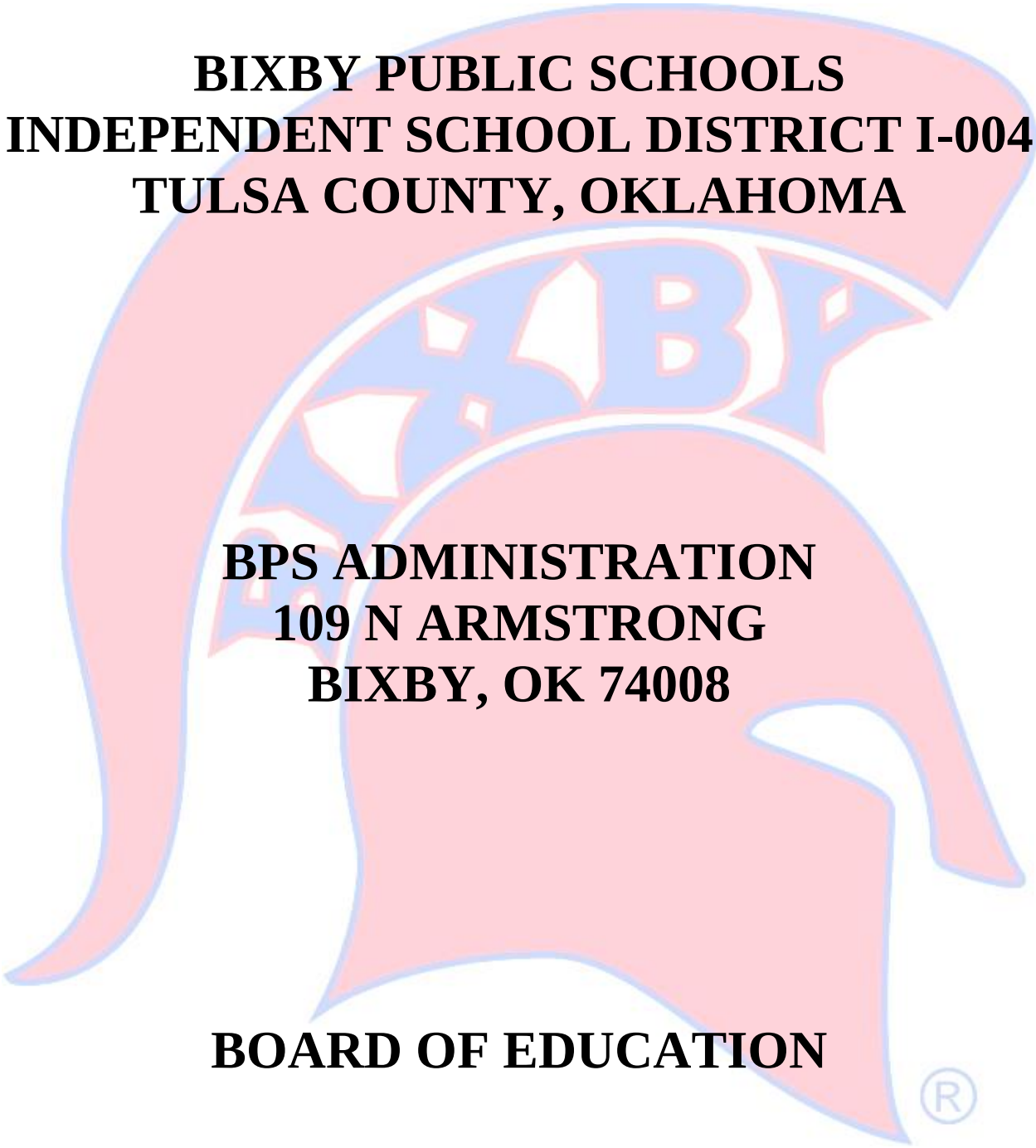
BIXBY PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT I-004
TULSA COUNTY, OKLAHOMA



BPS ADMINISTRATION
109 N ARMSTRONG
BIXBY, OK 74008

BOARD OF EDUCATION

POLICY BOOK

BIXBY PUBLIC SCHOOLS POLICIES

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BIXBY PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT I-004
TULSA COUNTY, OKLAHOMA

BOARD OF EDUCATION

POLICY BOOK

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BIXBY PUBLIC SCHOOLS **POLICY 1101**

BOARD OF EDUCATION ELECTION DISTRICTS

District 1

Beginning at the centerline of the intersection of 111th Street and Garnett and following the centerline of streets when applicable. Then north on Garnett to the northern boundary of the Bixby Public School District, west to Mingo, south to the Arkansas River. Follow the Arkansas River until reaching the eastern boundary of the Bixby School District on 141st Street; thence west on 141st Street to the intersection of 129th East Avenue; then north on 129th East Avenue, 1 1/8 miles; thence east 1/8 mile; thence north ¼ mile; thence west 1/8 mile; thence north 5/8 mile to the intersection of 121st Street, then west on 121st Street for ½ mile, north ½ mile, west ½ mile to the intersection of Garnett Road, thence north ½ mile to the intersection of 111th Street and Garnett also being the point of beginning.

District 2

Beginning at north of the intersection of 125th Street and Peoria Avenue 0.06 miles, which would be the northern boundary of the Bixby School District, and following the centerline of streets when applicable. Then east to 13th Street, south as the street changes name to 14th Street, south to 131st Street, west to Lewis, south to 141st Street, east to Harvard, north to 131st Street, east to the Arkansas River. Following the river southeastwardly until Memorial Drive, south to 181st Street, west following the southern boundary of the Bixby Public School District, continuing to follow the boundary until 0.06 miles north of the intersection of Peoria and 125th Street, also being the point of beginning.

District 3

Beginning at the centerline of 101st Street and Mingo and following the centerline of streets when applicable. Then following the northern boundary of the Bixby Public Schools westward and southward and westward to Memorial Drive. South on Memorial to 134th Street, east to 85th St East, north to 131st Street, west to Mingo, north to 101st Street, also being the point of beginning.

District 4

Beginning at the centerline of the intersection of 134th Street and Memorial Drive, and following the centerline of streets when applicable. Then east on 134th Street to 85th Street East, north to 131st Street, south on Mingo to follow the Arkansas River eastward until reaching the intersection of the eastern boundary of the school district. Follow the school district boundary southward, then westward, until reaching the intersection of Memorial Drive; continue northward to the intersection of 134th Street and Memorial Drive, also being the point of beginning.

District 5

Beginning at the intersection of the northern boundary of the Bixby Public School District and 13th Street, east, following the northern school boundary across the Arkansas River until reaching the intersection of the boundary and Memorial Drive. South on Memorial Drive to the Arkansas River, following the river northwestwardly to 131st Street, west to Harvard, south to 141st Street, west to Lewis, north to 131st Street, east to 14th Street, north as the street changes names to 13th Street, north to the northern boundary of the school district, the starting point.

REFERENCE: Board Minutes dated July 13, 1992
Adoption Date: November 13, 2000
Revision Date: October 1, 2001
Revision Date: November 13, 2011

BIXBY PUBLIC SCHOOLS **POLICY 1102**

BOARD OF EDUCATION LEGAL STATUS

The Bixby Board of Education is a legislative body of five (5) members elected by a vote of the district. The Board of Education derives its authority from the state legislature. The Board's power is judicial and legislative, and the superintendent elected by the board serves as its executive officer. When not in legal session, a Board member has no legal authority whatsoever.

The legislative functions of the Board are to make plans and policies, select the superintendent, and delegate to the superintendent the placing of plans and policies into operation, and provide the financial means for their achievement.

The judicial functions of the Board are to hear and resolve termination hearings, grievance petitions, disciplinary appeals, public complaints and other actions of a judicial nature.

REFERENCE: 70 O.S. §1-115, §1-116, and §5-117, et seq.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1103**

BOARD OF EDUCATION POWERS AND DUTIES

The powers and duties of the Bixby Board of Education are as follows:

1. To elect its own officers: President, Vice-president, Clerk, and appoint an Encumbrance Clerk and a Minutes Clerk and in its discretion, a Deputy Clerk. The Board may appoint one person as Encumbrance/Minutes Clerk.

2. To make rules and regulations, not inconsistent with the law or rules and regulations of the State Board of Education, governing the Board and the school system of this district.

3. To maintain and operate a complete public school system of such character, as the Board of Education shall deem best suited to the needs of the school district.

4. To establish the general policies of the school district.

5. To employ a professional executive to administer the school and evaluate and appraise the administrator's services.

6. To contract with and fix the duties and compensation of regular physicians or surgeons, dentists, optometrists, and other recognized and legally licensed practitioners, nurses, attorneys, superintendents, principals, teachers, bus drivers, custodians, and other necessary employees of this district and pay their necessary itemized and documented travel expenses and pay necessary itemized and documented travel expenses of members of the Board of Education, and exercise sole control over all of the schools and property of this district subject to provisions of the Oklahoma School Code.

7. To provide appropriate personnel policies for all employees, governing such items as pay scales, sick leave, continuation of training, and continuation of employment.

8. To provide approval for the general scope of the curricular offerings of the district.

9. To designate the schools to be attended by the children of the district.

10. To establish regulations concerning students such as entrance age, graduation requirements, provision of food and health services, and disciplinary measures.

11. To adopt regulations concerning the management of school district funds.

12. To provide and operate, when deemed advisable, cafeterias or other eating accommodations, thrift banks or other facilities for the teaching and practice of thrift and economy, book stores, print shops, vocational and other shops.

13. To provide informational material concerning school bond elections and millage elections.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1104**

NEPOTISM

This school district will not consider for employment any relative of a Board member who is related within the second degree by affinity or consanguinity to the Board member. Such relatives include the following persons:

Board Member's:	Spouse's:
Spouse	Child (stepson, stepdaughter)
Child	Parents (mother-in-law, father-in-law)
Child's spouse (son-in-law, daughter-in-law)	Grandchild (step-grandson, step-granddaughter)
Parent	Grandparents
Parent's spouse (stepmother, stepfather)	(Grandmother-in-law, grandfather-in-law)
Grandchild	brother (brother-in-law)
Grandchild's spouse	Sister (sister-in-law)
(Grandson-in-law, granddaughter-in-law)	
Grandparent	
Grandparent's spouse (step-grandmother, step-grandfather)	
Brother	
Brother's spouse (sister-in-law)	
Sister	
Sister's spouse (brother-in-law)	

If the relationship is based on affinity (marriage), then those members of the Board who are serving on September 1, 1995, may complete the term for which they were elected and any successive terms for which they may be elected unless it is the member's spouse who is a member of the Board of Education or an employee of the school district. In that case, the prohibition against employment or serving as a school Board member will apply. The Board member may not participate in any regular or executive session of the Board held to consider any personnel matter or litigation relating to said relative except that the Board member may vote on collective bargaining agreements for the renewal of contracts as a group if the vote is necessary to establish a quorum. If more than one Board member is related to a teacher or employee, only the minimum number of Board members necessary to establish a quorum may vote. Length of service on the Board of Education shall be used in order to determine which of these Board members shall be allowed to vote when necessary to establish a quorum.

The following relatives of a Board member may be employed by the school district:

Aunt/uncle (third degree)
Niece/nephew (third degree)
Great-grandparent (third degree)
Great-grandchild (third degree)
Cousin (fourth degree)

REFERENCE: 70 O.S. §5-113, 5-113.1
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1105**

BOARD MEMBERSHIP QUALIFICATIONS

A school district elector, qualified to vote in any school district election, is any person who is registered with the county election board within the school district. A candidate for a Board of Education vacancy must have been a resident of, and a registered voter of, the school district and the election district (or ward) for at least six months immediately preceding the first day of the filing period. No person can file for School Board election unless the person has been awarded a high school diploma or a certificate of high school equivalency. A person who has been convicted of a misdemeanor involving embezzlement or of a felony shall not be eligible to be a candidate for or to be elected to a School Board position for a period of 15 years following completion of the sentence or during the pendency of an appeal unless a pardon has been issued.

No person can be a candidate for or serve as a Board member if the person is currently employed by this school district or is related within the second degree by affinity or consanguinity to any other member of the Board or to an employee of this school district.

REFERENCE: 70 O.S. §5-105a
26 O.S. §13A-101, et seq.
70 O.S. §5-107A, et seq.
70 O.S. §5-113; §5-113.1

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS **POLICY 1106**

SELECTION OF SCHOOL BOARD MEMBERS

It is the policy of the Bixby Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13A-103, an annual election, held for the purpose of electing a member or members of the Board of Education, shall be held on the second Tuesday in February, except during presidential primary years. Every candidate for a position on the Board shall file a notification and declaration for that office with the Tulsa County election board between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday.

Board members shall be elected to serve a term of five years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the Board each year. Any vacancy occurring other than by retirement shall be filled by appointment by the Board of Education. Persons appointed to fill such vacancies in the first half of the term of office will serve only until the next succeeding election. Then the office will be placed on the ballot to elect a member to serve the balance of the un-expired term. Persons appointed to fill such vacancies after the first half of the term of office will serve for the balance of the un-expired term.

In order to insure equal representation, the district is divided into five equal wards which are as equal as practical with not more than 10% variance between the most populous and least populous districts. Although the membership is chosen from each ward, the election is conducted on a district-wide basis.

REFERENCE: 70 O.S. §5-107A
26 O.S. §13A-105, §13A-110

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS **POLICY 1107**

BOARD OF EDUCATION OATH OF OFFICE

A board of education member will take office and subscribe to the oath of office at the "first regular, special, or emergency school board meeting after the date of the annual school election and after the member has been certified as elected."

An appointed board of education member shall subscribe to the oath of office after being appointed by the board of education and before taking the office.

The elected or appointed school board member shall be sworn in with a loyalty oath and a cumulative oath before the school board clerk. Alternatively, the oath may be sworn before a notary public or judge.

Each sworn oath of a board of education member shall be filed with the school board clerk and kept on file by the school district.

LOYALTY OATH

"I, _____ (Name of Board of Education Member), hereby declare under oath that I will faithfully perform the duties of School Board Member of Bixby Public Schools to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States of America."

_____
Signature of School Board Member

CUMULATIVE OATH

"I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office during such time as I am a school board member."

_____
Signature of School Board Member

Subscribed and sworn before me this _____ day of _____, 20_____.

_____
Notary Public (or other officer authorized to administer
Oaths or affirmations)

Adoption Date: November 13, 2000; Revised March 11, 2013

BIXBY PUBLIC SCHOOLS **POLICY 1108**

CODE OF ETHICS FOR BOARD MEMBERS

The Bixby Board of Education will be guided by the following Code of Ethics,
As a member of the Board of Education I will:

1. Remember always that my first and greatest concern must be the educational welfare of all students attending school in our district, and ensuring that they have the opportunity to reach their highest potential;

2. Strive to improve Boardsmanship by studying educational issues and participating in Board training opportunities;

3. Respect and obey the laws of Oklahoma and the United States, working to bring about desired changes through policies adopted by the Board of Education and through legal and ethical procedures;

4. Formulate legislative goals, policies, and strategic plans for the district, delegating to administrators the administrative functions of the school(s);

5. Recognize that I, as an individual Board member, have no legal authority outside the meeting of the Board and will take no private action that will compromise the Board or administration;

6. Refrain from local Board actions locally that would substantially interfere with or injure the program of education elsewhere;

7. Make every effort to be prepared, punctual, and in attendance at every Board meeting;

8. Respect the confidentiality of privileged information and refrain from disclosing information that may be injurious to individuals or the school(s);

9. Encourage the free expression of opinion by all Board members and staff, seeking systematic communications between Board members and the public inside and outside the school district;

10. Be committed to promoting a cooperative atmosphere in order for the Board to effectively serve the students;

11. Recognize and reward excellence in student achievement, teacher performance, and administrative leadership;

12. Refrain from using my Board position for personal or partisan gain.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1109**

SCHOOL BOARD MEMBER CONTINUING EDUCATION

It is the policy of the Bixby Board of Education that its members shall attend workshops and seminars designed to increase their knowledge and abilities of good Boardsmanship.

Newly elected Board members are required by law to attend a minimum of 12 hours of school law within 15 months following the Board member's election. Each re-elected Board member is required by law to attend a minimum of six (6) hours of school law workshops within 15 months following the Board member's election. The Board will declare vacant the position of any Board member who fails to complete six hours. Such vacancy will be filled as prescribed by law.

In addition to the above requirements, each Board member elected to a full term of office will obtain additional hours of continuing education as required by law. Any Board member who fails to complete the required hours of training will not be eligible to file for re-election to the School Board upon completion of the current term.

3-year term of office ----- 9 continuing education hours required
4-year term of office ----- 12 continuing education hours required
5-year term of office ----- 15 continuing education hours required

Announcements of seminars and workshops by the Oklahoma State School Boards Association, the State Department of Education and the State Department of Career and Technology Education will be provided to each Board member as received by the school administration.

Any Board member who attends and completes a course which satisfies this policy shall be reimbursed by the school district for expenses incurred. The Board may also reimburse expenses incurred in registering for and attending Board member training programs approved by the Board, which are in addition to the minimum training requirements established by law.

The superintendent or the superintendent's designee will maintain records of each Board member's training accomplishments and will notify any Board member of the need for the Board member to accomplish any additional training.

The superintendent will notify the State Department of Education of any changes in Board membership.

REFERENCE: 70 O.S. §5-110
Adoption Date: November13, 2000
Revision Date: August 13, 2001

BIXBY PUBLIC SCHOOLS **POLICY 1110**

SCHOOL BOARD INTERNAL ORGANIZATION

The Board of Education shall be organized at the beginning of the first meeting following the annual school election and certification of election of new members. The term of office of newly elected Board members shall begin at the first regular, special, or emergency Board meeting after the member has been certified as elected.

The Board shall elect from its membership, at the first meeting at an annual election, a president and vice-president, each of whom shall serve for a term of one year and until a successor is elected and qualified. The Board shall also appoint a clerk and, a deputy clerk. The clerk shall be appointed from the membership of the Board. The deputy clerk shall be an employee of the District other than the superintendent, administrator, teacher, instructor, deputy treasurer, or the treasurer. Both the clerk and deputy clerk shall serve during the pleasure of the Board. The deputy clerk shall receive such compensation for services as the Board may allow.

Adoption Date: November 13, 2000; Revised by BOE November 10, 2014

BIXBY PUBLIC SCHOOLS **POLICY 1111**

BOARD OF EDUCATION PRESIDENT, VICE-PRESIDENT, CLERK, AND DEPUTY CLERK

PRESIDENT

The president of the Bixby Board of Education serves as the presiding officer and manages routine work of the Board, signs all contracts, appoints all committees, signs all warrants ordered by the Board of Education to be drawn upon the treasurer of school money, defends the treasurer of school money, certifies tax levies and defends them, serves as spokesman, and performs other duties that are delegated to him or her by state law or by order of the Board of Education.

In addition to performing the duties specifically imposed by the Board of Education, the president shall have the authority to enforce all permanent rules and regulations adopted for the governance and control of the district, and shall at all times take such measures and employ such means as may be proper and lawful to enforce school laws within the district in the interim of the meetings of the Board.

The president shall have authority to appoint a member or members as ex officio representatives of the Board of Education to other organizations of the community such as the Recreation Board, Master Planning Board, etc., who request such representation.

VICE-PRESIDENT

It shall be the duty of the vice-president to perform all of the duties of the president in case of the president's absence or disability.

CLERK & DEPUTY CLERK

The Board of Education has established the following duties for the clerk and deputy clerk of the Board of Education

1. It shall be the duty of the clerk of the Board of Education (or the deputy clerk in the clerk's absence) to attend all regular and special meetings of the Board.
2. The clerk of the board of education shall countersign all warrants and checks for school moneys drawn from the treasurer of the board and the accounts of the district.
3. The clerk and deputy clerk of the Board of Education shall, in addition to performing the duties specifically imposed upon him/her by the school code and Oklahoma law, cooperate with the superintendent of schools, the treasurer, the minute's clerk, and the encumbrance clerk in the management of the business affairs of the school.
4. The clerk of the Board of Education shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board of Education.
5. The deputy clerk of the Board of Education shall maintain district finance records and Board of Education files, records, and contracts as prescribed by law.
6. The deputy clerk of the Board of Education shall destroy all claims, warrants, contracts, purchase orders and any other financial records, or documents, including those relating to school activity funds, on file or stored in the offices of the Board of Education of such district for a period of longer than five (5) years, less or longer period if prescribed by law.

7. The clerk of the Board of Education shall countersign, with the Board President and district Treasurer, all warrants and checks authorized by the Board of Education.
8. The clerk and deputy clerk of the Board of Education shall perform all duties as required by law and as the Board of Education requires (and as required by the superintendent if an employee of the district).
9. The deputy clerk of the Board of Education shall receive and maintain a notice of tort claim against the District. The claim shall be in writing.
10. The deputy clerk of the Board of Education shall maintain the statement of organization of a campaign committee for any candidate for election to the School Board when submitted to the district by the campaign committee for four (4) years after the date on which they were filed at which time they may be destroyed or maintained, subject to the discretion of the Clerk.
11. The deputy clerk of the Board of Education shall maintain the statement of organization of a school district political committee when submitted to the district by the political committee for four (4) years after the date on which they were filed at which time they may be destroyed or maintained, subject to the discretion of the Clerk.
12. The deputy clerk of the Board of Education shall maintain the report of contributions and expenditures by a campaign committee and/or school district political committee when submitted to the District by the campaign committee and/or school district political committee for four (4) years after the date on which they were filed at which time they may be destroyed or maintained, subject to the discretion of the Clerk .
13. The deputy clerk of the Board of Education shall maintain the statement of financial interests when submitted to the District by a candidate for school district office for four (4) years after the date on which they were filed at which time they may be destroyed or maintained, subject to the discretion of the Clerk.
14. The deputy clerk of the Board of Education may perform any of the duties and exercise any of the powers of the clerk of the Board of Education with the same force and effect as if the same were done or performed by the clerk in the absence of the clerk and/or as assigned by the superintendent, if an employee of the district.
15. The clerk and deputy clerk of the Board of Education must be eligible to be bonded by the district's bond vendor and shall be bonded in a sum of not less than one thousand dollars ($1,000.00) with good and sufficient sureties to be approved by the Board conditioned for the faithful performance of the duties of the clerk and deputy clerk.
16. The deputy clerk of the Board of Education shall receive and maintain any taxpayer protest concerning the school budget from the State Auditor and Inspector.
17. The deputy clerk of the Board of Education shall make available the budget on file with the district to any taxpayer wanting to inspect the budget at all reasonable times.
18. The deputy clerk of the Board of Education shall receive and maintain a record of the district estimate of needs, budget and appropriations request (and amended budget and record of supplemental appropriations) upon their approval by the Board and provide same to county clerk/county excise board.
19. The signature of the clerk or deputy clerk of the Board of Education (as well as that of the Board President) shall be notification to the public that the check (or warrant) is for the purpose and within the amount of the approved appropriation.
20. The deputy clerk of the Board of Education shall maintain files of all written contracts with teachers for and in the name of the district with the Personnel department of the district.
21. The clerk or deputy clerk of the Board of Education shall sign/attest to the signature of the Board President all district bonds.

22. The deputy clerk of the Board of Education shall receive and maintain notice from the State Board of Education concerning a reduction in the district's state aid.
23. The deputy clerk of the Board of Education shall provide the tentative minutes of regular and/or special Board meetings to legal newspapers requesting them in writing and shall be provided within 5 days after the regular and/or special Board meeting. Such newspaper must be located in the same county as all or part of the district. The written request shall be effective for the current calendar year or remaining portion thereof unless a shorter period is specified in the written request.
24. The clerk or deputy clerk of the Board of Education shall sign the public notice and cause at least a ten (10) day notice be given of the time and place when and where bond bids will be received and the methods by which bids may be submitted. The notice shall be published once a week for two (2) consecutive weeks in a legally qualified newspaper published in the district. If there is no such newspaper, then in a legally qualified newspaper of general circulation in the district. The sale of the bonds shall not be less than ten (10) days after the first publication of the notice of bond sale.
25. The deputy clerk of the Board of Education shall maintain garnishments of the school board by summons.
26. The clerk or deputy clerk of the Board of Education shall administer statutory oaths to Board of Education members upon election to the Board at the first regular, special, or emergency board meeting after certification of the election and the deputy clerk of the Board of Education shall maintain all oaths and affirmations of board members and district employees.

Adoption Date: November 13, 2000; Revised by BOE November 10, 2014

BIXBY PUBLIC SCHOOLS **POLICY 1112**

CONSULTANTS

The administrative staff shall encourage the use of professional consultants from the Oklahoma State School Boards Association, the Oklahoma Department of Education, universities, colleges, and other resource persons when such services will be helpful in the improvement of the instructional program. The kinds of assistance sought from consultants may include, but will not necessarily be limited to conducting fact-finding studies, surveys, and research; providing counsel or services requiring special expertise; and assisting the Board in developing policy and program recommendations. All consultants should be approved by the superintendent prior to invitation and arrangement for visitation.

No employment agreement or contract will be entered into with any person who has retired as an administrator with any school district for 2 years after the retirement date of such administrator. (Retirement date, for the purpose of this policy, is the last day the employee is required to be physically present on the job.) However, such administrator may be employed as a substitute teacher.

There are legal restrictions concerning the amount a retired administrator may earn. Please see Oklahoma Statutes, Title 70, Section 17-116.10.

REFERENCE: 70 O.S. §6-101.2
70 O.S. §17-116.10

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1113**

ADVISORY COMMITTEES

The Bixby Board of Education may, from time to time, appoint private citizens as official advisory committees to the Board in such numbers and of such types and under such names or titles as it may deem expedient or advisable. The Board shall charge such committees with their functions and objectives; set deadlines, powers, tenure, and delimitations; and provide whatever conditions or arrangements that may be necessary to implement such committees. Any recommendations of such committees are advisory only and will not be binding upon the board of education. Advisory committees shall serve as a two-way channel of communication and shall have the following specific purposes:

1. To study questions concerning the Bixby Public School system submitted to the committee by the Board of Education,

2. To assist in interpreting public opinion, and

3. To assist the Board in explaining issues and problems to the community.

Advisory committees may be dissolved under any of the following conditions:

1. Expiration of the term of a committee's appointment;

2. Completion of the committee's assigned task;

3. Dissolution by majority vote of the Board of Education, or by mutual consent of both the Board of Education and a majority of the advisory committee's membership.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1114**

BOARD OF EDUCATION MEETINGS AND NOTIFICATION

The Bixby Board of Education shall transact all business at official meetings of the Board using Robert's Rules of Order. A "meeting" is defined as the gathering of a majority of members of a public body to discuss school business. Board meetings shall be regarded as public meetings. No meetings will be held by teleconference. Board meetings may be regular, special, or emergency meetings, defined as follows:

Regular Meeting - a usual, official, and legal action meeting held regularly. The regular meeting of the Bixby Board of Education shall be held in accordance with Oklahoma law and, specifically, the Oklahoma Open Meetings Act. Regular meetings are usually held the second Monday of each month at 6:00 p.m. in the Administrative Center, unless another date, time, and/or location is designated by Board of Education action.

Special Meeting - an official and legal action meeting called between scheduled regular meetings to consider specific topics as listed on the agenda. Special meetings of the Board may be called by the president at any time. The president shall call special meetings whenever requested in writing by a majority of the members of the Board or approved by a vote of the majority of Board members at a Board of Education meeting.

Emergency Meeting - an official and legal action meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

Notification of Meetings

Notice of all meetings of the Board of Education shall be made in accordance with the Oklahoma Open Meeting Law except that federal confidentiality laws take precedence and except that a Board of Education is not considered a public body and is not subject to the Oklahoma Open Meeting Law when the Board meets for the sole purpose of considering recommendations of a multidisciplinary team as provided by in 63 O.S. §1-502.2 (C) and deciding the placement of any child who is the subject of such recommendations. Otherwise, a written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., are as follows:

1. Prior to December 15 each year, the Board of Education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.

2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

3. At least 24 hours prior to a regular or special meeting, an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting.

4. Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours prior to the meeting.

5. Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the Board clerk to receive written notice of meetings of the Board of Education. Such requests must be renewed annually and an annual fee of $18.00 will be charged each person or entity who requests written notification.

7. Rules of Order

In matters of procedure not covered by law or Board policies, Robert's Rules of Order for Small Boards shall govern, except that all motions must be seconded and all action items shall require a motion.

The following rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

- A quorum being present, the president or, in his or her absence, the vice-president, shall take the chair and proceed with business.

- Should both the president and vice-president be absent at the appointed time for the meeting to convene, and should a quorum then be present, the clerk of the Board or a president pro tempore shall be elected to serve for such meeting or until either the president or vice-president should appear.

- At all scheduled meetings, the order of business shall be in accordance with the posted agenda, unless a deviation is announced at the meeting by the president or, in his or her absence, the Board member acting in the place of the president.

- The right to vote on every question is vested in the president by virtue of his/her membership on the Board of Education. Normally, the president will vote last, thereby breaking any tie votes.

- The president may speak on points of order in preference to the other members and shall decide questions of order; subject, however, to an appeal to the Board by any two members.

- A motion made must be seconded and must be repeated distinctly by the president or read aloud before it is debated and every motion shall be reduced to writing in the minutes.

- Any member who shall have made a motion shall have the liberty to withdraw it with the consent of his or her second before any debate has been had thereon, but not after such debate has been had without leave being granted by the Board.

- The consideration of any question may be postponed to a fixed time or the question may be suppressed altogether by an indefinite postponement.

- A motion once voted down shall not be renewed at the same meeting without the consent of the number of members required for adoption.

- When any business is brought regularly before the Board, the consideration of the same shall not be interrupted except by motion for adjournment, to lay on the table, for the previous question, for postponement, for commitment, or for amendment.

- A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the Board is voting on another question or while a member is addressing the Board. Adjournment is an act and not an announcement.

- No member, in the course of debate, shall be allowed to indulge in personal reflections.

- Every member of the Board must vote and have the action recorded on all questions needing Board approval. A member may abstain on a vote, but it will be duly recorded in the minutes.

- The first person recognized by the president as desiring to speak shall have the right to the floor.

REFERENCE: 70 O.S. §5-118
25 O.S. §303, §304, §307.1, §311
Robert's Rules of Order for Small Boards
Adoption Date: November 13, 2000; Revision Date: September 13, 2004; Modified by BOE Action October 12, 2009

BIXBY PUBLIC SCHOOLS **POLICY 1115**

SCHOOL BOARD MEETINGS AGENDA PREPARATION AND DISSEMINATION

As executive officer of the Board of Education, the superintendent of schools, in consultation with the president and other appropriate members of the board, is responsible for the preparation of the agenda for Board meetings. Items for the agenda may be suggested by Board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the superintendent and Board president.

The Board will follow the order of business established by the agenda unless altered by a two-thirds vote of the Board. If the item "new business" is on the regular meeting agenda, matters that qualify as "new business", because they were not known or could not have been reasonably known prior to the formation of the agenda, may be considered and may be acted upon.

Proposals for executive sessions will be included on the agenda, including a reference to the specific section of the Oklahoma Statutes which authorizes an executive session for the proposed item. The proposal must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed, and what action, if any, is contemplated. Executive sessions must be authorized by a vote of the majority of members in attendance.

The agenda and any supporting material will be distributed to members of the Board as far in advance of the meeting date as possible, but not less than three calendar days. Copies of the agenda will be made available to the media and the public upon request.

REFERENCE: 25 O.S. §311
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1116**

EXECUTIVE SESSIONS

The Bixby Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session only if a proposed executive session is listed on the agenda and the specific section of law authorizing an executive session is also listed on the agenda. If new business arises within the statutory time limitations and otherwise qualifies for an executive session, it may be taken up in executive session.

The Board may enter into executive session for any of the following reasons:

1. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee. 25 O.S. §307 (B) (1)

2. To discuss negotiations concerning employees and representatives of employee groups. 25 O.S. §307 (B) (2)

3. To discuss the purchase or appraisal of real property. 25 O.S. §307 (B) (3)

4. To have confidential communications with its attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. 25 O.S. §307 (B) (4)

5. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student, the parent, an attorney, or the legal guardian. 25 O.S. §307 (B) (5)

6. To discuss matters involving a specific handicapped child. 25 O.S. §307 (B) (6)

7. To discuss any other matter where disclosure of information would violate confidentiality requirements of state or federal laws. 25 O.S. §307 (B) (7)

No action, decision, or vote shall be taken while the Board is in executive session. The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

REFERENCE: 25 O.S. §307
70 O.S. §5-118
Atty. Gen. Op. 82-114 (April 12, 1982)

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1117**

BOARD OF EDUCATION MEETING PUBLIC PARTICIPATION

All regular, special and emergency meetings of the Bixby Board of Education shall be open to the public but are considered business meetings which do not require public input on deliberations of the Board.

The Board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. The Board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. Therefore, the Board will allow time for public input or statements using three methods: comments from the floor, patron requests to be placed on a Board agenda, and recognition by the Board president.

The following procedure has been established for participation at school Board meetings for the citizens of this district.

I. Comments from the floor

A. "Comments from the Floor" shall appear on the agenda of every regularly scheduled Board meeting. During the allotted time, members of the public may make statements to the Board without a written request. However, the Board will not respond to or taken any action on the statements. The Board will seriously consider all statements.

B. Members of the public wishing to make a statement should present a request by using a sign-in sheet posted at each meeting. The sign-in sheet will be available approximately 15 minutes prior to the start of the meeting and will be collected by the Board at the start of the meeting. The sign-in sheet will contain, as a minimum, the following items to be filled in for each request:

1. Printed name and complete mailing address of the organization, group, or individual(s) requesting to make a statement, including the printed name of the person to address the Board.

2. Signature of the person wishing to address the Board.

3. Brief description of the subject to be addressed

C. Speakers shall be advised that their comments are limited to three minutes speaking time. Speakers shall not be permitted to use abusive or vulgar language. Speakers shall be advised that comments must be limited to items which directly relate to the Bixby School District. The president of the Board will maintain the prerogative to discontinue any presentation which violates any of the public participation guidelines.

D. A single spokesman will be selected by groups or organizations desiring to address the Board under the "Comments from the Public" agenda topic in order to avoid hearing repetitious information. Repetitive comments by consecutive individuals will not be allowed.

E. Speakers may offer objective comments of school operations and programs that concern them. Persons with personal complaints concerning personnel are encouraged to utilize the Board of Education Public Complaint Process (Public Complaints section of Board Policy) as a means of bringing concerns for consideration and disposition.

F. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. The president shall advise speakers that no response of any kind will be made by any member of the Board of Education or administration either during or at the conclusion of the speakers' remarks.

II. Recognition by the Board President

The president may, at his or her discretion, ask members of the audience at a regularly scheduled Board meeting to participate in the discussion on those items scheduled on the agenda if they have an expertise or knowledge of the subject being discussed.

III. General Guidelines for Public Participation

A. The president of the Board shall recognize speakers, maintain proper order, and adhere to time limits established by the board.

B. Board members and administrative staff will not respond to questions from the public. Proper questions from members of the public may be referred to the superintendent for later report to the Board.

C. Members of the public shall not be recognized while the Board is conducting its official business.

D. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.

E. The use of profanity and conduct such as physical assault are forbidden at a school Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.

IV. Requests to be placed on a Board Agenda

A. Any patron wishing to be placed on the agenda to address the Board of Education shall communicate such a wish in writing to the superintendent. The written request must state the nature of the matter to be discussed, the full name of the person making the request, and what is expected from the Board. The request must be received by the superintendent at least one week immediately preceding the next regularly scheduled meeting.

B. The superintendent of schools shall confer with the president of the Board to consider inclusion of an item to be placed on a Board agenda, and the appropriate meeting for such discussion. The final decision will be at the discretion of the superintendent of schools and the president of the Board. If approved, the requesting party will be advised of the meeting at which the item will be a part of the agenda.

REFERENCE: 70 O.S. §5-118

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS **POLICY 1118**

BOARD OF EDUCATION MEETING NEWS MEDIA COVERAGE

The Bixby Board of Education extends a cordial welcome for the residents of this district, including local and area news media representatives, to attend all regular and special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a meeting, the superintendent shall provide a periodic summary of Board actions, if requested. The minutes of Board meetings shall be made available for review to any person who requests them.

The Board retains the right to prohibit the use of electronic media equipment such as television cameras and/or videotape machines during meetings if, in the opinion of the Board, the presence or use of this equipment would interfere with the conduct of the meeting.

REFERENCE: 25 O.S. 312(c)

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1119**

ADMINISTRATION IN ABSENCE OF POLICY

It is the policy of the Board of Education that, upon the recommendation of the administration, the Board will adopt general and personnel policies to serve as a basis for the administration of the school and as a guide to the administration and other employees in conducting their respective duties. The policies will be in published form and available to employees, patrons, and the Department of Education. School Board policies will be updated periodically and made available on the District's website.

In cases where action must be taken involving the operation of the school district and where no guidelines have been established by Board of Education policy, the superintendent will have the authority to act. In such cases, the superintendent shall use his/her own best judgment based on what he/she believes the policy would be if it existed. Such emergency policy decisions will be reported to the president as soon as practical and to the Board of Education at its next meeting. The Board will then determine whether a permanent policy should be established.

REFERENCE: Department of Education, Administrator's Handbook

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1120**

ADOPTION OF POLICY

The Bixby Board of Education shall adopt new policies and delete or modify existing policies as the need arises. All rules and regulations found in the handbooks for students, teachers, or other employees and supplements thereto are to be approved by the Board and will be considered a part of these policies and rules by reference.

Changes in Board policy shall be disseminated in the manner provided by the rules and regulations of the Board.

The Board shall review its policies and rules on an annual basis.

The policies, rules and regulations of the Board may be amended at any regular, special, or reconvened meeting of the Board by a majority vote of the members of the Board, provided that an opportunity for a full discussion has been given to the Board.

A recommendation by an individual or group of citizens or patrons to adopt or amend any policy or rule may be submitted at any regular Board meeting. Final action on any such recommendation will take place upon due consideration and recommendation of the superintendent or the Board unless an emergency is declared whereby final action may be taken immediately. Policies will be adopted at regular Board meetings and will be recorded in the minutes. Only policies so recorded will be considered official Board policies.

The superintendent shall be responsible for devising a procedure to ensure that those persons having copies of the Board handbook receive changes in Board policy and the policies which have been amended or deleted or removed from such policy handbook. The policies of the Board shall be published on the District's website.

The Board's minutes clerk shall keep a running historical set of Board policies which will reflect all revisions, amendments, or other such actions pertaining to every policy and rule.

Adoption Date: November 13, 2000

EXECUTIVE OFFICER - SUPERINTENDENT

The Bixby Board of Education recognizes that the superintendent of schools is the executive officer of the Board of Education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education.

The superintendent's duties are a group of related tasks, each of which requires a special knowledge, information concepts, abilities, and skills. The superintendent is a generalist whose responsibilities apply in all areas of school district operations. The superintendent must view the educational program in its entirety. All tasks must be accomplished so that the whole school system functions with balanced precision. For the superintendent, there is no order or priority of responsibilities.

In discharging assigned responsibilities, the superintendent works through a problem solving process. Since time is a component of any process, the superintendent works through time or sequence. In the solution of any problem, the superintendent is conscious of the past, the transition period, and the future.

The administration of the school system in all its aspects shall be delegated to the superintendent, who shall carry out these administrative functions in accordance with the policies adopted by the Board. The execution of decisions made by the Board concerning the internal operation of the school system shall be delegated to the superintendent.

The following duties have been established for the office of the superintendent of schools:

1. The executive authority is that function of the Board of Education which is delegated to the superintendent. The executive function is concerned with implementing the plans and policies of the Board, keeping the Board members informed, and furnishing creative leadership to the Board and school district staff. The superintendent shall be the authorized individual charged with the operations of all federal programs in the system.

2. The renewal of the superintendent's contract shall be considered by the Board and announced or tabled not later than its regular meeting in January each year. It is the duty of the president of the Board to notify the superintendent as soon as possible following the Board's decision.

3. The superintendent is the executive officer of the Board and the leader of the educational forces of the community. The Board shall seek the superintendent's recommendation on school matters.

4. The superintendent shall exercise general supervision over the operation of all schools within the district.

5. The superintendent shall, under the direction of the Board, prepare the agenda for all Board meetings.

6. The superintendent shall attend the regular and special meetings of the Board (with exceptions approved by the Board President and the Superintendent), be a nonvoting member, and advise the Board on all school matters. So that Board members may be kept informed about school operations and issues, the superintendent's reports to the Board shall cover such items as instruction, budget, staff, student population, the school plant, and other issues.

7. The superintendent shall make recommendations to the Board of candidates for principal, teacher, and supervisory positions, as well as other employees of the school system as the need arises. The Board shall not normally employ a school employee against the recommendation of the superintendent. The Board will direct the superintendent to make additional recommendations if necessary.

8. The superintendent shall devote himself or herself to the study of public educational trends, keep the Board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall recommend for Board consideration new policies or revisions of previously adopted policies and shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.

9. The superintendent shall evaluate the effectiveness of general or specific areas of the school program.

10. The superintendent shall develop new and dynamic plans for the operation of the schools within the district.

11. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the superintendent.

12. Responsibility for the operation and maintenance of the child nutrition program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the Board of Education.

13. Responsibility for the operation and maintenance of the activity funds shall be delegated to the superintendent.

14. The superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when school will end for the year, etc. The calendar shall be subject to approval by the Board of Education.

15. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district, and for the transfer of children who apply for permission to attend schools in other districts.

16. The superintendent shall be responsible for the administration of suspensions, and exclusions of children of compulsory school age because of any mental, physical, or other reason.

17. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the Bixby Board of Education.

18. The superintendent shall administer a complete high school course, consisting of a two-year junior high school, and a four-year senior high school program, in conformity with the regulations established by the State Department of Education.

19. The superintendent shall assign personnel to specific positions and reassign them as conditions warrant. Reassignments involving changes in salary status must be submitted to the board for approval.

20. The superintendent shall have all school accounts audited each year, and a copy of the audit filed with the secretary of the Board of Education.

21. The superintendent shall visit personally all the schools of the district as often as practical, carefully observing the methods of instruction and the discipline of teachers; suggest

improvements; remedy defects in their management; advise as to the best methods of instruction and discipline; and pay special attention to the classification of students, the program of studies, and the apportionment of time allotted to each of the prescribed subjects.

22. The superintendent shall delegate responsibility for and give supervision to the organization and operation of an in-service education program for school personnel where deemed advisable.

23. The superintendent shall maintain all personnel files, including sick leave and other types of leaves, and interpret and supervise personnel policies established by the Board.

24. The superintendent shall secure adequate plant facilities; standardize supplies, equipment, and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.

25. The superintendent shall make recommendations on the improvement and expansion in school facilities as needs become apparent.

26. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development. At least quarterly, the superintendent shall provide to the Board a financial analysis indicating the expenditures of the district and an opinion of the general financial condition of the district.

27. The superintendent shall have the authority to close any of the public schools in case of emergency.

28. The superintendent shall visit schools in other cities to observe developing educational trends and to suggest appropriate means for the advancement of the Bixby Public Schools.

29. The superintendent shall inform the patrons and taxpayers of the school district about the programs of the school.

30. The superintendent shall perform such other duties and exercise such other authority as may be required of or conferred upon the superintendent by law or by the Board of Education.

REFERENCE: 70 O.S. §1-115, §116, §5-106
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1122**

TERM OF OFFICE AND SALARY OF SUPERINTENDENT

The superintendent of the Bixby Public Schools shall be employed for a term specified by this Board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the superintendent, including all fringe benefits, if any, will be determined prior to the execution of an employment contract and shall be stated therein.

It is the policy of this Board to consider the issuance of the superintendent's contract each year to insure continuity and stability in the office. The renewal of the contract shall be considered in January, each year, or at some other date as determined by the Board. In its discretion, the board may contract with the superintendent for a term as mutually agreed upon but not to exceed three years beyond the fiscal year in which the contract is approved by the Board and accepted by the superintendent.

Prior to considering the superintendent's contract for renewal, the Board shall complete and present to the superintendent an evaluation form pertaining to the superintendent's performance.

The superintendent's employment contract shall include terms and conditions as agreed upon in writing by the Board and the superintendent and will be filed by the superintendent with the State Department of Education within 15 days after it is signed or sooner if required by law or State Deparment of Education regulation. The Board may not pay any salary, benefits, or other compensation not specified in the contract on file and may not pay any amounts for accumulated sick leave or vacation leave benefits not calculated on the same formula used for determining payments for such benefits for other full-time employees of the district.

REFERENCE: 70 O.S. §5-141
HB 1556 (70 O.S. §5-106)
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1123**

LINE IN STAFF RELATIONS

Unless limited by statute or Board action, any of the powers and duties assigned to the superintendent may be delegated. The superintendent shall be responsible to the Board for the execution of delegated powers and duties.

Lines of authority shall be clearly outlined by the superintendent by means of organization charts, job descriptions, and administrative regulations and procedures.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1124**

HANDBOOKS - ADMINISTRATIVE

Statements contained in the Board policy manual may fall short of those necessary for adequate orientation of staff and students for day-to-day activities. Building principals will provide such additional planning and orientation of staff and student activities as might prove necessary in each building. Each building principal will develop appropriate staff and student handbooks. Student handbooks and other directives will be presented to the superintendent or designee for approval prior to publication. The superintendent shall insure that all handbooks and other directives are consistent with Board policies and administrative regulations.

Copies of all handbooks shall be provided to the Board.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 1125**

NAMING OF SCHOOL FACILITIES

The Bixby Board of Education shall maintain consistent procedures in the naming of a new school facility or the renaming of an existing facility. A new facility will be named after the site has been selected and plans for construction have been approved. The Board of Education has set the following criteria for the naming/renaming of school facilities.

1. Generally, facilities will be named geographically, historically, or by function.

2. On occasion, the Board of Education may choose to name a facility to honor a person who has rendered outstanding service to the Bixby Public School District, the community, the state, or the country. Generally, these would be individuals who are no longer living. Consideration would be given to those who have been deceased for at least five years.

3. On occasion, rooms within school facilities may be named after individuals who have contributed significantly to the school district or community.

4. A facility currently owned by the school district may be considered for renaming if the facility will be housing a different student population or the function it serves changes.

Adoption Date: July 8, 2002

BIXBY PUBLIC SCHOOLS **POLICY 1126**

ELEMENTARY AND INTERMEDIATE SCHOOL ATTENDANCE ZONES

In order to best serve the students and families of the Bixby Public Schools community and to efficiently and effectively distribute elementary and intermediate grade level students among the schools, the attendance zones for the district's elementary and intermediate students and schools are as follows. The attendance zones described in this policy are effective beginning with the 2015-2016 school year.

Zone 1: Northeast Elementary & Intermediate School
All of the Bixby Public School District north of the Arkansas River and east of Mingo with the following exception: Zone 1 includes the area east of Memorial and west of Mingo and south of 131st St. S. to the Arkansas River.

Zone 2: North Elementary & North Intermediate Schools
All of the Bixby Public School District north of the Arkansas River and west of Mingo with the following exception: The area east of Memorial and west of Mingo and south 131st St. S. to the Arkansas River is in Zone 1.

Zone 3: Central Elementary & Central Intermediate Schools
All of the Bixby Public School District south of the Arkansas River.

Options for Area of School Zone 1: School attendance options are available to students residing in the area between Memorial and Mingo and south of 131st to the Arkansas River during the 2014-2015 school year, attended North Elementary or North Intermediate, and have maintained continuous residence at the same address for the 2014-2015 school year, 2015-2016 school year, and beyond. If the student's address changes during or after the 2014-2015 school year, then the student's school of attendance shall be determined by the school zone in which the student resides. Upon qualification per this policy, the following options are available to each student in a household. Students from the same household are not required to choose the same option.

Option 1: Attend Northeast Elementary & Intermediate through 6th Grade beginning with the 2015-2016 School Year and beyond. **School Transportation is provided.** No changes will be approved after choosing Option 1.

Option 2: Attend North Elementary and/or North Intermediate through 6th Grade beginning with the 2015-2016 School Year. **No School Transportation is provided.** If this option is chosen for the 2015-16 school year, the student shall remain enrolled at North Elementary or Intermediate for the complete school year. However, the student may, at the end of any school year, beginning with the 2016-2017 school year, Choose Option 1 for enrollment in grades of K through 6th grade. No changes will be approved after choosing Option 1.

Students choosing Option 2 shall attend North Elementary and/or North Intermediate on an intra-school transfer. The intra-school transfer for the student will be approved each school year through 6th grade upon the request of the parent/guardian, provided the student maintains good grades, school attendance, punctuality, and behavior.

The North Elementary and/or North Intermediate principals are granted the authority to cancel intra-school transfers if a student's grades, school attendance, punctuality, and/or behavior are not at acceptable levels. The district's intra-school transfer policy shall govern the process of denying and/or cancelling a transfer during the school year and/or for a new school year as well as the opportunity for a student's parent/guardian to have their student's transfer cancellation and/or denial reviewed by the superintendent or designee.

BEGINNING WITH THE 2018-19 SCHOOL YEAR

Beginning with the 2018-19 school year the attendance zones for North Elementary, North Intermediate, Northeast Elementary, and Northeast Intermediate will change. Construction of Phase II of the Northeast Elementary & Intermediate School campus will conclude prior to the beginning of the 2018-19 school year. Therefore, the elementary and intermediate school zones beginning August 2018 are as follows.

Elementary & Intermediate Schools Attendance Zones

Zone 1: Northeast Elementary and Northeast Intermediate Schools:
All of the Bixby Public School District north of the Arkansas River and east of Memorial, except the area of Bixby Public Schools east of Memorial, west of Mingo, and North of 111th St. S.

Zone 2: North Elementary & North Intermediate Schools:
All of the Bixby Public School District north of the Arkansas River and west of Memorial and the area of Bixby Public Schools east of Memorial, west of Mingo, and North of 111th St. S.

Zone 3: Central Elementary & Central Intermediate Schools:
All of the Bixby Public School District south of the Arkansas River.

Options for Area of School Zone 1:

School attendance options are available to students who resided in the area between Memorial and Mingo and north of 131st St. S. to 111th St. S. during the 2017-2018 school year, attended North Elementary or North Intermediate, and maintain a continuous residence at the same address for the 2017-2018 school year, 2018-2019 school year, and beyond. If the student's address changes during or after the 2017-2018 school year or beyond, the student's school of attendance shall be determined by the school zone in which the student resides. Upon qualification per this policy, the following options are available to each student in a household. Students from the same household are not required to choose the same option.

Option 1: Attend Northeast Elementary and Northeast Intermediate through 6th Grade beginning with the 2018- 2019 school year and beyond. **School Transportation is provided.** No changes will be approved after choosing Option 1.

Option 2: Attend North Elementary and North Intermediate through 6th Grade beginning with the 2018-2019 School Year. **No School Transportation is provided.** If this option is chosen for the 2018-19 school year, the student shall remain enrolled at North Elementary or North Intermediate for the complete school year. However, the student may, at the end of any school year, beginning with the 2019-2020 school year, Choose Option 1 for enrollment in grades K through 6th grade. No changes will be approved after choosing Option 1.

Students choosing Option 2 shall attend North Elementary and North Intermediate on an intra-school transfer. The intra-school transfer for the student will be approved each school year through 6th grade upon the request of the parent/guardian, provided the student maintains residency at the originally approved address, good grades, school attendance, punctuality, and behavior. The North Elementary and North Intermediate Principals are granted the authority to cancel an intra-school transfer if a student's originally approved residency address changes and/or grades, school attendance, punctuality, and/or behavior are not at acceptable levels. The district's intra-school transfer policy shall govern the process of denying and/or cancelling a transfer during the school year and/or for a new school year as well as the

opportunity for a student's parent/guardian to have their student's transfer cancellation and/or denial reviewed by the superintendent or designee.

BOE Approved February 9, 2015; November 14, 2016; Revised November 9, 2017

BIXBY PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT I-004
TULSA COUNTY, OKLAHOMA

BOARD OF EDUCATION

POLICY BOOK

SECTION 2000

POLICY 2000
STUDENT SERVICES

Policy

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BIXBY PUBLIC SCHOOLS POLICY 2100

SEXUAL HARASSMENT OF STUDENTS

The Bixby School District is committed to providing all students and employees with a safe school environment in which all members of the school community are treated with respect. Harassment is unlawful discrimination and will not be tolerated. Both state and federal law specifically prohibit harassment of employees and students in connection with their employment by or enrollment in schools.

It is the policy of Bixby School District to prohibit, without qualification, unlawful harassment based on real or perceived race, color, religion, national origin, sex, sexual orientation, or disability. Students, employees and board members of the District have a duty not to harass on the above listed grounds.

This policy sets forth the rules to be followed by all students, employees and board members of the district with regard to the issue of sexual harassment. Harassment of students or employees of either sex by employees or other students of the same or opposite sex is strictly prohibited. All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee and applicant for employment, vendor representative, or patron of the district.

Sexual harassment is prohibited regardless of whether or not the harassment occurs inside or outside the classroom. For example, sexual harassment is prohibited during school hours, extra-curricular activities, school-sponsored events, field trips, athletic competitions, and in the cafeteria, classroom, hallways, and school buses. Harassment is prohibited in both academic and non-academic settings.

Definitions

"Employee" means any person who is authorized to act on behalf of the district, whether that person is acting on a temporary or permanent basis, regardless of whether or not the person is compensated. Employee denotes all staff of the school, both full-time and part-time, and includes board members and school volunteers.

"Student" means any person who is enrolled in any school participating in a program of the District.

"Sexual Harassment" is a form of unlawful harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment also includes conduct that is criminal in nature such as rape, sexual assault and stalking.

Sexual Harassment of a Student of School District

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person toward a student which:

1. Is made a term or condition, either implicitly or explicitly, of obtaining an education; or
2. Is used as a basis for decisions affecting an individual's education; or
3. Has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile, or offensive learning environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between a student and an adult employee will not be considered welcome.

Examples of Sexual and Other Harassment

Examples of sexual harassment include, but are not limited to: unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. For example, demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may constitute sexual harassment.

Examples of harassment because of race, national origin, religion or disability include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse of a person; intimidation (physical, verbal or psychological); or impeding or blocking movement of a person.

This prohibition against sexual harassment does not preclude legitimate, nonsexual physical contact such as the use of necessary interventions to avoid physical harm to persons or property.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee engaging in sexual or other harassment will be subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits (as permitted by law) and termination.

Any student engaging in sexual or other harassment is subject to any and all disciplinary action which may be imposed under the school district's student discipline policy.

Reporting to School District

A. By Students

The District encourages students who have been sexually or otherwise harassed or who know of sexual or other harassment to report the claim. Students should report any incident of sexual or other harassment to any teacher, guidance counselor, school administrator, or superintendent.

B. By Employees

Any employee of Bixby School District who witnesses, overhears, suspects or receives a report of harassment *shall* immediately report the incident to the site or district administrator or superintendent. If the report of the incident occurs after normal school hours, an employee should contact their administrator or the superintendent.

C. The Report

If possible, the report should be made in person or in writing, signed by the reporting party.

However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents anonymously in writing by mailing the reports to the personal attention of a site or district administrator or the superintendent.

All reports should state:

1. The name of the alleged harassing student, employee, board member, or other person;
2. The person(s) being harassed;
3. The nature, context and extent of the prohibited activity;

4. The dates of the prohibited activity, and;

5. Any other information necessary to a full report and investigation of the matter.

Reports to Outside Officials

A concerned employee may report an allegation to both school officials and to the United States Equal Employment Opportunity Commission, or the Oklahoma Human Rights Commission.

Good faith reporting of charges of sexual or other harassment will not result in reprisals or retaliation. Reprisals and retaliation, due to a sexual harassment allegation, are prohibited.

Administrative Responsibility and Action

The Bixby School District is committed to promptly and thoroughly investigating all reports of harassing conduct. When a report is received, the District will conduct a thorough and impartial investigation. To ensure impartiality, no person who is the subject of a complaint shall conduct the investigation.

During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

After all facts and circumstances are reviewed, the District shall take any and all disciplinary actions to prevent further harassment. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student.

Upon receipt of a formal or informal report of sexual or other harassment, the superintendent or designee shall do the following as quickly as possible:

1. Obtain an oral or written statement form the individual who allegedly was sexually harassed. The statement should contain information necessary to conduct a full investigation of the matter. Relevant information includes, but is not limited to: the name of the alleged harassing student, employee or board member; the person(s) being harassed; the nature, context and extent of prohibited activity; the dates of the prohibited activity; and the names of any witnesses;

2. Take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;

3. Keep the individual who is allegedly being sexually harassed reasonably appraised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;

4. Conduct a full and complete investigation, to the extent reasonably possible, regarding the alleged sexual harassment. This investigation includes, but is not limited to: interviewing the allegedly harassed individual, interviewing any witnesses, interviewing the alleged harasser, and reviewing supporting documents;

5. Review the facts of the investigation and take into account the totality of the circumstances. Nature, extent, context and gravity of activities must be taken into account. Based on both the facts of the investigation and the surrounding circumstances, the superintendent or designee shall take or recommend the taking of appropriate measures. Appropriate measures include but are not limited to: education, training and counseling, transfer, and/or suspension of a student.

6. Report the allegations to appropriate authorities, including law enforcement and the Department of Human Services.

In instances where the report is received by a school official, the report shall be promptly relayed to the superintendent for investigation except in instances where the report names the superintendent as a person responsible for harassment. In any instance in which the superintendent is deemed to have a conflict with regard to the investigation of a report of harassment, the report may be conveyed to the school's board member for investigation or for designation of an appropriate investigator.

REFERENCE: Title VII of the Civil Rights Act of 1964 42 U.S.C. §2000e-2 29 C.F.R. §1604.1, et seq.
Title IX of the Education Amendments of 1972 20 U.S.C. § 1681

CROSS-REFERENCE: Policy 4100 Sexual Harassment
Policy 4102 Grievance Procedures: Sex Discrimination
Policy 4105 Termination of Employment: Teachers
Policy 2157 Student Discipline

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revised Date: October 10, 2011

BIXBY PUBLIC SCHOOLS **POLICY 2101**

STUDENT RESIDENCY

The district is established for the purpose of serving the educational interests of resident students.

Definitions

For purposes of this policy, the terms listed below have the following meanings:

"Residence," "residency" and "legal residence" mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified below.

"Person having legal custody" means a person who is legally responsible for the care of the child pursuant to: the order of a court, a proper attorney-in-fact affidavit, or placement by a governmental agency responsible for making custody determinations and/or placements.

Basic Residency Requirements

State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district.

The district does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under OKLA. STAT. tit. 70 § 1-113.

Procedure for Resolving Residency Disputes

The district recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system the district will verify that the student is a resident of the district or is otherwise entitled to attend school in the district for any reason authorized by law. As a part of this verification process the district will obtain an address from each student or the student's parent, guardian, or person having legal custody of the child. In providing an address to the district that is within the district's boundaries the student and student's parent, guardian, or person having legal custody of the child represent that this address is the student's residence. The district may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody and control of the student and any other information the district deems relevant.

If at any time a district administrator has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having legal custody of the child that there is a question regarding the student's legal residency. The student's parent, guardian, or person having legal custody of the child shall be given an opportunity to submit information regarding the student's residency to the district's residency officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

Information or documentation to prove student residency in the district shall include but not be limited to proof of provision of utilities, payments of ad valorem taxes, local agreements or contracts for

purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, contracts and any other source of proof that is not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student not deemed to be a "homeless student" shall be determined by the residency officer and the board of education pursuant to the following procedures:

1. The student's parent, guardian, or person having legal custody of the child must notify the residency officer in writing of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the district. Upon receipt of a request for review, the residency officer shall allow the parent, guardian, or person having legal custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.

2. The residency officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning therefore in writing within three (3) school days of receipt of the request for review.

3. If the student's parent, guardian, or person having legal custody of the child disagrees with the residency officer's decision, such person shall notify the residency officer in writing within three (3) school days of his or her receipt of the residency officer's decision. The residency officer will submit his or her findings and all documents reviewed to the board of education. The board of education will review the decision and the documents submitted on behalf of the district and the student and will render a decision at the next board meeting. The decision of the board of education shall be the final administrative decision.

4. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

Miscellaneous Policy Provisions

Reviews involving more than one student where students are related or residing in the same household may be consolidated at the discretion of the residency officer and the board of education.

If the residency dispute involves an 18-year-old student, all notices will be delivered to the student.

If already enrolled and attending school in the district, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.

The residency officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

The district's residency officer is the associate superintendent.

The board of education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the district. For any period during which a student is enrolled in the district, but is not a resident of the district, the district may charge tuition if it is established

that the student's parent, guardian, or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the district. The tuition shall be based on a per capita cost of educating a student in the district during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

The district shall provide for educational services for homeless children as required by law.

The district reserves the right to require reverification of student residency at the beginning of each school term.

A copy of this policy shall be provided to the student's parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.

Special Definitions and Procedures Applicable to
Homeless Children and Youth

Definitions

"Homeless children and youth" means students who lack fixed, regular and adequate nighttime residence, and includes:

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and

4. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this section because the children are living in circumstances described in this section, clauses A through D.

Enrollment, Records and Immunizations

Federal law provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. The district's residency officer will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the residency officer will advise the student. The district will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The district's homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who

disagrees with the residency officer's determination may appeal the decision to the board of education under the procedure identified in this policy. If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.

Appeals Procedures

The district will make every effort to resolve disputes regarding homeless children at the lowest level possible by utilizing the following process:

1. At the time a homeless student seeks enrollment, the district will notify the student or his/her family of these procedures and provide the student/family with a copy of this policy.

2. The district will promptly notify the district's homeless coordinator that a homeless student seeks enrollment, and will seek to involve the coordinator in decisions regarding the student's education.

3. Students/families who disagree with a decision regarding the student's education may meet with the coordinator for an informal resolution. The coordinator will notify the student/family that a written complaint may be submitted within five (5) days (or longer if agreed upon by the parties).

4. If the coordinator receives a written complaint, the coordinator will prepare a decision (plan of action) and provide it to the student/family within five (5) days of receipt of the written complaint. The coordinator will also notify the student/family of the right to appeal to the superintendent.

5. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the superintendent within five (5) days of receipt of the coordinator's plan. The superintendent will meet with the student/family within five (5) days of receipt of the appeal. The superintendent will issue a decision within five (5) days of the meeting with the student/family. The superintendent will also notify the student/family of the right to appeal to the board of education.

7. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the board of education by submitting a written notice to the superintendent within five (5) days of the superintendent's decision. The appeal will be placed on the next agenda (or the following agenda, if the appeal is received after the agenda posting deadline) and the board's decision is final at the district level. Students/families who are still dissatisfied with a decision regarding the student's education may file an appeal with the Oklahoma State Department of Education utilizing the procedures established by the OSDE.

Special Definitions and Procedures Applicable to Transitioning Military Children

"Children of military families" means a school-aged child(ren), enrolled in kindergarten through twelfth grade, in the household of an active duty member.

"Active duty" means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Military Reserve on active duty orders pursuant to Title 10, Sections 1209 and 1211 of the United States Code.

"Military student" means the child of a military family for whom the local education agency receives public funding and who is formally enrolled in kindergarten through twelfth grade.

"Transition" means (a) the formal and physical process of transferring from school to school or (b) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

"Sending state" means the state from which a child of a military family is sent, brought, or caused to be sent or brought.

"Receiving state" means the state to which a child of a military family is sent, brought, or caused to be sent or brought.

"Uniformed service(s)" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Services.

Establishing Residency

State law provides that transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis, may attend school in the school district in which the noncustodial parent or person standing in loco parentis to the transitioning military child holds legal residence. Similarly, transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis may continue to attend the school in which the student was enrolled while residing with the custodial parent. A special power of attorney relating to the guardianship of a military child and executed under applicable law shall be sufficient for purposes of enrollment and all other actions requiring parental participation and consent.

Enrollment

The district will promptly accept unofficial or "hand-carried" educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, the district will promptly enroll the transitioning military child. However, upon enrollment, the district will request official educational records and transcripts from the school in the sending state. The district's residency officer will determine whether a student is a transitioning military student for purposes of establishing residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the residency officer's determination may appeal the decision to the board of education under the procedure identified above.

Grade Level Placement

Transitioning military children, including children entering kindergarten, shall be able to enroll in the same grade level in which they were enrolled in the sending state, regardless of age, time of transfer or age requirements of the receiving state.

Course Level and Educational Program Placement

To the extent that this district is in a receiving state, the district may subsequently perform course placement and educational program evaluations of a transitioning military student. However, the district will initially place the transitioning military student in courses and programs comparable to those in which the student was a participant while in the sending state, including, but not limited to, Honors, International Baccalaureate, Advanced Placement, Gifted and Talented, English as a Second Language, Special Education and vocational, technical and career pathway courses. The district will make these accommodations whether or not the student has fulfilled the necessary prerequisites in the district or receiving state.

Extracurricular Activities

When appropriate, the district will provide transitioning military children the opportunity to participate in extracurricular participation, regardless of application deadlines.

Immunizations

Transitioning military children shall have thirty (30) days from the date of enrollment to obtain any immunizations required by Oklahoma law. For a series of immunizations, such children must obtain initial vaccinations within thirty (30) days.

Tuition

The district may not charge tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school district other than that of the custodial parent if the parent or other person standing in loco parentis lives within the boundaries of this district.

Reference: 42 U.S.C. §11301 et seq., OKLA. STAT. tit. 70 § 1-113, 70 OKLA. STAT. §510.1

Adoption Date: September 13, 2004
Revision Date: September 8, 2008
Revision Date: July 20, 2009
Revision Date: May 10, 2010
Revision Date: September 8, 2014

ATTORNEY-IN-FACT AFFIDAVIT[1]

I certify that I am the parent or legal custodian of:

Full name of minor child	Date of birth
Full name of minor child	Date of birth
Full name of minor child	Date of birth
Full name of minor child	Date of birth

I designate the following individual as the attorney-in-fact for each minor child named above:

Full name of attorney-in-fact

Street address, city, state and zip code of attorney-in-fact

Home phone, attorney-in-fact	Work phone, attorney-in-fact

I provide the attorney-in-fact the following authority:

_____ I delegate to the attorney-in-fact all of my power and authority regarding the care, custody and property of each minor child named above, including but not limited to the right to enroll the child in school, inspect and obtain copies of education records and other records concerning the child, the right to attend school activities and other functions concerning the child, and the right to give or withhold any consent or waiver with respect to school activities, medical and dental treatment, and any other activity, function or treatment that may concern the child. This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child.

OR

_____ I delegate to the attorney-in-fact the following specific powers and responsibilities:

[1] Student residency cannot be established through an attorney-in-fact relationship without this fully completed document.

This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child.

Effective Dates

This power of attorney is effective for a period not to exceed one year (12 calendar months), beginning on _____, 20____ and ending _____, 20____. I reserve the right to revoke this authority at any time. I understand that in order to extend this power of attorney beyond one year I must execute and deliver to the district a new power of attorney.

Signatures

I hereby make these designations as specified above.

_____

Parent signature Date

I hereby accept my designation as attorney-in-fact for the minor child(ren) specified in this power of attorney.

_____

Attorney-in-fact signature Date

Acknowledgment

Before me, the undersigned, a Notary Public, in and for said County and State on this _____ day of _____, 20_____, personally appeared _____ (name of parent/legal custodian) and _____ (name of attorney-in-fact) to me known to be the identical persons who executed this instrument and acknowledged to me that each executed the same as his or her free and voluntary act and deed for the uses and purposes set forth in the instrument.

Witness my hand and official seal the day and year above written.

_____

Signature of notarial officer

_____

My commission expires
(Seal)

BIXBY PUBLIC SCHOOLS POLICY 2102

STUDENTS: ENROLLMENT REQUIREMENTS

The Bixby Board of Education requires that students enrolling in the district provide proof of legal residency or be on a board approved transfer. Proof of residency must be in the form of current gas, water, or electric bills. Late or final bills are not acceptable. Two proofs of residency must be provided at the time of enrollment. Every student enrolling must have a verified physical address. A Post Office box will not be accepted. In addition, when a student seeks to establish residency by moving with his or her parent or guardian into the residency of another adult who resides within the boundaries of the School District, the student must provide the District with a signed, notarized affidavit verifying that the student and parent reside with that adult.

It is the policy of the Bixby Board of Education that, **all children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and who have not attended a public school kindergarten shall be entitled but not required to attend a half-day early childhood program free of charge as long as the district has the physical facilities to accommodate the child.** For a child to begin Kindergarten the child must be five years of age on or before the first day of September of the year the child intends to enroll. Children under the age of **six (6)** may be admitted to the first grade **upon parent request** if such children attended kindergarten the previous year **in a state or North Central accredited school and have completed a Proficiency Based Promotion contract**. **A record of the child's attendance and promotion from the previous school shall be placed in the student's cumulative folder. Further, no child shall be enrolled in the first grade unless he or she will have reached the age of six (6) years on or before September 1 of the school year.**

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student.

To be eligible for enrollment in the first grade, a child must have reached his/her sixth birthday on or before September 1 of the year in which he/she intends to enroll in the first grade, or have satisfactorily completed kindergarten and been recommended for promotion to first grade. Age may be verified by a birth certificate, parent's statement, a physician's statement, or previous educational records.

All children between the ages of 5 and 21 on or before September 1 who reside within this school district are entitled to attend public school regardless of nationality or citizenship provided other age and residence requirements are met. Maximum age to which students may attend school tuition-free is twenty-one except that any person between the ages of 21 and 26 is entitled to attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Such person must show an inability to attend school for definite periods of time because of a physical disability or service in the armed services.

Termination of attendance before graduation from high school or before reaching the age of eighteen may be permitted by mutual consent of the superintendent or designee and the parent, legal custodian, or legal guardian of the student.

Students enrolling at a site other than the site of residence:
Students will be enrolled in the site of residence within the Bixby district. The exception to this is an approved In-District Transfer, with agreement from principals at both buildings. In-district transfer requests are started at the enrollment center, and then forwarded to the principal of the receiving site. If approved, the principal will forward the transfer paperwork to the sending principal. Once the paperwork is complete, it is forwarded to the enrollment center for final approval or denial.

The criteria for approving or denying an in-district transfer will be:

- Program/educational needs of a student.
- Consideration will be given to district employees.
- Low class size.

Principals may also review student attendance, behavior, and grades for additional input on the decision to approve or deny an in-district transfer.

In-District transfers must be completed and approved annually, for the following year, and submitted to the enrollment center by April 1.Transfer requests will be sequentially numbered as received, and the district will consider requests on a first-come, first-serve basis. Any requests made for mid-year moves will follow the same procedure and criteria.

Any parent/guardian who does not agree with the decision of the principal(s) may request review of the decision by the District Residency Officer. The request for review must be submitted in writing to the Residency Officer within three school days of the parent/guardian's receipt of written notification of the principal decision. The decision of the District Residency Officer related to In-District Transfers is final and non-appealable.

Students Suspended Out-of-School:
A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired.

This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to himself or others.

The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education program (IEP), education services will be provided according to that plan.

REFERENCE: 70 O.S. §1-114
70 O.S. §18-108, §18-111
70 O.S. §24-101

Adoption Date: November 13, 2000
Revision Date: September 11, 2006
Revision Date: July 20, 2009
Revision Date: May 10, 2010

BIXBY PUBLIC SCHOOLS POLICY 2103

ADMISSION OF PART-TIME STUDENTS

Public school districts in Oklahoma have two major sources of funding: ad valorem taxes and state aid. Ad valorem tax receipts are controlled by the assessed valuation of the property within the geographical boundaries of the school district and are not affected by the number of students enrolled and attending school. State aid, on the other hand, is determined by calculations that factor in the number of students attending the school district. An increase in the number of students therefore results in an increase in state aid, all other factors being equal.

The regulations of the Oklahoma State Department of Education provide that students, who are enrolled on less than a full-time basis, as defined by the Oklahoma State Department of Education, may not be counted for state aid purposes. Accordingly, allowing students to enroll on a part-time basis would require the School District to provide an education for those students without receiving any additional state aid to pay for the cost of educating such part-time students.

In addition, the Board of Education of the School District believes that allowing students to enroll on a part-time basis would cause administrative disruption and make the administration and the efficient operation of the schools in the School District more difficult.

For these reasons, the Board of Education of the School District adopts the following policy governing part-time enrollment at the School District:

It is the policy of the Bixby Public School District that all students enrolling in the Bixby Public Schools must do so on a full-time basis. Full-time basis shall be defined as attending classes each day of the school week for the full instructional day within the public school system or in conjunction with another state-accredited institution such as vocational-technical school district, on-line internet instruction, or a college or university for concurrent enrollment. The only exceptions to this policy shall be for fifth-year seniors and students with disabilities who's IEPs or accommodation plans require variations on student schedules.

If at any time after the adoption of this policy Oklahoma law allows pat-time students to be counted for state aid purposes, the Board will reconsider this policy.

Adoption Date: September 12, 2005

FOREIGN EXCHANGE STUDENTS SPONSORED BY AN APPROVED ORGANIZATION OR PRIVATELY SPONSORED

The District will only accept foreign exchange students who are sponsored by District-approved international exchange organizations (under J-1 visas) or who are privately sponsored by adult legal residents of the District or civic organizations (high school students under F-1 visas). The District will regard a foreign exchange student on a F-1 visa to be sponsored by a private sponsor rather than an international exchange organization. Any foreign exchange student on an F-1 visa must, along with the private sponsor, obtain District approval by complying with the first three bullet points identified below for international exchange organizations.

The District will only approve international exchange organizations designated by the United States Information Agency and listed in the current Council on Standards for International Education Travel publication. To obtain District approval, an international exchange organization or civic organization must:

- Have a local representative who resides within the District and meets with District personnel, each foreign exchange student and each host family on a regular basis. That representative must provide orientation to each host family prior to the arrival of the foreign exchange student(s).
- Annually submit by July 1 a District-prescribed application for approval to the Superintendent and/or building principal for consideration for the following school year.
- Prior to attending school in the District, foreign exchange students who have an F-1 visa must pay the District the full, unsubsidized per capita cost of education in the District (approximately $7,000). All fees for foreign exchange students on F-1 visas shall be paid in full to Bixby Public Schools prior to enrollment acceptance by Bixby Public Schools. Partial school-year enrollments are not permitted.

To obtain approval for a particular foreign exchange student, an approved international exchange organization or private sponsor must submit to the building principal or designee a request for admission and the following supporting information for each foreign exchange student for whom it seeks admission:

- An official transcript and/or record of prior education from the student's home school and an English translation of the same documents. The records must reflect courses taken and grades/credits earned.
- Evidence of required immunizations.
- Evidence of health and accident insurance covering the duration of the student's visa.
- Proof of financial responsibility, such as an Affidavit of Support, a letter from the sponsor's bank, a letter from an employer, or a recent tax return, if self-employed (for privately-sponsored exchange students only).

For the District to approve admission of a foreign exchange student, the student must meet the following criteria:

- The student must not have reached age 18 before the date of enrollment in a District school.
- The student must not have graduated from high school or its equivalent.
- The student must reside with an adult legal resident of the District. The District encourages international exchange organizations and private sponsors to place foreign exchange students with host families in which one or more children attend the same school the exchange student will attend.
- The student must have sufficient knowledge of the English language to enable effective oral and written communication, to use instructional materials and textbooks printed in English and to function in the regular educational program without special professional assistance. If District

personnel determine that a non-immigrant foreign student's English proficiency is insufficient to function in the regular instructional program without special assistance, the international exchange organization or private sponsor must provide a tutor or make other arrangements for the student at their expense. If the international exchange organization or private sponsor fails to do so, the student may be subject to disenrollment and the INS may be notified.

- The student must have earned at least average grades in the student's home school and must not have required special professional assistance to function in the regular academic program.

Designated District personnel will review the information submitted and determine whether or not to approve admission of the foreign exchange student.

The building principal will consider applications for admission between February 1 and July 15 for the following school year. The District will accept non-immigrant foreign exchange students only at the beginning of a school year. A foreign exchange student may attend a school within the District for a period not to exceed one year.

The District will admit a maximum of one foreign exchange student from the same organization or private sponsor for attendance at a school in the District. The District will admit a maximum of four foreign exchange students per school year. The District encourages the admission of students from different countries.

The District will award a diploma of graduation only to foreign exchange students who meet the District's graduation requirements. Non-immigrant foreign exchange students are not eligible for District scholastic awards, but may receive extra-curricular awards for which they satisfy the necessary criteria.

The District will comply with the eligibility requirements of the Oklahoma Secondary School Activities Association as to foreign exchange students.

Foreign exchange students must pay for all lunches, athletic and student activity fees, yearbook costs and all other school-incurred expenses that are paid by other students in the District. District or group activity funds will not be used for these expenses, nor will the District apply fee waivers or reduced prices.

The District will not provide non-immigrant foreign exchange students with admission to special programs, including English as a Second Language, alternative education, special education and concurrent enrollment.

If the building principal determines that the grades, attendance or behavior of a foreign exchange student is unacceptable, the student may be withdrawn and INS may be advised.

Adoption Date: February 13, 2007; Revised February 13, 2017

BIXBY PUBLIC SCHOOLS POLICY 2105

STUDENT ATTENDANCE

The Bixby Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the Board has adopted a policy requiring students to be in attendance a minimum of **95%** in grades pre-kindergarten through twelve, each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the building principal on an individual, case by case basis.

The superintendent is directed to establish an attendance regulation, subject to Board approval, which supports this policy.

REFERENCE: 70 O.S. §10-105, §10-106

Adoption Date: November 13, 2000
Revision Date: August 11, 2008
Revision Date: August 2, 2011
Revision Date: August 12, 2013

BIXBY PUBLIC SCHOOLS POLICY 2106

TARDINESS

The Bixby Board of Education believes that punctuality is important, the responsibility for punctuality rests with the student, and that class disruptions due to tardiness are to be discouraged. The Board also believes that punctuality to assigned duties is among the most important things a student could learn and should be learned as early as possible. Good time management skills will serve students well regardless of their directions following graduation. Therefore, student tardiness to any class is not permitted.

The Bixby Board of Education directs the superintendent of schools in conjunction with the building Principals to establish rules and regulations as reflected in a student's handbook to accomplish this goal of the district.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2107

LEAVING SCHOOL GROUNDS: CLOSED CAMPUS

Because of a continuing increase of the automobile traffic flow in the Bixby area, and a concern for the safety and welfare of students in the Bixby Public Schools, it is the policy of the Bixby Board of Education that the schools will have a closed campus. The term "closed campus" means that students are not allowed to leave the school premises for lunch or any other matter (except emergencies) during the school day. Students will remain on campus from the time they arrive in the morning until the completion of the school day.

Each student should plan to arrive at school before the first bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to dress or undress unless extenuating circumstances exist.

Before permission can be granted for a student to leave the campus at any time other than the end of the school day:

1. The student's parent/guardian must notify the principal's office that the student will be leaving, stating the reason why the student needs to leave school.

2. The principal or office personnel must talk personally with the parent/guardian.

3. Only the parent/guardian may pick up the student. (If a custodial parent does not wish the child to be released to a noncustodial parent, appropriate written instruction should be filed with the school. A parent who is awarded legal custody of a child by court action shall file with the school a copy of the court decree awarding such custody.)

4. The principal will then issue a slip which verifies the student's right to leave campus.

5. The parent/guardian and/or student must sign the student out through the principal's office before the student is allowed to leave.

6. The student must sign back in upon returning to campus.

Any student who fails to abide by these policies will be considered truant and could be subject to corporal punishment or detention.

REFERENCE: Board Minutes dated July 5, 1988
CROSS-REFERENCE: Policy 6141 Child Nutrition Programs
Policy 5108 Classroom Visitation
Policy 2125 Custodial and Noncustodial Parental Rights
Policy 5107 School Visitors

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS OPEN TRANSFER POLICY

A request for a transfer into this School District, initiated by or on behalf of a nonresident student, will be approved or refused in accordance with this policy. The transfer of a student whose resident District does not offer the grade the student is entitled to pursue will be approved if the student resides within the transportation area of this School District. In accordance, with Okla. Stat. title 70, § 8-101, as amended, a student shall be limited to one transfer. Following that transfer, a student may apply for any other kind of transfer for which the student is eligible based on the Education Open Transfer Act.

Criteria for Approval or Denial of Regular Transfers

The fact that the District has adopted a transfer policy, including Open Transfers, does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district. A transfer application will NOT be approved if this District does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;

2. Have adequate facilities to provide the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations;

3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonable anticipated to move into the District during the school year. Thus, the District may deny a transfer if approval would result in:

   A. Placing a financial or education burden on District facilities or staff in the courses/educational program(s) the student would attend;
   B. Exceeding class size limitations set by state law or District policy in such courses. This includes the Pre-Kindergarten program, which is a limited enrollment program, and no Open Transfers will be accepted; or
   C. Exceeding class size limitations as set by the Superintendent or designee. The administration may determine that class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.

4. Have current personnel needed to provide the grade/course/programs in which the applicant desires to enroll.

A transfer will **NOT** be approved if the student: Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:

A. Has violated school regulations;

B. Has committed an act commonly regarded as being immoral;

C. Has been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law;

D. Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;

E. Has been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;

F. Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;

G. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health and safety of faculty or others;

H. Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, an unauthorized wireless telecommunication device, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or

I. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law.

A transfer will **NOT** be approved if the applicant

1. Fails to complete the Application Form (Attachment "A"), provide the District with sufficient educational records, or inform the District in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the District in time for District personnel to make a reasonable review of such records in applying approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this District whatever confidential records this District deems are necessary to review in applying the approval/denial criteria of this policy. The Superintendent or designee has authority to amend Attachment "A" by regulation to include additional information needed to review an application request;

2. Fails to timely submit a completed application; or

3. Provides incorrect information on the application request.

Delegation of Approval Authority to Superintendent or Superintendent's Designee
The Board of Education delegates to the Superintendent or Superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

First Priority for Transfer Openings Will Be Reserved for Children of District Employees
Subject to the foregoing criteria for approval or denial of transfers, priority for transfers first will be given to applications for the enrollment of nonresident students who are children of District employees.

Any transfer granted on the basis of the employment of the student's parent/guardian will be immediately cancelled upon the parent/guardian leaving the district's employment.

Any disputes as to whether a District employee qualifies for this category of first priority shall be resolved by the superintendent or designee. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student who is a child of a District employee for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before **April 1**, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Time of Receipt of Applications Determines Order of Review

Transfer requests will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. All transfer applications received by this District shall be dated and time-stamped. Any currently enrolled District student for whom a transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before **April 1**, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Nondiscrimination

The District shall not accept or deny a regular transfer application based upon the student's ethnicity, national origin, race, color, religion, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

Students with Disabilities

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs so that this District may:

1. Determine whether the District currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP of the student; and

2. If a preliminary determination is made that the District has the appropriate programs, staff, services and placement needed to fulfill the current IEP of the student if the transfer application is approved, conduct the statutorily required joint IEP conference with the district of residence before a final determination of approval or denial is made. Not withstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this District and other school districts. Such transfers will not be deemed to be parent or student initiated transfer applications governed by this policy.

Time Deadlines for Regular Transfers

An application for a regular transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the superintendent of this District not later than **April 1** of the school year proceeding the school year in which the transfer is requested. On or before **April 1** of the school year proceeding the school year in which the transfer is requested, the District will notify all resident school districts through the SDE WAVE that an application for the transfer has been filed by a student enrolled in the resident school district. This District shall approve or deny the application not later than **June 1** of the same year in which the application is submitted and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, then by **July 1** of the same year the parents of the student must notify this School District, in writing, that the student will be enrolling in this School District. Failure of the parents to notify this School District, in writing, as required may result in loss of the student's right to enroll in this District for the ensuing school year. By **September 1** this District will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

Deaf or hearing impaired students who wish to transfer to a school district with a specialized deaf education program may file an application for transfer at any time during the school year. Upon approval of the

receiving school district, the student may transfer to the receiving school district at any time during the school year.

Athletic and Other Competition

A transfer student, other than a student granted an emergency transfer, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one year from the first day of attendance at this District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Emergency Transfers

Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application on a form approved by the State Board of Education. On an adequate showing of an emergency, the superintendent or designee may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

1. The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student;

2. The inability of the resident district to offer the subject the pupil desires to pursue, provided the pupil became a legal resident of the school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer;

3. A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed;

4. The total failure of the resident district to provide transportation to and from school;

5. The concurrence of both the resident school district and this receiving District; or

6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services provided such student was enrolled at any time in a public school in this State during the previous three school years.

7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.

Applications for approval of a transfer will not be considered unless the parent has signed Attachment "B", which will cancel the transfer if the conditions stated in the Attachment occur. This District shall have complete discretion as to whether to approve or not to approve an emergency transfer which is based upon prior approval of the resident district.

Residency Change During the School Year

A student who has a residency change from in the District to outside the District during the school year shall be immediately eligible to continue attending school in the District through the end of the current term (semester). Such student is also eligible to complete an emergency transfer application with the District for the purpose of the student completing the remainder of the current school year in the District. Approval or disapproval of the transfer shall be considered based on the stipulations described in this policy. No transfer application beyond the current school year will be approved.

Approval of a Transfer Requires Agreement for Cancellation of Transfer

Approval by this District of any transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the District during the school year if the student does not comply with the rules and regulations of this District for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the District, including, but not limited to, payment for lunches or lost or destroyed District property. The Board of Education hereby delegates to the superintendent or the superintendent's designee authority to cancel any transfer previously granted by the Board of Education upon a determination that cancellation is appropriate. The consent form is attached as Attachment "B", which may be amended by administrative regulation.

Students seeking a transfer from a non-accredited school or a home school only, will be granted provisional approval pending review of test results and application of policy criteria to the placement deemed appropriate

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the District after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per District policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant and b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approval transfer and the provisional transfer will be of no effect.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. **A transfer student will not be allowed at the time of, or after, enrollment to change the grade/course/programs in which the student stated he or she desired to enroll on the transfer application without specific written permission from the superintendent or superintendent's designee.** It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the superintendent or designee.

Transfer consideration criteria for space availability

The Bixby District will consider all applications for transfers following review of all gathered information, including space availability at specific school sites. Average class size calculated on the most recent October 1st student count, rounded up to the nearest whole number, will be used to determine space availability, as indicated below:

1. Pre-Kindergarten class size below 20 (as mandated by state law)
2. Kindergarten through grade 6 class size average below 23
3. Grades 7-12 class size average below 20.

Adoption Date: November 13, 2000
Revision Date: May 14, 2001
Amended: July 8, 2002
Revision Date: September 13, 2004
Revision Date: August 14, 2006
Revision Date: May 10, 2010
Revision Date: February 14, 2011
Revision Date: January 13, 2014

BIXBY PUBLIC SCHOOLS POLICY 2109

WITHDRAWL FROM SCHOOL

The Bixby Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office.

Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

On a quarterly basis as scheduled by the State Department of Education, the superintendent will notify the department of the name, address, race and age of any student dropping out of school during the preceding quarter. A dropout is any student who is under the age of nineteen (19) and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Whenever a student over 14 years of age and under 18 years of age withdraws from school, the attendance officer shall notify the Department of Public Safety (DPS) of the withdrawal through a documentation of enrollment status form. Within 15 working days of receipt of the notice, DPS shall provide written notice by certified mail, return receipt requested, to the student that the driver license of the student will be canceled or the application of the student will be denied 30 days following the date the notice to the student was sent unless documentation of compliance is received by DPS before such time. When the withdrawal from school is due to circumstances beyond the control of the student or is pursuant to lawful excuse, as confirmed in writing by a parent/guardian of the student, no notice shall be sent to DPS, or if sent, the notice will be disregarded by DPS. The Board of Education or appropriate designee shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of the student or is made pursuant to lawful excuse.

REFERENCE: HB 2692 (47 O.S. §6-107.3)
70 O.S. §35e

Adoption Date: November 13, 2000
Revised Date: February 8, 2018

BIXBY PUBLIC SCHOOLS POLICY 2110

HEALTH: STUDENTS

The Bixby Board of Education believes that the goals of educators should include training which helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the Board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, or with head lice shall be prohibited from attending school until a health officer has determined that the child is free of head lice or the contagious disease or that the disease is no longer contagious.

REFERENCE: 70 O.S. §5-117, §10-105, §11-103, §1210.194
63 O.S. §1-507

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2111

WELLNESS POLICY

Purpose:

Because Bixby Public Schools values the health and wellness of its students and staff, The Board of Education shall implement the following guidelines which meet and/or exceed federal and state-mandated guidelines. The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

Overall Goal:

All students in the Bixby Public School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. Likewise, all staff in the Bixby Public School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Bixby Public School District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

School Wellness Committee:

- The District will establish a District Wellness Committee (DWC) to develop, public, and monitor implementation of the District Wellness Policy. The DWC will consist of a cross section of District employees, parents, students, and/or residents of the District. The DWC will meet at least four times per year.

- The Superintendent or designate will convene the DWC and facilitate development and updates to the wellness policy, and will ensure each school's compliance with the policy.

- The designated official for oversight is the Superintendent of Bixby Public Schools (918-366-2200) and the Child Nutrition Director of Bixby Public Schools (918-366-2214).

NUTRITION GUIDELINES/STANDARDS

School Meals

- School lunches and breakfasts will meet menu-planning system guidelines as required by USDA as per the Healthy and Hunger Free Kids Act of 2010. *
- School lunches will provide 1/3 of the recommended dietary allowances (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA. *
- School breakfasts will provide ¼ of the recommended dietary allowances (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA. *
- School lunches will meet calorie targets for 3 age/grade groupings: K-5, 6-8, and 9-12 as required by USDA.
- School breakfasts will meet calorie target levels for 3 age/grade groupings: K-5, 6-8, and 9-12 as required by USDA.
- The total calories from saturated fat in school meals will be less than 10 percent when averaged over one week as required by USDA. *
- School meals shall not contain any trans fatty acids, other than those naturally occurring in foods.
- School meals will offer an array of different colored vegetables as required by USDA.
- School meals will offer whole-grain rich Bread/Grain options as required by USDA.
- School meals will meet the Dietary Guidelines for Americans. *
- School meals may not be used as a reward or punishment.
- School meals shall be appealing and attractive to children.
- School meals shall be served in clean and pleasant settings.
- Students shall be provided at least 10 minutes to eat for breakfast, and 15 minutes to eat for lunch, and offer meal periods at appropriate times.
- Healthy food preparation techniques shall be implemented. Menu items shall not be deep-fried.
- Fruits and vegetables will be offered daily as required by USDA. Fruits and vegetables shall be fresh whenever possible. Frozen and canned fruits shall be packed in natural juice, water, or light syrup.

- The Farm-to-School Program shall be encouraged and used so that local produce is purchased as much as possible.

- School staff shall support and encourage student participation in the school meals program. The child nutrition staff shall encourage students to make healthier selections.

- Schools serving chips will use reduced-fat or baked varieties, rather than the traditional varieties, whenever possible.

- Beverages such as tea, lemonade, and fruit drinks containing less than 50 percent fruit juice will not be offered to students.

- A nutrient analysis of school meals offered to students will be made available upon request.

- The District will make drinking water available where school meals are served during mealtimes. Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.

- All school nutrition program directors, managers, and staff will meet to exceed hiring and annual continuing education requirements as per the USDA professional standards for child nutrition professionals.

- All foods sold to students on the school campus, during the school day, will meet guidelines set forth by the *Smart Snacks in School - USDA's "All Food Sold in Schools: Standards"*.

Other Food Items Sold on School Campuses

These are foods and beverages sold outside of reimbursable school meals during school hours; such as, vending machines, cafeteria a la carte lines, fundraisers, and/or school stores.

- Foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten unless provided for in the section title "Exempt Food Fundraisers" under this policy. For more information on Foods of Minimal Nutritional Value see the FMNV Fact Sheet at the following State Department of Education link: http://ok.gov/sde/sites/ok.gov.sde/files/CN-FactSheet.pdf *

- Beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises. *

- Students in grades PK-6 will not have access to FMNV except on special occasions. *

- Students in middle and junior high schools will not have access to FMNV except after school, at events that take place in the evening, and on special occasions. *

- Diet sodas, an FMNV, will be available for sale at the junior high only in vending areas outside of the cafeteria. *

- Healthy food options will be provided at the grades 7-12 levels, and priced lower than FMNV in order to encourage students and staff to make healthier food choices. *

- Nutrient-rich food items will be available for sale at all places where food and beverages are sold on school campuses. This includes the cafeteria, vending machines, school stores, and concession stands. The district will follow the recommended food items specified in ***Healthy Snack Choices*** provided by the OSDE.

- Snack food items available for sale will contain less than 30 percent or 7 grams of fat per single serving as stated on the Nutrition Facts label (exception: nut and seed mixes).

- Snack food items available for sale will contain less than 10 percent or 2 grams of saturated fat per single serving as stated on the Nutrition Facts label.

- Snack food items available for sale will contain no more than 35 percent sugar by weight or 15 grams per single serving as stated on the Nutrition Facts label (exceptions are fresh and dried fruits).

- Snack food items available for sale will contain less than 480 milligrams of sodium per single serving as stated on the Nutrition Facts label.

- High-energy drinks with elevated levels of caffeine will not be available for sale anywhere on school campus.

Exempt Food Fundraisers

Bixby Public Schools has adopted recommendations approved at the State Board of Education meeting on June 8, 2015 to go into effect on August 27, 2015 that allows for exemptions to the USDA Healthy and Hunger Free Kids Act of 2010 Smart Snacks Rules for school fundraisers.

1. Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person, who shall be responsible for maintaining up-to-date documentation regarding each exempt fundraiser held at the school site

2. A limit of thirty (30) exempt fundraisers per semester may be held at each school site

3. Exempt fundraisers are prohibited from taking place while meals are being served to students under the National School Lunch Program or the National School Breakfast Program, and while afterschool snacks are being served to students under the Afterschool Snack Program

4. The maximum duration of any individual exempt fundraiser shall be fourteen (14) days

5. For each individual exempt fundraiser, documentation must be kept on file at the school site showing:

    a. The school organization, activity, class, or other group that benefits from the fundraiser
    b. The date(s) the fundraiser is conducted, with the duration not to exceed fourteen (14) days.

6. Those groups wishing to have an exempt food fundraiser approved should submit a written request to the CFO. The CFO will make a determination as to whether the request will be recommended for approval at an upcoming board meeting under an appropriately worded agenda item.

WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY, AND COMMUNITY ENGAGEMENT

- The District Wellness Policy can be found at www.bixbyps.org

- The District will actively inform families and the public each year of basic information about this policy via the district website.

- Annually, the District will also publicize the name and contact information of the District/School officials leading and coordinating the Healthy and Fit School Advisory committees, as well as information on how the public can get involved with the committee at the respective school sites.

NUTRITION EDUCATION

Schools should provide nutrition education and engage in nutrition promotion. The programs shall be designed to provide students with the knowledge and skills necessary to promote and protect their health.

- Nutrition education is offered in the school cafeteria as well as the classroom. *
- The Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services. *
- MyPlate nutrition education resources will be used in the cafeteria and classroom.
- Teachers in grades K-6 shall be encouraged to use The Oklahoma Ag in the Classroom curriculum.
- Family/parent nutrition education opportunities will be provided.
- Students will receive consistent nutritional messages throughout the school, classroom, cafeteria, and school events.
- School staff shall be encouraged to work with local county extension educators to incorporate nutrition education activities in school.
- School staff will promote healthful eating and healthy lifestyles to students and parents.

PHYSICAL ACTIVITY

- The Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity. *
- Students in Grades K through 6 will participate in 60 minutes of physical activity each week. *
- Students will participate in an annual health-related fitness test (e.g., Fitness Gram, President's Challenge to Physical Fitness, etc.).
- School sites will establish or enhance physical activity opportunities for students, staff, and parents (fitness challenges, family fitness nights, fun walks and runs, bike events).
- Elementary school sites will provide 20 minutes of daily recess that promotes physical activity beyond what is provided through physical education classes.

- Students will be encouraged to participate in voluntary before- and after-school physical activity programs such as intramurals, clubs, and, at the secondary level, interscholastic athletics.

- There will be limited use of recess to make up for instructional time.

- All playgrounds will meet the recommended safety standards for design, installation, and maintenance.

- All Physical Education teachers shall be encouraged to integrate new, up-to-date instructional strategies that directly align with PASS and NASPE standards and objectives.

SCHOOL-BASED ACTIVITIES

- Each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee. *

- Per the school district's Child Nutrition Programs Agreement, school meals may not be used as a reward or punishment. *

- Students and parents will be involved in the NSLP. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotion, and other related student-community support activities. *

This School Wellness Policy adopted by the Board of the Bixby Public Schools at the regularly scheduled meeting on this, the _____ day of _____ in the year _____ .

Signature

_____ _____

SFA Official Clerk of the Board

NOTE: * indicates a state-mandated minimal policy statement.

Adoption Date: ***August 11, 2014***
Revised: ***September 14, 2015***
Revised: ***February 8, 2018***

BIXBY PUBLIC SCHOOLS **POLICY 2112**

SECTION 504 OF THE REHABILITATION ACT OF 1973 POLICY

PURPOSE

Section 504 of The Rehabilitation Act is a nondiscrimination statute enacted by the U.S. Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

ELIBIBILITY

An eligible student under Section 504 is one who is between the ages of 3 and 21 and who:

a. has, or
b. had a record of having, or
c. is regarded as having

a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks.

EDUCATIONAL NEED

A substantial limitation on learning must be demonstrated by an educational need, i.e., a serious academic deficit and/or serious behavior problems resulting from the student's disability and not from other causes. Even though the student may have a physical or mental impairment, he/she is not entitled to special treatment under Section 504 unless the student has an educational need.

PARENT AND STUDENT RIGHTS

The regulations for Section 504 provide parents and students with the following rights:

1. You have a right to be informed by the District of your rights under Section 504 of the Rehabilitation Act.

2. You have the right to be notified about referrals, evaluation and programs for your child.

3. You have a right to review and obtain copies of your child's school records.

4. You have a right to an impartial hearing if you disagree with the school regarding your child's educational program.

5. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of nondisabled students are met.

6. Your child has the right to free educational services except for those fees which are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.

7. Your child has a right to be educated and to participate in activities and services with students who are not disabled, to the maximum extent possible.

8. Your child has a right to facilities, services and activities comparable to those provided for nondisabled students.

9. Your child has a right to an evaluation prior to an initial Section 504 placement and subsequent significant change in placement.

NOTICE OF NONDISCRIMINATION

It is the policy of the Bixby School District to comply fully with the nondiscrimination provisions of all Federal and State Laws and Regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, gender, disability, age or veteran status (except where age, gender, or disability constitute a bona fide occupational qualification necessary to proper and efficient administration). The District makes positive efforts to employ and advance in employment all protected groups.

PROCEDURES

Under Section 504 of The Rehabilitation Act of 1973, the following procedures are designated. The District is required by law to follow these procedures to identify all disabled students who qualify under this law and to insure that student and parent's due process rights are provided.

1. REFERRAL
   Any student who is suspected of having a physical or mental condition that substantially limits the learning process should be referred to the building site *intervention team.* Any teacher, parent, or other school personnel may make a referral. Parents must be notified of their due process rights and be provided a copy of the POLICY AND PROCEDURES FOR SECTION 504.

5. EVALUATION/REEVALUATION
   All students referred under Section 504 and who are suspected of having disability shall receive an evaluation. Evaluation does not necessarily mean an assessment instrument. Evaluation is a broad term and provides for consideration from a variety of information sources.
   An evaluation must be performed prior to placing a student and before making a significant change in the student's educational program. Evaluation data may include, but is not limited to formal and informal test instruments, aptitude and achievement tests, teacher recommendations, physical or medical reports, student grades, progress reports, parent observations, and anecdotal reports.
   Consideration of the student's adaptive behavior is required. This term is defined as "the effectiveness with which the individual meets the standards of personal independence and social responsibility expected of his/her age and cultural group." Adaptive behavior must be considered, but a formal assessment is not required. Various behavior checklists, parent and teacher observations and other informal data may be adequate for most cases. A student must be reevaluated every three years or sooner if circumstances warrant and always before significant change in placement.

6. PLACEMENT
   Placement decisions must be based upon information drawn from a variety of sources and made by a group of persons (at least two) who are knowledgeable about the child, the meaning of the evaluation data, the placement options, the least restrictive environment requirements, and the comparable facilities requirements. Parents will be notified of the placement decisions.

BIXBY PUBLIC SCHOOLS COMPLIANCE WITH SECTION 504

Under Section 504 of The Rehabilitation Act of 1973, the Bixby Public Schools is prohibited from discriminating against students on the basis of disability. The requirements of Section 504 are applicable to the Bixby Public Schools. Pursuant to state law and a sub-grantee with IDEA, the Bixby Public Schools provides special education and related services to students with disabilities who are eligible for such services. Through the IDEA compliance submitted by the District, the major obligations under Section 504 are met.

Because of the differing definitions of "disabilities" under Section 504 and IDEA, there may be students who do not have a disability under IDEA, but who have a disability under 504. Generally these would be students who do not require special education services provided by the District, but who have physical or mental disabilities, which require other assistance in order for the student to benefit from the regular educational program. The District recognizes that it has the following responsibilities to the student who has a disability under Section 504 but not under IDEA:

1. EVALUATION AND PLACEMENT
   Bixby Public Schools shall establish nondiscriminatory evaluation and placement procedures to ensure that the special needs of the student with a disability are identified and that the student receives a free appropriate public education. Written notice shall be provided to parents of all actions regarding evaluation and placement.

2. EDUCATION
   Bixby Public Schools shall provide a free appropriate public education to a student with a disability, regardless of the nature or severity of the disability. This means providing the education, related aids and services designed to meet the individual educational needs of a student with such disability as adequately as the needs of students without disabilities are met.

3. ACADEMIC SETTING
   Bixby Public Schools shall ensure that a student with such a disability is educated with students without disabilities to the maximum extent appropriate to the needs of the person with the disability.

4. NON-ACADEMIC SERVICES
   Bixby Public Schools shall afford a student with such a disability an equal opportunity to participate in non-academic and extracurricular services and activities.

5. PROCEDURAL SAFEGUARDS
   Bixby Public Schools shall establish procedural safeguards to enable the parent/guardian to participate meaningfully in decisions regarding the evaluation or placement of the student, including written notice to the parent/guardian of any evaluation or placement actions. In addition, a student with such a disability should be considered for possible evaluation by the District to determine whether special education services are appropriate.

6. COMPLAINT PROCEDURES
   Persons alleging violations of Section 504 on behalf of students have access to one or two complaint processes.

   1. A due process hearing before an impartial hearing officer.

   2. The system of Section 504 procedural safeguards provided through the District, which is set out in the grievance procedures.

SECTION 504 GRIEVANCE PROCEDURES

The Bixby Public Schools does not discriminate on the basis of disability in admission, access to services, treatment or employment in its programs and activities. Any complaints of discrimination in violation of federal law should be addressed through the following grievance procedure:

STEP 1: Informal discussion with District 504 Coordinator Complainants is encouraged to try o resolve problems through informal dispute resolution. The complainant meets with the District 504 Coordinator and discusses his/her complaint. Grievance procedures and parent rights are provided to the complainant. The District 504 Coordinator will investigate, documenting all steps (including all dates, and nature of meetings, disposition and dates of dispositions), and will reply in writing to the complainant within five (5) working days of the initial meeting. The complainant has the right to inspect and request copies of all relevant records, including individually identifiable educational records of the student.

STEP 2: WRITTEN COMPLAINT: If the complaint is not resolved through STEP 1, the complainant may file a written grievance with the District 504 Coordinator within ten (10) working days of disposition at STEP 1 and within thirty (30) days of the alleged violation. The written complain must include:

1. A clear statement of allegations of the complainant.

2. The remedy sought by the complainant.

3. The complainant's signature and the date.

An informal hearing will be scheduled by the District 504 Coordinator with all parties in order to conduct a full investigation of the grievance and attempt to find a resolution. The District 504 Coordinator will prepare a written report within thirty (30) days upon receipt of written grievance. This written report of the investigation will include:

1. A clear statement of the allegation of the complainant and remedy sought.

2. A statement of the facts as contended by each party.

3. A statement of the facts as found by the District 504 Coordinator and evidence to support each fact.

4. A list of all witnesses interviewed and documents reviewed during the investigation.

5. A narrative describing attempts to resolve the grievance.

6. The coordinator's conclusion on whether the grievance is valid.

The District 504 Coordinator will recommend appropriate action to the superintendent of schools. The written report shall be filed with the superintendent of schools within forty-five (45) days of receipt of written grievance. A copy of the report will be provided to the complainant.

STEP 3: APPEAL TO THE BIXBY BOARD OF EDUCATION: If the complainant is not satisfactorily resolved through Step 2, the complainant may file a written appeal to the Bixby Board of Education with ten (10) working days of the superintendent of schools' decision, which must include copies of the disposition at Step 1, the written

complaint, the District 504 Coordinator's reports and the superintendent of schools' decision in Step 2.

The appeal will be considered at the next regularly scheduled Board of Education meeting as long as the appeal is filed at least five (5) working days before the meeting. Within ten (10) working days of considering the appeal, the Board of Education will issue a written decision through the superintendent of schools' office.

The complainant shall have the right to:

1. Be accompanied and advised by an attorney or other representative of their choosing;
2. Present evidence and confront, cross-examine, and compel the attendance of witnesses;
3. Obtain a written or electronic verbatim record of the hearing;
4. Obtain written findings of fact and decision.

The District will be responsible for costs directly attributed to provision of administrative hearings, including reimbursement of hearing officer, if applicable, the cost of transcripts, and other related services. The district is NOT responsible for the cost of legal counsel or other representatives of the complainant. The time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the claimant was filed until the complaint is resolved shall not be more than one hundred eighty (180) days.

Complaint records will remain confidential unless the complainant gives permission. No complaint record shall be entered in the personnel files. Complaint records shall be maintained on file for three (3) years.

EDUCATIONAL SERVICES UNDER SECTION 504

The School District recognizes its responsibilities to children who are or may be individuals with disabilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and to children with disabilities under the Individuals with Disabilities Education Act, as amended (the "IDEA"). In an effort to ensure that School District employees understand and implement the requirements of Section 504, the School District adopts the following policy.

Under Section 504, an "individual with a disability" is a person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment. For purposes of this policy, which governs educational services for students in preschool, elementary and secondary school settings, only the (a) portion of this definition is relevant.

A "physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working and learning.

For purposes of this policy, a "qualified individual with a disability" (or "qualified handicapped person") is an individual with a disability who is (a) of an age during which nondisabled persons are

provided educational services or (b) of an age during which Oklahoma law or the IDEA requires educational services for disabled persons.

The School District will provide each "qualified individual with a disability" a free appropriate public education. A "free" education means the provision of educational and related services without cost to children with disabilities or their parents except those fees that are charged to all students. An "appropriate" education means the provision of regular or special education and related aids and services that (a) are designed to meet the individual educational needs of children with disabilities as adequately as the needs of nondisabled persons are met and (b) are based upon adherence to procedures that satisfy the requirements of regulations implementing Section 504.

Upon referral of a child who, because of disability, needs or is believed to need special education or related services under Section 504, the District will conduct an evaluation of the student. The District will use tests and other evaluation materials that have been validated for the specific purpose for which they are used. The tests and other evaluation materials will include those tailored to assess the student's specific areas of educational need, not merely those designed to provide a single general IQ score. Trained personnel will administer the tests and other evaluation materials in conformance with the instructions provided by their producer. They will select and administer tests so as best to ensure that, when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills, unless those skills are the factors the test purports to measure. An appropriate evaluation will precede initial placement in regular or special education and any subsequent significant change in placement.

In interpreting evaluation data and making placement decisions, the School District will draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior. A multidisciplinary team, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options, will document and consider carefully information obtained from all such sources in making eligibility and placement decisions.

When the multidisciplinary team determines that a child is eligible for educational services under Section 504, it will prepare an accommodation plan for the child. The accommodation plan will identify the educational services, related services and supplementary aids and services needed to meet the child's individual educational needs, the person(s) responsible for implementing each component of the plan, the starting and ending dates for each component and a date, no less than annually, on which to review the plan. At least every three years, the multidisciplinary team will consider reevaluation for each student provided special education and related services under Section 504.

The School District will educate children with disabilities and provide them nonacademic and extracurricular services and activities with nondisabled children to the maximum extent appropriate to the needs of the child. "Nonacademic and extracurricular services and activities" may include counseling services, physical recreational athletics, transportation, health services, recreational activities, school-sponsored special interest groups or clubs, referrals to agencies that provide assistance to individuals with disabilities and employment of students, including both employment by the school and assistance in making available outside employment.

The multidisciplinary team may determine that the child's individual educational needs require placement in a special setting for some portion of the school day. However, the team will remove a child with a disability from the regular education environment only after written notice to the parent and only if it can demonstrate that the child cannot be educated satisfactorily in the regular education environment with the use of supplementary aids and services. In such cases, the team will document the reason(s) for removal from the regular education environment. The School District will provide the child's parent or guardian with written notice of the child's proposed placement in a special setting (and other significant changes in his or her placement). The child's parent or guardian may request an

administrative due process hearing to contest the proposed placement (or other significant change in placement).

Whenever the School District takes action to consider the identification, evaluation or educational placement of children who need or are believed to need special instruction or related services under Section 504, it will provide the child's parents with the Section 504 Information and Procedural Safeguards notice ("Procedural Safeguards"). The School District will provide the parents with the Procedural Safeguards each time it schedules a meeting to discuss the child's eligibility for services, evaluation or educational program and placement under Section 504, upon each parent request for such notice and when the parent or the District requests an administrative due process hearing regarding the identification, evaluation or educational placement of the child.

Upon the filing of an administrative due process hearing request, the School District will request that the Oklahoma State Department of Education ("SDE") appoint a hearing officer to consider the issues raised in the hearing request. The School District or its legal representative will provide the person who requested the hearing a copy of the Procedural Safeguards and this policy. If the School District requests such a hearing, the School District or its legal representative will provide the parent or guardian with a copy of the Procedural Safeguards and this policy. Any party aggrieved by the hearing decision may request an appeal by sending written notice of his or her intent to appeal to SDE within 30 calendar days after the appealing party receives the initial hearing decision. The School District will request that SDE appoint an appeal officer to review the issues raised by a timely notice of appeal.

If SDE will not appoint a hearing officer to hear the issues raised by the Section 504 hearing request, the School District will appoint an impartial third party to consider the issues. Any party aggrieved by the hearing decision rendered by the hearing officer may request an appeal by sending written notice of his or her intent to appeal to the School District. The notice must be received by the School District within 30 calendar days after the appealing party receives the initial hearing decision. If SDE will not appoint an appeal officer to review the issues raised by a timely notice of appeal, the School District will appoint an impartial third party to review the issues.

Any Section 504 hearing or appeal will be conducted in accordance with the requirements of Section 504, its implementing regulations and any applicable SDE guidelines.

SECTION 504 INFORMATION AND PROCEDURAL SAFEGUARDS

Section 504 of the Rehabilitation Act of 1973 requires that:

"*No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. . ."*

Section 504 applies to preschool, elementary, secondary, and adult education programs and activities that receive or benefit from Federal financial assistance for the operation of such programs or activities. Each recipient that operates a federally assisted public elementary or secondary education program must provide a free and appropriate public education to each qualified person in its jurisdiction, regardless of the nature or severity of the person's disability. Recipients that operate a public elementary or secondary education program must also annually attempt to identify and locate unserved children with disabilities.

Section 504 regulations at 34 C.F.R. § 104.3 (j-l) define a person with a disability as any person who: has a physical or mental impairment which limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

For purposes of public educational services, a qualified person with a disability is: of an age that persons with disabilities are provided such services; of any age that it is mandatory under state law to

provide such services to persons with disabilities; or a person for whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA).

Provision of an appropriate education is the provision of regular or special education and related services such that:
*Educational services are designed to meet individual educational needs of children with disabilities as adequately as the needs of non disabled persons are met.
*Each child with a disability is educated with non disabled children, to the maximum extent appropriate to the needs of the child with a disability.
*Nondiscriminatory evaluation and placement procedures are established to guard against misclassification or misplacement of parents, and a periodic reevaluation is conducted of students who have been provided special education or related services.
Procedural safeguards shall be established and implemented so that parents and guardians: receive notice with respect to actions regarding the identification, evaluation, or educational placement of children who, because of a disability, need or are believed to need special instruction or related services; have the opportunity to review relevant records; may challenge the identification, evaluation and placement decisions made with respect to their children; and have the opportunity to participate and be represented by counsel in any subsequent impartial hearing and review procedures.

Provision of a free public education requires recipients that operate a public elementary or secondary education program to provide services without cost to the person with a disability, or to the child's parents or guardians, except for those fees imposed on non disabled persons, parents or guardians. It also means that, if a school district is unable to provide a child with a disability with an appropriate education and places or refers that child to a program it does not operate, the district is still responsible for the costs of the program including tuition, room and board, transportation, and non medical care.

An appropriate education could consist of education in regular classes, education in regular classes with the use of supplementary services, or special education and related services. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions, and may be accompanied by such related services and developmental, corrective, and other supportive services, including psychological counseling and medical diagnostic services.

Children with disabilities must also be afforded an equal opportunity to participate in non academic and extracurricular services and activities such as counseling, physical education, recreational athletics, transportation, health services, recipient sponsored clubs, recipient employment and assistance in obtaining employment. These services must be provided by the recipient in such manner as is necessary to afford students with disabilities an equal opportunity for participation.

Elementary and secondary school recipients operating preschool and adult education programs may not exclude qualified persons with disabilities and must take into account their needs in determining the aid, benefits, or services to be provided under these programs or activities.

The Office for Civil Rights of the United States Department of Education enforces the requirements of Section 504 of the Rehabilitation Act of 1973. The address of the Regional Office which includes Oklahoma is: Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114.

Adapted from the Rights of Individuals with Handicaps under Federal Law: Information for Those Who Have Rights and Responsibilities under Section 504 of the Rehabilitation Act of 1973, a publication of the United States Department of Education, Office of Civil Rights.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: November 14, 2005

BIXBY PUBLIC SCHOOLS **POLICY 2113**

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The Bixby Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma law to attend school.

It is the policy of this Board of Education that students who have contracted Acquired Immune Deficiency Syndrome (AIDS) or students who are infected with the Human Immunodeficiency Virus (HIV) will not be denied educational opportunities. The placement of students with AIDS or with HIV within the school system will depend upon the students' needs and the school's capabilities. Students who have been verified by the Oklahoma Department of Public Health, the school physician, or a private physician as having contracted AIDS may receive special education and related services provided that the students otherwise meet eligibility requirements.

The superintendent is directed to prepare regulations and/or procedures which support this policy.

REFERENCE: 63 O.S. §1-502.2
Board Minutes dated August 3, 1987

CROSS-REFERENCE: Policy 4142 Health: Personnel
Policy 4145 Hygiene and Sanitation, Blood borne Pathogens
Policy 3110 AIDS Prevention Education for Students

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2114

IMMUNIZATIONS: STUDENTS

The Bixby Board of Education requires that no child be admitted to Bixby Public Schools without evidence of having received all immunizations required by the Oklahoma State Department of Health unless an exemption has been granted by the State Department of Health based on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the parent/guardian will be referred to the local Department of Health which provides required immunizations at no charge to the parent/guardian.

By state law, all students entering the school system for the first time, from kindergarten through twelfth grade, must provide certification that the enrolling student has received or is in the process of receiving, immunizations as required by the Oklahoma State Health Department. The parent or guardian of each child shall present proper certification prior to enrollment of the child in school. Information contained on the certification form is to be transferred to school health records or copied, and the original certification may be returned to the parent or guardian if requested.

Only the following forms of certification are acceptable as proof of immunization and administration shall insure that only acceptable certificates are used in posting school health records:

a. Official Immunization Records from Health Departments or Private Physicians
b. Military Immunization Certificate for Dependent Children
c. Official School Health Records

Acceptable documents include immunization records provided by health departments from other states, records from schools that are signed by school personnel, or any record provided by a licensed physician that indicates the specific immunizations and the dates they were received, and which is appropriately signed or stamped.

If proper immunization certification for the student is not available at the time of enrollment, the parent shall be required to do one of the following:

a. Contact the appropriate physician or local health department to obtain a duplicate record or to obtain assistance in creating a record based upon the child's immunization history.
b. Sign a Certificate of Exemption (ODH 216A) if the parent objects to immunizations based upon health, religious or personal reasons. All Certificates of Exemption will be submitted to the Oklahoma Department of Health for determination of validity.

Students whose parents present Certificates of Exemption may be enrolled and attend school until and unless the State Department of Health determines that the exemption is invalid. Lost or unobtainable records are not grounds for personal exemption. The school nurse will be responsible for submitting the certificate of exemption to the State Department of Health.

Students will not be enrolled without appropriate immunization certification.

For their protection and the community's protection, children attending school on the basis of an exemption due to medical contradictions or religious or personal objections to immunizations may be excluded from school during the duration of any outbreak of vaccine-preventable disease.

REFERENCE: 70 O.S. §1210.191, et seq.
Oklahoma State Department of Health Regulations
Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: June 11, 2007

BIXBY PUBLIC SCHOOLS **POLICY 2115**

HEALTH SERVICES: STUDENTS

The Bixby Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards which may threaten or endanger the health of our children or educators. Additionally, the Bixby Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. The superintendent shall direct the preparation of regulations supporting this policy and establishing a procedure for assisting students who become ill or injured while under the school's responsibility. Information describing all aspects of Bixby Public Schools Health Services is located in the Bixby Public Schools Health Services Manual and is subject to the approval of the Superintendent.

In accordance with the Bixby Public Schools Health Services Manual and the Oklahoma State Law (70-O.S. 1981, Section 1210. 194A), "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public, private or parochial school until such time as he is free from the contagious disease or head lice." The conditions which would prevent a student from attending school are described in the Bixby Public Schools Health Services Manual and the Student Handbook.

The superintendent shall emphasize to students and parents that in order to obtain emergency medical care; a medical release form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only.

Adoption Date: November 13, 2000
Revision Date: June 11, 2007

BIXBY PUBLIC SCHOOLS POLICY 2116

ADMINISTRATION OF MEDICINE AND SUNSCREEN TO STUDENTS

Purpose

The purpose of this Policy is to identify when District personnel are authorized to administer medication to students, when students are authorized to self-medicate and how District personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this Policy, these terms have the following definitions:

"Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term does not include "Sunscreen" as defined below.

"Parent" means a parent, a court appointed guardian, or a person having legal custody with authority for medical decisions.

"Sunscreen" means a compound applied topically to prevent sunburn.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the District's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the District retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

Medication must be delivered to the school nurse, administrator, or designated school employee in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse, administrator, or designated school employee in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either administration of medicine or application of sunscreen must identify the student, the medicine or sunscreen and include or refer to the label for instructions on administration of the medicine. Medications that are of the controlled substance category should be delivered with a pill count communicated to the designated employee receiving the medication. The school nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to

the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the nurse's office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student by arrangement through the school administration, school nurse, and/or designee at the school.

The school nurse, administration, and/or designee of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine or sunscreen administered.

All medications and sunscreen will be stored in a secure area that is readily accessible to designated school employees. Controlled substances will be stored in a separate locked drawer or cabinet. Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this Policy) regarding administration of medication and application of sunscreen by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication or apply sunscreen at that site.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian, or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

<u>Sunscreen</u>

School staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and
- Directions for application

Students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.

- Parents who elect self-medication understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the District is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. Students are not allowed to apply sunscreen to others. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer any controlled substance or other medication hereafter designated in writing.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Management of Students with Diabetes Policy.
- Students who self- medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.
- Nonprescription medication. School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:
- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription medication. School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a non-recoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the District;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

Homeopathic remedies/Herbal medication: Homeopathic remedies and herbal medicines may be given by designated employees if the medication is FDA approved and if the medication and dosage requested is age appropriate according to the directions on the manufacturer's label. Written parental authorization must accompany the herbal remedy/homeopathic to be administered. All other herbal or homeopathic medications (non-FDA approved) must include a physician's (MD, DO, or DC) order to be administered in the school setting.

Adoption Date: November 13, 2000
Revision Date: September 8, 2008
Revision Date: November 10, 2014
Revision Date: October 11, 2018

BIXBY PUBLIC SCHOOLS POLICY 2117

STUDENT DIABETES CARE AND MANAGEMENT

Purpose

The purpose of this Policy is to implement the requirements of the Diabetes Management in Schools Act ("Act"), Okla. Stat. tit. 70, § 1210.196.

Definitions

For purposes of this Policy, these terms have the following definitions:

"Diabetes medical management plan" means the document a student's personal health care team develops that identifies the health services the student may need at school

"Personal health care team" means the team responsible for managing a student's diabetes and includes the principal or designee, the school nurse (if assigned to the school), the assistant, if any, the parent or guardian of the student, and to the extent practicable, the physician responsible for the student's diabetes treatment.

"School nurse" means a certified school nurse, a registered nurse contracting with the District or a public health nurse.

"Volunteer diabetes care assistant" means a District employee who has volunteered to be a diabetes care assistant and successfully completed the training required by this Policy and state law.

Policy

Any District employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise the principal or designee. The parent of any student who will have diabetes-related needs at school or in school activities should promptly advise the school principal or designee.

A personal health care team will develop a written Diabetes Medical Management Plan ("Plan") for each student who will seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student's personal health care team, including the parent, will sign the Plan. The personal health care team will review the Plan at least annually. The school nurse at the school in which the student is enrolled, if any, will assist the student with the management of his or her diabetes care as provided in the Plan. If the school does not have an assigned school nurse, the principal will make a reasonable effort to find one or more District employees willing to serve as a volunteer diabetes care assistant ("Assistant") to assist the student with diabetes care as provided in the student's Plan. The principal will make a reasonable effort to ensure that a school nurse or Assistant is available at the school to assist the student when needed. The District will not restrict the assignment of a student with diabetes to a particular school based on the presence of a school nurse or Assistant.

District personnel will request that the parent provide written authorization for the school nurse or Assistant to have access to the student's physician at all times. The District will maintain the Plan and related documentation as student health records.

Before undertaking responsibilities as an Assistant, a volunteer must first complete training provided by the school nurse or the State Department of Health in accordance with the Act. The training will include instruction in the following:

- Recognizing the symptoms of hypoglycemia and hyperglycemia;

- Understanding the proper action to take if the student's blood glucose is outside the range indicated in the Plan;
- Understanding the details of the Plan;
- Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;
- Properly administering insulin and glucagon and recording the results of the administration;
- Recognizing complications that require the Assistant to seek emergency assistance; and
- Understanding the recommended schedules and food intake for the student's meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student's schedule is disrupted.

To continue as an Assistant, the volunteer must annually demonstrate competency in the above training. The school nurse, principal or designee will maintain a copy of the training guidelines and the records associated with the training.

With parent permission, the District will provide each District employee responsible for supervising or transporting a student with diabetes a form with the following information:

- Student's name;
- Telephone number of a contact person in case of an emergency involving the student; and
- Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

Any District employee provided the above information will be informed of applicable health privacy policies.

In accordance with his or her individual Plan and this Policy, a student may attend to the management of his or her diabetes, which may include:

- Performing blood glucose level checks;
- Administering insulin through the student's insulin delivery system;
- Treating hypoglycemia and hyperglycemia;
- Unless changed in accordance with this Policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and
- Otherwise attending to the management of his or her diabetes in the classroom, any area of the school or grounds, or at any school related activity.

The school administration will provide a private area where the student can attend to his or her diabetes-related needs.

Students who manage their diabetes and personally possess the necessary specialized equipment and supplies under this Policy are prohibited from sharing or playing with their equipment or supplies. If a student engages in these activities, the parent will be contacted and a meeting of the personal health care team will be scheduled. The District is not responsible for safeguarding the specialized equipment or supplies of a student who personally possesses those items.

Students with diabetes are encouraged to wear Medic Alert bracelets or necklaces.

No District employee will be subject to any penalty or disciplinary action for refusing to serve as an assistant. No District employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this Policy. Any employee acting in accordance with this Policy and law will be immune from civil liability unless the employee's actions rise to the level of reckless or intentional conduct. A school nurse will not be held responsible or subject to disciplinary action for the actions of an Assistant.

REFERENCE: 70 O.S. § 1210.196

Adoption Date: September 8, 2008

BIXBY PUBLIC SCHOOLS POLICY 2118

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

It is the goal of the Bixby Board of Education to develop a program of instruction concerning drugs, alcohol, and tobacco so that students may learn the adverse and dangerous effects of drugs on the human mind and body and the proper usage of prescription and nonprescription medicines.

The philosophy of this school district is that drug abuse includes any physical or mental state resulting from the use of a drug for any purpose other than its medically prescribed use if appropriate. The Board believes that prevention requires education, and that the most important aspect of the policies and guidelines of the district should be the education of each individual student.

It is the intent of this school district to coordinate its efforts and activities with appropriate state and local health and law enforcement agencies and drug and alcohol abuse programs within the community which provide drug education, prevention, treatment and rehabilitation.

For the purposes of this policy, the following definitions are adopted:

"Alcohol" means any non-intoxicating alcoholic beverage or alcoholic beverage as defined in Oklahoma Statutes, Title 37;

"Drug" means articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; articles, other than food, intended to affect the structure or any function of the body of man or other animals; and articles intended for use as a component of any article specified herein. Illicit drugs include tobacco and tobacco products.

Objectives of the Drug Education Curriculum

1. To create an awareness of the drug problem including prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.

2. To inform students of the effect of narcotics, sedatives, hallucinogens, and other drugs.

3. To relate the use of drugs and alcohol to physical, mental, social, and emotional consequences.

4. To encourage students to adopt appropriate attitudes toward pain, stress, and discomfort.

5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.

6. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.

7. To develop an interest in preventing illegal use of drugs in the community.

The superintendent is directed to develop a drug education curriculum implementing these objectives. The superintendent is further directed to develop an addendum to this policy describing the health hazards of drug usage.

REFERENCE: 70 O.S. 1210.229-1, et seq. Public Law 101-226
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 2119**

ACCIDENT INSURANCE: STUDENTS

It is the policy of the Bixby Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available for each student during the first week of classes. The purchase of such insurance is entirely within the discretion of parents; however, students playing nine through twelve football must provide evidence of insurance coverage. The public schools may not legally pay insurance premiums or medical bills for students.

In making accident insurance available, the school district assumes no obligation or liability as agent or representative of any insurance company or agency.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 2120**

BICYCLES

Bicycles ridden to school by elementary school students should be in good condition and meet all safety requirements. Riders should know and observe all traffic laws. Bicycles are to be parked upon arrival at school and must remain parked until school is dismissed for the day. To prevent unauthorized use or loss, it is recommended the bicycles be locked to the bicycle rack during the day. The school district assumes no responsibility for lost, stolen, or damaged bicycles.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 2121**

VEHICLE USE AND PARKING: STUDENTS

The Bixby Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle in the parking lot designated for student parking. Students will not park vehicles in driveways, on private property, or in the parking lot designated for visitors and staff. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2122

SCHOOL BUS PROGRAM

The Bixby Board of Education believes that the purpose in maintaining and operating school bus transportation as a part of the general school program shall be to provide transportation to and from school for those students identified below and on such auxiliary trips as the Board shall approve.

The Board shall provide school bus transportation to students who live outside a one and one-half mile radius of school, at any designated pick-up points. The provision of school bus transportation is not a right of students, but is a privilege extended by the Board of Education. Because the potential for property damage and personal injury is great, the superintendent is directed to establish rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required.

REFERENCE: 70 O.S. §9-101, et seq.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 2123**

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in matters pertaining to transportation. Children will be instructed as to the proper and safe conduct while aboard transportation vehicles. Emergency evacuation drills will be conducted regularly to acquaint students thoroughly with appropriate procedures for emergency situations.

All vehicles used to transport students will be maintained in a condition that will provide reasonably safe and efficient transportation service with a minimum of delay and disruption due to mechanical or equipment failure. Buses will be replaced as required to provide good equipment at all times.

Complete reports on any school bus accident should be filed in a timely manner. These reports should be brought to the attention of the Board as soon as possible.

School bus drivers will always bring the bus to a full stop - with caution lights flashing - before loading or unloading passengers.

When unloading passengers, the driver will stay in place with caution lights on until the exiting passengers are at a safe distance away from the bus and/or clear of the street.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 2124**

PROCEDURES FOR DOCUMENTING AND REPORTING CHILD ABUSE, NEGLECT AND EXPLOITATION: REPORTING AND INVESTIGATION

In accordance with Oklahoma law, a teacher/any person is required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511.

Bixby Public Schools fully supports this requirement and has established this policy to facilitate such reporting. Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student under the age of 18 to the Department of Human Services by telephone using the statewide DHS hotline number – 1-800-522-3511. The employee making the report shall also inform his/her immediate supervisor about the report using the BPS Policy 2125 Form. The supervisor shall advise the superintendent or designee that a report was made. After confirming that a report was made to DHS using the statewide DHS hotline number, as is specifically required by law, the building principal may contact local law enforcement regarding making an additional report of the issue. The building principal and superintendent or designee shall likewise confirm (via copy of the report) that a report to DHS using the DHS hotline number -- 1-800-522-3511 – was made by the staff member who suspected child abuse or neglect.

Every teacher, support person, or other employee of this school district who has reason to believe that a student 18 years or older is a victim of abuse or neglect shall immediately report to local law enforcement.

Child abuse and neglect that must be reported to DHS and local law enforcement ~~can~~ includes, but ~~are~~ is not limited to, the following: child abuse; sexual abuse/exploitation; contributing to the delinquency of a minor; trafficking; incest; forcible sodomy; taking or enticing a child away; involving a minor in participation of distribution of child pornography; facilitating, encouraging, offering or soliciting sexual conduct with a minor; causing, inducing, persuading, or encouraging a minor to engage in or securing a minor for prostitution or any other lewd or indecent act; rape; making any oral, written or electronically or computer-generated lewd/indecent proposals to a minor under the age of 16.

All district officers, employees, and school board members have a legal obligation under Oklahoma law to report to law enforcement verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel, or school property. Under this policy, "threatening behavior" means any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel, or school property. If a District official, employee, or school board member reasonably believes that a person has made a verbal threat or exhibited threatening behavior which has the potential to endanger students, school personnel or school property, and – given the immediacy of the behavior – it is reasonable to do so, the individual should first report the matter to the school administration.

Instances of verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel, or school property should also be reported to the principal or other school official. This reporting obligation exists in all instances, including conduct at school or connected with school activities and conduct that happens off of school property. Accordingly, all employees have an obligation to notify the principal or other school official if for any reason the employee believes that the verbal threats or acts of threatening behavior have been made which reasonably have the potential to endanger students, school personnel, or school property.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees.

Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, including if the employee reasonably believes a person is making verbal threats or exhibiting threatening behavior. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

In cases where a report to DHS has been made, the following shall apply:

1. If physical indicators are present, the school nurse should review and document bruises, scratches, marks, etc.

2. Following a report to DHS, if a child is fearful regarding going home, the counselor or designee will contact law enforcement and/or the BPS School Resource Officer to determine whether the child will be transported for further investigation.

3. The school shall not contact the parent, guardian, or other person responsible for the child's health or welfare prior to or following the interview for a report of abuse, unless permission for parent contact is provided by DHS or law enforcement authorities.

Revised September 2007
Revised December 12, 2011
Revised April 10, 2017
Revised October 12, 2017
Revised August 9, 2018
Revised October 11, 2018

BIXBY PUBLIC SCHOOLS **POLICY 2125**

SUSPECTED CHILD ABUSE REPORT FORM

CHILD'S NAME: _____ DATE OF BIRTH_____AGE: _____

ADDRESS:
_____SCHOOL:_____

PARENT(S)/LEGAL GUARDIAN:
_____

ADDRESS: _____

Date of this report: _____

A copy of this suspected child abuse or neglect report is to be given to the Department of Human Services representative (if on campus), the supervising site administrator and the Superintendent of Schools or designee.

Describe the nature and extent of the suspected child abuse or neglect:

_____

_____

_____

Describe any evidence of previous suspected child abuse or neglect:

_____

_____

_____

Name of investigating social worker with the DHS (If known):_____

Names of persons present during the DHS interview with the child (if applicable): _____

_____

Date and Time of the Telephone Contact with DHS Hotline –1-800-522-3511:

Date _____Time: _____ Confirmation Number_____

Name of DHS person receiving the telephone report:
_____

Other pertinent information: _____

_____

_____

Signature of Person Filing Report:
_____

A copy of this report should be immediately provided to the site administrator.

Signature of Site Administrator: _____

Date and Time Received: _____

A copy of this report should be immediately provided to the superintendent or designee.

Signature of Superintendent or Designee: _____

Date and Time Received: _____

BIXBY PUBLIC SCHOOLS **POLICY 2126**

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

It is the policy of the Bixby Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should also be filed with the school.

All staff members are instructed to refer any questions to the appropriate building principal or the superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent and teacher conferences (not necessarily together in the same conference).

CROSS-REFERENCE: Policy 2106 Leaving School Grounds: Closed Campus

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2127

AWARDS AND SCHOLARSHIPS

The Bixby Board of Education believes that public recognition should be given to outstanding students. Among the awards which may be presented each year are:

1. Letter jackets (given by the Booster Club)
   Athletics Cheerleading/Pompon Debate
   Music Speech

   Or other activities established by the Activities Director.
2. Letter awards for individual achievement in participation and in academics.
3. Attendance awards for students having perfect attendance.
4. Scholastic trophy for Valedictorian and Salutatorian.
5. Oklahoma and National Honor Society Awards.
6. Annual staff awards for the Annual staff members.
7. Newspaper awards for the newspaper staff members.
8. Other scholarships:
   A. Booster Club Scholarship
   B. Bixby Education Association
9. Other awards (Primary and Elementary Schools):
   A. Citizenship Awards
   B. Student of the Month (each class)
   C. Library Reading Awards
   D. P.E. Awards
   E. Music Awards
   F. Spelling Awards (grade one)
   G. Academic Awards

The superintendent is directed to establish regulations which shall support this policy and which shall outline the procedures under which the above awards may be earned.

REFERENCE: Board Minutes dated March 12, 1992

Adoption Date: November 13, 2000
Revision Date: August 13, 2001

BIXBY PUBLIC SCHOOLS POLICY 2128

LETTERING QUALIFICATIONS: ATHLETICS

It is the policy of the Bixby Board of Education that the school athletic letter and the right to wear the letter award are earned by athletes who have represented the school in athletics and have met the established requirements. The athletic letter is the highest award conferred by the Department of Athletics and may be worn only by the school's best athletes.

The letter award shall consist of a certificate and a cloth letter "B" that may be worn on a jacket or sweater. The cloth letter is a one-time award and will be awarded free to each qualifying student athlete. The letter is a symbol of achievement and is to be considered an honor to win and to wear. Student athletes wearing the letter must remember that, to the world at large, the emblem stands for the school and that our school will be judged by their conduct. Such conduct should reflect credit upon the name of the school.

Letters in specific sports are awarded to athletes who maintain eligibility requirements and remain students in good standing. The superintendent is directed to prepare a regulation, for Board approval, setting forth the eligibility requirements.

Special awards must be approved by the activities director and must not violate the Oklahoma Secondary School Activities Association rules on special awards.

When wearing a letter on a sweater or jacket, an athlete may not wear more than four stripes on the sleeve. These stripes must be earned during the freshman, sophomore, junior, and senior years. The regular jacket worn by athletes should use only the insignia of the sport which is represented by the number of stripes on the sleeve.

The sports in which a student may be awarded an athletic letter include the following:

Football	Softball	Basketball	Wrestling
Swimming	Baseball	Soccer	Golf
Track	Cross-Country	Volleyball	

And other sports identified and recommended by the activities director.

Adoption Date: November 13, 2000
Revision Date: August 13, 2001

BIXBY PUBLIC SCHOOLS POLICY 2129

ACADEMIC LETTER AWARD

In an effort to promote an excellence in education through student achievement, the Bixby Board of Education will provide an academic award letter for students who excel in scholarship. The academic award letter will provide a visible recognition of students who maintain a conscionable pursuit in academic success.
Scholarship will be the only factor considered in awarding the academic letter.

The following guidelines will be established for the academic letter award:

1. Students must be in grades 7-12 to be considered eligible.

2. A student must attend the Bixby Public Schools one school year to be eligible for the academic award.

3. Students must maintain a 3.5 grade point average for two consecutive semesters. Eligibility will be based on the previous spring semester and the current fall semester.

4. A student must be enrolled in a minimum of five (5) subjects to be eligible to participate in the academic letter award program.

5. The first academic letter earned in grades 10-12 will be identical to the athletic award letters with the addition of a lamp of knowledge acknowledging the academic achievement. Consecutive awards earned will be distinguished by a certificate and the option for a student to purchase a bar to attach to the letter signifying his/her continued success in the academic program.

6. The academic letter award offered to grades 7-9 will be in the form of a certificate which will acknowledge academic achievement.

7. The academic letter awards will be presented during the regularly scheduled awards assembly at each school.

8. Letter awards for the grades 11-12 will be awarded at an annual banquet to be sponsored by the Bixby Chamber of Commerce. (This procedure is at the request of the Chamber and will remain in effect as long as the Chamber is willing to sponsor such a banquet.)

REFERENCE: Board Minutes dated February 10, 1992
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 2130**

STUDENT USE OF SOCIAL MEDIA

Bixby Public Schools recognizes the value and benefit of using electronic media to communicate digitally with students, staff and families in an effort to engage stakeholders and enhance the learning experience. Whether or not a student chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects those who want to participate in social media, but the laws and courts have ruled that schools can discipline students if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the State of Oklahoma.

1. Definitions

A. Social media refers to any user generated content sites generally available to the public or consumers that include, but are not limited to sites like Facebook, Flickr, YouTube, Twitter, Instagram, Snapchat, Google apps, Skype, Wikis, social networks, podcasts, forums, blogs, Remind 101, and any other content sharing sites.

B. District approved password-protected social media tools are those that fall within the district's electronic technologies network or which the district has approved for educational use.

2. Student Use of Social Media:

A. As a public institution, Bixby Schools is supportive of a student's personal rights to freedom of speech, expression and association, including the use of electronic devices and social networks. Students are expected to adhere to all district rules and guidelines when using social media. (Refer to Policy 3108)

B. Students must also comply with any and all state and federal laws pertaining to the use of social media. Students will be held accountable for the content of their electronic communications in relation to school, staff, and students that causes harm or might cause harm to others and/or causes a disruption to the normal operations at school.

C. Social media venues are public and leave a digital footprint for all to see, including potentially, future employers. Students should observe social media policy guidelines when referring to the district, its schools, students, programs/activities, employees, volunteers and communities on social media networks.

D. To protect their privacy and security, students should never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.

E. Students should not use the intellectual property of others without their permission. It can be a violation of copyright law to copy and paste other's thoughts without attribution**.** Pictures may also be protected under copyright laws. Users should verify they have permission to use any information that is not their own.

F. Students may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by school personnel. Information communicated must be consistent with the purpose and mission of the organization they are representing.

3. Consequences for Violations of Social Media Policy:

Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable and calculated to disclose the existence and nature of the alleged violation. Illegal behavior is subject to criminal charges. Students who engage in cyberbullying also risk civil charges and/or lawsuits that may be filed against them by victims. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.

Consequences for violations will be determined in accordance with Policy 2158 as well as state and federal laws, considering the type of violation, past history, and level of the user. This may include loss of Internet access and/or network access and notifying the student's parent/guardian of an incident.

Adopted August 2018

STUDENT RECORDS

A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

REFERENCE: 34 CFR 99.1
18 USC §§2331 and 2332(g)(5)(B)
20 USC 1232
P. O. 107-110, No Child Left Behind Act of 2001
70 O.S. §6-115
70 O.S. §24.101.4
70 O.S. §24-114

Adoption Date: November 13, 2000
Revision Date: July 14, 2003
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS **POLICY 2132**

CUMULATIVE RECORDS

It is the policy of the Bixby Board of Education that a cumulative record shall be kept as the official file of each student enrolled in this school district. The record shall contain the progress of the student from pre-kindergarten throughout the remaining school years, and shall include, but not be limited to, grades, attendance data, health and immunization history, results of testing programs, school activities, and personal and family background.

REFERENCE: 70 O.S. §24-114

Adoption Date: November 13, 2000
Revision Date: August 2, 2011

BIXBY PUBLIC SCHOOLS POLICY 2133

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Bixby Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

(1) The Department of Human Services,
(2) The Department of Mental Health and Substance Abuse Services,
(3) The State Department of Health,
(4) The State Department of Education,
(5) The State Department of Vocational and Technical Education,
(6) The Oklahoma Commission on Children and Youth,
(7) The J.D. McCarty Center for Handicapped Children,
(8) The Department of Corrections,
(9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,
(10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8), and
(11) Statutorily-constituted juvenile bureaus.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. (Form Public Record Access Request- Oklahoma Open Records Act) The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district shall charge $.25 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

REFERENCE: 10 O.S. §620.1, et seq.
10 O.S. §7001-1.3
CROSS-REFERENCE: Policy 5101 Open Records Act
Adoption Date: November 13, 2000

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BIXBY PUBLIC SCHOOLS **POLICY 2135**

STUDENT ACTIVITIES: ELIGIBILITY

It is the policy of the Bixby Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Eligibility will be determined at the end of the third week of a semester and weekly thereafter on Friday at 8:00 am for grades 7-8 and Friday at 2:00 am for students in grades 9-12. If a student is failing one or more classes at the time eligibility is determined, he/she will be placed on probation for the next week-long eligibility period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible and the student may not participate in any school activity during that week. The ineligibility period will begin Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.

A "passing grade" means work of such quality that credit would be entered on record if the semester closed at that time. Grades for eligibility will be the cumulative grade for the semester at the time of the grade check.

All students participating in all school activities are subject to the eligibility rules. A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day. In the instance where the school activity is a part of a performance-based class where participation in the activity is required for a grade, an alternate assignment may be used as a substitute for the missed school activity. Any variation from this rule must be approved by the site administration.

The Board declares its intent to rigorously adhere to the eligibility rules of the Oklahoma Secondary School Activities Association.

Adoption Date: November 13, 2000
Revision Date: February 13, 2007
Revision Date: August 2, 2011
Revision Date: February 8, 2018

BIXBY PUBLIC SCHOOLS POLICY 2136

STUDENT PARTICIPATION IN SCHOOL CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS AND ACTIVITIES AND DISCIPLINARY/ATTENDANCE INTERNAL ACTIVITY REVIEW COMMITTEE

The Bixby Schools provide an extensive program of educational opportunities for all students. This includes a strong academic program which is enhanced by co-curricular and extracurricular activity programs designed to give all students an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects.

Involvement in co-curricular and extracurricular activities is a privilege, and students choosing to participate take on extended responsibilities as representatives of their school and community. These extended responsibilities justify holding students who choose to participate in co-curricular and extracurricular activities to a high standard of conduct as a condition of participation.

The District particularly expects student participants to meet high standards with regard to morality, honesty, school citizenship, sportsmanship, and leadership. Students who choose to participate in co-curricular and extracurricular activities are responsible for behaving in accordance with this policy, and those whose behavior or conduct does not meet this standard will lose the privilege of participating in co-curricular and extracurricular activities.

The expectations for the behavior of our students who participate in co-curricular and extracurricular activities are very clear, and all violations of this policy will result in consequences to the student participant.

This policy for students participating in co-curricular and extracurricular activities is in effect 24 hours a day, 7 days a week, 12 months a year, both inside and outside of school and/or school-related activities.

All students participating in athletic, co-curricular, and extracurricular activities and their parents/guardians must adhere to this policy and sign it. Policy violations and consequences can carry over from one school year to the next.

EXPECTATIONS OF STUDENT PARTICIPANTS IN CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Student participants in co-curricular and extracurricular activities may be suspended from participation in all such activities for misconduct **including, but not limited to,** the following:

- Violation of any prohibited act set out in the Student Discipline Policy;
- Violation of the District drug, alcohol, or smoking policy
- A failure to practice good citizenship in all environments by respecting the property and rights of others. (By way of example only, poor citizenship includes actions such as stealing, vandalism, and other illegal acts.)
- A failure to display proper sportsmanship.
- Using social media and other websites in an inappropriate manner.
- Engaging in hazing, bullying, harassing, or discriminatory conduct.
- Student participants in extracurricular activities will not tolerate other students who are also student participants in any co-curricular or extracurricular activity who fail to live up to the standards of this policy and should immediately report all violations or perceived violations to a coach, sponsor, or school administrator.
- Engaging in inappropriate or unacceptable conduct/behavior.

- Will abide by and be accountable for the individual rules as outlined by the coach or sponsor other than those outlined in this policy.
- Any conduct occurring at any time that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, a sports team, an organization, or activity, will result in disciplinary action.
- When, considering the totality of circumstances, a head coach, sponsor, athletic director, school principal, superintendent or superintendent's designee determines that it is in the best interest of the School District for any student participant in co-curricular or extracurricular activities to be suspended from the priviliege of participation in any such activity, such suspension may occur.

CONSEQUENCES FOR VIOLATIONS OF THIS POLICY BY STUDENT PARTICIPANTS IN CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The consequences for violating this policy shall be determined by the head coach, sponsor, athletic director, school principal, superintendent, or superintendent's designee. Consequences are carried over from one sport to the next and from one school year to the next until the entire penalty is served. Furthermore, the student must finish the season in good standing. A student participant suspended for violation of this policy may be allowed to practice with the team or organization (as long as s/he is not suspended from school) but is not allowed to dress for contests, competitions or performances during suspension. Coaches and sponsors may set a stricter standard of behavior as long as it is clearly conveyed, in writing, to the student participant.

ACTIVITY ABSENCES

It is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility, and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student. Whether an absence from school is excused or not is determined in accordance with state law and school policies regarding attendance and excused absences.

To ensure a balance between the curricular and extracurricular and co-curricular components of our school program, however, in no event shall students be permitted to be absent from the classroom more than ten (10) times for any one class period of each school year to participate in co-curricular/extracurricular programs and activities whether sponsored by the school or an outside agency/organization ("activity absences").

The school principal is responsible for establishing a school procedure for monitoring the activity absences of students as well as notifying students and their parents about the attendance policy and number of activity absences accumulated in a school year. An activity absence is defined as any co-curricular or extracurricular program activity sponsored by the school or an outside agency/organization and at the convenience of the school/agency which causes a student to be absent from class during the school day.

Examples of Co-Curricular or Extracurricular Program Activity Absences:

1. Class or school program trip/fieldtrip during the school day in which the student is absent from a class other than the class taking the trip/fieldtrip.
2. Individual or team game, practice, rehearsal, preparation, contest, or competition (this includes all athletic and non-athletic events). Performances and shows by school groups are also included.
3. Student organizational meetings and conventions, both at the school and away from the school.

Examples of Potential Absences Not Applicable to this Policy:

1. School counseling, health, and administrative services.

2. School testing services.
3. School-wide programs or assemblies approved by the principal.
4. State and national level contests for which the student earned the right to participate. These absences are subject to the approval of the Board of Education.
5. Legislative Page.
Unless an appeal is timely filed and approved, once a student has accrued ten activity absences for any one class period, the student is no longer eligible to be absent from such class for the remaining portion of the year due to an activity absence.

Appeals of the ten day absence rule shall be heard by the Internal Activities Review Committee (IARC).

Authorization is given for the IARC to be established in each school to serve as a review panel for activity absences affecting student's participation in co-curricular and extracurricular activities programs. A student/parent who desires to request permission to exceed the 10 activity absence rule may appeal to the IARC for permission to take a maximum of 15 activity absences. Such appeal must be submitted in writing to the school's principal. The appeal request must be received by the school principal after the student's 5th activity absence and within a minimum of five school days prior to the anticipated 11th activity absence. The appeal request by the student/parent must stipulate the reason(s) for the appeal. The decision of the IARC is final as the right of appeal to the Board of Education is not extended to decisions regarding the ten day activity absence rule.

In cases of an appeal, the IARC shall meet and review the respective positions of the student/parent and shall make a decision, after reviewing the appeal, as to whether or not to grant an additional one to five activity absence days to the ten per year allowed by this policy. In contemplating the appeal, the IARC shall consider the student's academic, over-all attendance, and discipline records. The final decision of the IARC shall be reduced to writing by the site or district administrator reviewing the appeal as a member of the IARC and provided to the student/parent, coach/sponsor, and the superintendent (or his designee). The student/parent may be interviewed by the IARC at the discretion of the IARC prior to making a decision regarding the appeal.

If the IARC does not resolve an issue of activity absence to the satisfaction of a parent/guardian or student who has reached majority, a signed written complaint must first be filed with the local board of education. If the complaint is not resolved at the local board level then the complaint should be promptly filed by parent, guardian, or student who has reaced majority with the Accreditation Section of the State Department of Education and will be determined by the guidelines found in the administrative regulation entitled "Co-Curricular and Extra Curricular Programs and Activities", codified as 210:35-17-2. The decision of the Accreditation Section as to the student's activity absences shall be binding on the District and the parent/guardian or student who has reached majority

The IARC shall be responsible for reviewing and recommending any revision of this policy to the superintendent and the Board of Education.

Composition of the Internal Activities Review Committee (IARC)

The IARC will be five to nine person committee to include, at a minimum, the following
1. Site or District Administrator
2. Site Classroom Teacher
3. District Athletic Director
4. District Activity Director
5. Site Coach/Sponsor

Additional members of the IARC may be added at the discretion of the site principal from the following categories:
1. Site or District Administrator
2. Site Fine Arts Director

3. Site Classroom Teacher
4. Site Coach/Sponsor
5. Site Counselor
6. Site Support Staff Member

Student Discipline in School Co-Curricular and Extra-Curricular Programs and Activities
Disciplinary action which affects a student's participation in a student co-curricular/extra-curricular activities program shall be the responsibility of the activity sponsor/coach and school administration. Authorization is given for an IARC to be established in each school to serve as a review panel for disciplinary action affecting a student's participation in co-curricular and extra-curricular activities programs. A student who is suspended and/or removed from a co-curricular or extracurricular program activity may appeal the decision of suspension and/or removal to the school's IARC. Such appeal must be submitted in writing to the school's principal within five school days of notice of the disciplinary action. The appeal request by the student/parent must stipulate the reason(s) for the appeal. Pending the outcome of an appeal, the principal, at his discretion, may reinstate the student to the activity program or continue the suspension and/or removal from the activity program. The decision of the IARC is final as the right of appeal to the Board of Education is not extended to cases of suspension and/or removal from co-curricular or extracurricular activities programs.

In cases of an appeal, The IARC shall meet and hear the respective positions of the student/parent and the coach/sponsor/administrator/superintendent or designee and shall make a decision, after hearing the appeal, to affirm, modify, or rescind the student's suspension and/or removal. **In modifying the discipline decision by the head coach, sponsor, athletic director, school principal, or superintendent/superintendent designee the IARC may INCREASE the consequences imposed on the student if such increase is found to be in the best interest of the District's co-curricular and extracurricular programs.**

The final decision of the IARC shall be reduced to writing by the site or district administrator hearing the appeal as a member of the IARC and provided to the student/parent, coach/sponsor, and the superintendent (or superintendent's designee). The final decision of the IARC is **non-appealable** to any other forum, jurisdiction, or venue.

Adopted by the Board of Education on March 9, 2009
Revised and adopted by the Board of Education on June 14, 2018

BIXBY PUBLIC SCHOOLS POLICY 2137

CHEERLEADERS AND SPIRIT GROUPS

The Bixby Board of Education recognizes the importance of cheerleading and spirit group activities at sporting events. The Board encourages students to participate in these activities.

Cheerleaders and spirit groups will be recognized by the general public as representatives of this school system. The Board expects that students who are appointed to these positions will conduct themselves with dignity and decorum.

The selection and general activity of cheerleaders and spirit groups shall be governed by the respective group's constitution. Each member is expected to adhere and abide by the rules therein.

The cheerleaders and spirit groups will be available to support the athletic teams on an equitable basis.

Teams supported will be scheduled in accordance with OSSAA regulations and in compliance with Title IX.

REFERENCE: Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.
Board Minutes dated August 1, 1988
Board Minutes dated April 3, 1989

Adoption Date: November 13, 2000

GANG ACTIVITY

In an effort to enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, the Bixby Board of Education has adopted a "zero tolerance policy" towards gang activity and/or involvement and that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gang activity and/or involvement is identified as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang.

2. Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership in or affiliation with a gang.

3. Using any speech or committing any act to further the interest of any gang or gang activity, including, but not limited to:

    A. Soliciting and/or initiating others for membership to any gang;

    B. Requesting any person to pay for protection or otherwise intimidating or threatening any person;

    C. Committing any illegal act or violation of school district policies, rules or regulations;

    D. Inciting other students to act with physical violence upon any other person;

    E. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension.

The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

CROSS-REFERENCE: Policy 2144 Hazing, Policy 2146 Student Bullying, Policy 2157 Student Discipline

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 2139**

STUDENT COUNCIL

The Bixby Board of Education believes that the student council is one of the most important organizations in the high school. A laboratory of citizenship, the student council is a cooperative group working with the principal to promote better understanding between students and the faculty. The council provides students with an opportunity to have a voice in the management of school affairs.

The superintendent is directed to prepare appropriate rules and regulations in support of this policy.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 2140**

STUDENT ACTIVITIES: SOCIAL AFFAIRS

The Bixby Board of Education believes that students benefit from social activities sponsored and supervised by the school staff. Therefore, activities such as the annual junior-senior banquet, school dance, and an annual class party are permitted.

Only social activities such as dinners may be scheduled on Sundays. Ball practices, play practice, and other similar students activities shall not be scheduled on Sunday.

All parties, picnics, and other social activities must receive prior approval of the administration, including events sponsored by students and parents. School time shall not be used to plan or organize such events before they have received approval of the administration. Staff participation in social events not sponsored by the school district is discouraged. Hayrides and picnics away from school premises will not normally be approved as school-sponsored events.

At various times throughout the school year, school-sponsored dances may be held. There must be at least three sets of parents and/or sponsors present at each dance. The following rules of conduct shall apply to all school dances:

1. All students must have a ticket to attend. All tickets are sold in advance.

2. All school regulations apply at all dances. Rules regarding dress, guests, and conduct may be set by the Student Council and approved by the administration.

3. Only Bixby students will be permitted to attend dances other than the Junior/Senior Prom. Guests, other than Bixby High School juniors and seniors, attending the prom must have approved permission. Junior high students may not attend the prom.

4. Students leaving the dance will not be permitted to re-enter the building.

5. All dances will end at 10:00 p.m. Students should ensure appropriate transportation is available at that time.

6. Students must meet eligibility criteria to attend.

7. Suspended students will not be permitted to attend.

8. Students presenting a discipline problem at any dance may not be permitted to attend future dances. Other disciplinary action may be considered.

9. Absolutely no low-point beer or alcoholic beverages are permitted on school premises.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS **POLICY 2141**

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

Rights

1. Students have the right to expect that attending school will be productive.

2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.

3. Students have the right to compete for student office and to vote in student elections.

4. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.

5. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.

6. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in appropriate cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

Responsibilities

1. Students will attend school daily (except when ill), attend all classes and be on time.

2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.

3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.

4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.

5. Students should willingly and dutifully serve that segment of the student body which they represent.

6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.

7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.

8. Students should develop the best school record of which they are capable.

9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.

10. Students will follow the directions of teachers, administrators and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 2142**

DECISION-MAKING: STUDENT INVOLVEMENT

A primary task of our school system is to create a stimulating learning climate that develops active involvement of students and develops a spirit of inquiry. Such a climate is created when students work with the school staff in planning and evaluating school programs.

The Board believes that students should:

Be encouraged to participate in establishing course goals, in planning classroom activities, and in improving courses of study;

Feel free to express without fear their own opinions, recognizing that every privilege and right has a corresponding responsibility;

Be involved in the planning of assembly programs and school-sponsored forums of interest;

Be encouraged to participate in student government organizations that provide students with a voice in school affairs.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 2143**

STUDENT CONDUCT

The Bixby Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The Board also believes that reasonable standards of conduct should be established and that adherence to those standards be insisted upon. The Board, therefore, directs the superintendent to establish a regulation, subject to Board approval, of student conduct.

CROSS-REFERENCE: Policy 2157 Student Discipline

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2144

STUDENT CONDUCT: DRESS CODE

The Bixby Board of Education believes that the majority of students in the public schools recognize their own individuality and have no need to express themselves in extreme dress or grooming styles.

The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning; therefore, the following dress code standards, rules, and regulations are adopted for all students.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the provisions of this policy, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuses, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended out of school.

Section 1:

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearance that interrupts classes or draws undue attention will not be allowed**. Revealing or sexually provocative clothing or clothing of extreme style may not be worn.**

Section II

The following are specifically prohibited:

1. Un-hemmed, cutoff, biking style, spandex style shorts, and bathing/swimming wear. Spandex style and biking style shorts, when worn under other clothing that meets the dress code, are acceptable.

2. Leggings, tights and other types of full length pants made of stretch material are acceptable for outer wear in most cases. However, leggings that are form fitting and/or tight fitting to the body are prohibited when in violation of Section I above.

3. Shirts or blouses that do not overlap the skirt or trousers, such as:
   Half-length tops or ½ t-shirts
   Midriff blouses
   Midriff shirts
   Crop tops
   Tube tops
   Tank-tops
   Mesh shirts (unless a suitable undershirt is worn)
   Halter tops

Tops with thin straps
Muscle shirts
See through (transparent) tops
Tops with excessively low necklines

4. Clothing, jewelry, patches, belt buckles**,** tattoos and brands advertising drugs, drug paraphernalia, alcohol, or tobacco, or anything illegal or immoral, and those items with obscene, lewd, violent, dehumanizing, or sexually suggestive slogans and/or graphics, or symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang.

4. Indoor wearing of hats, caps, and sun glasses

5. Underwear (such as boxers) for outerwear

6. Pajama style pants

7. Wallet chains or external chains

8. Any combination of the above

General Rules:
Excessively large or baggy clothes are prohibited. Garments must be of a length and fit that are suitable to the build and stature of the student. Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips above the tip of the longest finger on the student's hand with arms fully extended to the side.

Footwear:
Proper footwear must be worn at all times. Shoes with cleats, roller-shoes, house shoes**,** and shoes that mark the floor are not acceptable.

Accessories:
Visible pierced jewelry shall not be distracting, interrupt the education process, or be a safety concern to the wearer or others.

Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another are a safety concern for students. These items, as well as other jewelry/accessories that pose a safety concern for the student or others, are prohibited.

Lower Garments:
Shorts, dresses, and skirts shall not be conspicuous or indecent while sitting or standing. Length of garment must extend to the tip of the longest finger on the hand with the arm of the wearer fully extended and with the shoulders in a relaxed position.
Undergarments shall not be visible. The administration has the authority to discontinue the shorts privilege at any time if its enforcement becomes a problem.

Upper Garments:
The cut and design of any shirt, top, blouse, or sweater must not expose undergarments, bare midriff, or bare backs, or be otherwise immodest. All garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

Activity Group Uniforms:
Members of school sponsored or school related performing activity groups may wear appropriate uniforms on a school day when an official school activity is scheduled in which the performing group is participating. Activity group uniforms may be worn during the school day when specific authorization

is given by the building principal. Only uniforms that comply with the dress code regulation may be worn during the school day, without principal approval.

Religious and Health Accommodations:
Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any parent or legal guardian of a student desiring accommodation on the basis of a religious or health requirement, shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Provisions of the dress code are applicable to the school day and to school-related activities. Exception or modification of a provision of the dress code may be authorized by the building principal for a specific school-related activity on a single-event basis.

REFERENCE: Board Minutes dated August 11, 1988

Adoption Date: November 13, 2000
Revision Date: February 11, 2002
Revision Date: September 13, 2004
Revision Date: August 11, 2008
Revision Date: July 17, 2017

BIXBY PUBLIC SCHOOLS POLICY 2145

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, low-point beer, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include out-of-school suspension for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §1190

CROSS-REFERENCE: Policy 2100 Sexual Harassment of Students
Policy 2137 Gang Activity
Policy 2146 Student Bullying
Policy 2157 Student Discipline

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS **POLICY 2146**

STUDENT BULLYING

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

"Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

"Physical Bullying" includes harm or threatened harm to another's body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional Bullying" includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

"Social Bullying" includes harm to another's group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

"Sexual Bullying" includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

<u>Understanding and Preventing Bullying</u>

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member, who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Bryan Frazier, Associate Superintendent.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official (site principal or designee) will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statues, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.
The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

Bullying Report Form

Instructions

Complete the form below with as much information as possible. If you need assistance completing this form, contact the district's bullying coordinator, Bryan Frazier, Associate Superintendent. Return the completed form to Bryan Frazier, Associate Superintendent, 109 N. Armstrong, Bixby Oklahoma 74008.

Anonymous reports will be investigated to the best of the district's ability, but full information allows the district to conduct a more thorough inquiry. No individual will be retaliated against for filing a good faith bullying report.

Individual Making the Report

Name: _____ Report Date: _____

School: _____ Grade / Job Title: _____

Contact Numbers: _____

Incident Information:

Date of Incident: _____ Time: _____

Location of Incident: _____

Describe Incident: *Use additional pages as necessary, and attach any relevant documents*

_____

_____

_____

Other Witnesses: _____

The information in this report is true and correct to the best of my knowledge. I understand that the district will not tolerate retaliation for filing a good-faith report of bullying. I also understand that if I knowingly file a false report of bullying, I may face disciplinary consequences.

_____ _____

Reporter's Signature Date

Investigation Report

Investigator: _____ Position/Title: _____

Date report received: _____ Date investigation begun: _____

Required Notifications

Date target's parent notified of a report received: _____ Method: _____
Date target's parent notified of completed inquiry: _____ Method: _____
Date bully's parent notified of a substantiated report: _____ Method: _____
Date reported to district's bullying coordinator: _____ Method: _____
Date reported to law enforcement, if applicable: _____ Method: _____

Investigation Process

Individuals interviewed: (attach additional pages if needed)

Name: _____ Date: _____
Interview summary: _____
_____
_____
_____

Name: _____ Date: _____
Interview summary: _____
_____
_____
_____

Name: _____ Date: _____
Interview summary: _____
_____
_____
_____

Name: _____ Date: _____
Interview summary: _____
_____
_____
_____

Name: _____ Date: _____
Interview summary: _____
_____
_____

Documents reviewed: (attach additional pages if needed)
Note: attach copies of all documents reviewed, including witness statements.

Document:	_____	Date: _____
Document:	_____	Date: _____
Document:	_____	Date: _____
Document:	_____	Date: _____
Document:	_____	Date: _____
Document:	_____	Date: _____
Document:	_____	Date: _____

Conclusions reached:

_____
_____
_____
_____

Actions taken:

_____
_____
_____
_____

_____ _____
Signature of Investigator Date

REFERENCE: 21 O.S. § 850.0
70 O.S. § 24-100.3

Adoption Date: November 13, 2000
Revision Date: August 12, 2002
Revision Date: September 13, 2004
Revision Date: October 13, 2008 Policy F
Revision Date: August 12, 2013

BIXBY PUBLIC SCHOOLS POLICY 2147

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Bixby Board of Education that any administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages - including the legally non-intoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student, if possible.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Every administrator, teacher, or counselor employed by the Board of Education who has reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the superintendent.

REFERENCE: 70 O.S. §24-138
63 O.S. §2-101, et seq.
70 O.S. §24-102
37 O.S. §163.2

NOTE: A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138. While the cited statute requires only that school districts develop a written policy requiring only *teachers* to report students under the influence of certain substances, the State Department of Education has interpreted the civil liability exemption statute (70 O.S. §24-132) as requiring school administrators, teachers, or counselors to make such reports. Therefore, a school district's policy may be written to require reporting by administrators, teachers, and counselors.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2148

DRUG-FREE SCHOOLS

It is the policy of the Bixby Board of Education that in recognition of the clear danger resulting from alcohol, low-point beer, tobacco and illegal chemical substances, and in a good faith effort to promote the health, safety, and well being of students, employees, and the community, the Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades pre-kindergarten through twelve (PK-12).

"Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all illicit drugs, such as prescription drugs obtained without authorization and prescribed drugs and over the counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student). The term "illegal chemical substance" also includes mood-altering substances such as paint, glue, aerosol sprays and similar substances and mate coca (also known as mate de coca and Eritroxilecea coca), whether ingested in the form of coca tea or otherwise and which can produce a positive result for cocaine in a drug use test.

Students are hereby notified that the use, possession, dispensing, manufacture, sale or distribution or conspiring to sell, distribute or possess or being in the chain of sale or distribution or being under the influence of any illicit drug or mood-altering substance is wrong, harmful and prohibited on any school district property, including vehicles, or while going to or from or attending any school district sponsored function or event.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation and suspension as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following:

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 require that State, as well as local educational agencies, must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.

REFERENCE: Public Law 101-226 and 70 O.S. §1210.221, et seq.
CROSS-REFERENCE: Policy 4108 Use of and Testing for Drugs and Controlled Substances by Employees (Drug-Free Workplace)
Policy 2117 Teaching about Drugs, Alcohol, and Tobacco
Policy 2146 Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Dangerous Substances

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: August 8, 2005
Revision Date: August 13, 2012

BIXBY PUBLIC SCHOOLS **POLICY 2149**

DRUG-FREE SCHOOLS: TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The Board of Education, with the intent that all students have notice and knowledge of the ramifications of alcohol and illegal chemical substance use, possession, dispensing, manufacture, purchase, sale or distribution or conspiracy to sell, distribute or possess or being in the chain of sale or distribution or being under the influence while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

Statement of Purpose and Intent:

a. The safety of students and employees of the school district is of paramount concern to the School Board.

b. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

c. The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.

d. The Board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.

e. Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student's ability to perform as a student, the Board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

f. This policy will apply to all students of the school district.

g. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension.

Definitions:

1. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all illicit drugs, such as prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student). By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, steroids, designer drugs, or any metabolite of any of these substances.

2. "Alcohol" means ethyl alcohol or ethanol and includes “low point” beer.

3. "Under the influence" means any student of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

4. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

5. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.

6. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

7. "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this Policy drawn from specific, objective, and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things.

    a. Observable phenomena, such as:

        1) the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or

        2) The direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school-sponsored event.

    b. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school-sponsored event, provided by reliable and credible sources.

    c. Evidence that a student has tampered with an alcohol or drug test.

    d. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

<u>Procedures for Alcohol or Illegal Chemical Substance Testing:</u>

Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

Upon a positive test result a student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules or the laboratory's rules in the absence of such rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules or the rules of the laboratory in the absence of such rules.

Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the School District under this policy shall be at school district expense.

Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The school district will rely on the opinion of the district's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the school district will not report on or disclose to the school district any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

Student Alcohol and Drug Use Tests - When Required:

Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the School District from disciplining any student in the absence of an alcohol or drug use test of the student.

Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-school suspension to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance:

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension.

Persons Authorized to Order Alcohol or Drug Testing:

The following persons have the authority to require alcohol or drug use testing of students under this policy:

a. The Superintendent of Schools;

b. Any employee designated for such purposes by the Superintendent or the School Board.

Out-of-School Suspension Due Process Procedures:

Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the school district's policy on student behavior.

Circulation of Policy:

This policy shall be given broad circulation to all students of the school district which shall include posting in the Parent-Student Handbook and on the District's webpage.

Adoption Date: June 11, 2001
Revision Date: August 8, 2005
Revision Date: August 13, 2012
Revision Date: July 17, 2017

DRUG FREE SCHOOLS: SCHOOL STUDENT PARKING AND EXTRACURRICULAR STUDENT ACTIVITIES POLICY ON TESTING FOR ILLEGAL OR PERFORMANCE ENHANCING DRUGS

In an effort to protect the health and safety of students parking on school property or participating in extracurricular activities, and to educate and direct these students away from drug and alcohol abuse, the Board of Education adopts the following policy for testing students for the use of illegal drugs, alcohol and performance enhancing drugs.

Statement of Purpose and Intent:

It is the desire of the Board of Education, administration and staff that every student in the school district refrains from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and Board of Education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to park on school property or participate in the extracurricular activities identified in this policy. **This policy is intended to supplement and complement all other policies, rules and regulations of the school district regarding possession or use of alcohol and illegal or performance enhancing drugs.**

Participation in the identified school-sponsored extracurricular activities at the school district is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship, and integrity. Accordingly, students who participate in the identified extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs. Participation in many of the identified school-sponsored activities are sport activities and therefore physical in nature. The Board of Education believes in providing for a safe environment for activities. Students participating in physical and other identified activities while under the influence of alcohol and/or illegal or performance enhancing drugs present a danger to the student, all student participants and the activity.

Parking on school district property is a privilege, not a right. Students who park on school district property operate vehicles in close proximity to other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on school property carry a responsibility to themselves, their fellow students, and members of the public to operate their vehicles in a safe and reasonable manner. The use of alcohol and illegal drugs impairs a student's ability to meet this responsibility.

The purpose of this policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in identified extracurricular activities and park on school property as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students who have possible substance abuse problems to the potential harms of use, to prevent injury, illness, and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the school district for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student who parks on school property or participates in in identified extracurricular activities and who is found to be in violation of the policy to park at school or participate in identified extracurricular activities. There will be no academic sanction solely for a violation of this policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the school district's Student Behavior Policy and/or Policy 2149.**

Definitions:

1. "Extracurricular" means School District sponsored athletic and/or non-athletic team, club, organization or activity in which student participation is not required as part of the school district curriculum as identified thusly: Marching Band, FFA, Drama, Speech, and Vocal Music, Football, Volleyball, Softball, Cross Country, Basketball, Swimming, Wrestling, Track, Baseball, Cheerleading (and Stunt), Dance, Golf, Soccer, and Tennis

2. "Student participant" means any student participating in any extracurricular activity as defined above or a student who parks on school property.

3. "Student Athlete" means a member of any school district sponsored interscholastic sports team.

4. "School parker" means any student who parks his/her and/or a vehicle on property owned or under control of the school district.

5. "Coach/Sponsor" means any person employed by the school district to coach athletic teams of the school district or to serve as a sponsor for any other extracurricular activity.

6. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team sponsored by the school district.

7. "School District" means Independent School District No. 4 of Tulsa County, Oklahoma, also known as the Bixby School District.

8. "In-season" means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student participants.

9. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.

10. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, steroids, designer drugs, or any metabolite of any of these substances.

11. "Performance enhancing" drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

12. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

13. "Random selection basis" means a mechanism for selecting student participants for drug and/or alcohol use testing that:

    A. results in an equal probability that any student participant from a group of student participants subject to the selection mechanism will be selected, and

B. does not give the school district discretion to waive the selection of any student participant selected under the mechanism.

14. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

15. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student participant and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

16. "Games/competitions" mean regular season, tournament, and playoff games/competitions/performances and do not include practice games or scrimmages.

17. Meetings/Activities of Non-Athletic Groups, Clubs, or School Organizations are events for student members that may occur before, during and/or after school.

Participation and Procedures:

Alcohol and illegal or performance enhancing drug possession or use is incompatible with parking on school property or participation in identified extracurricular activities on behalf of the school district. For the safety, health and well-being of the student participant, the school district has adopted this policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, by observation, self-reporting, or alcohol or drug use test, will be considered to have violated this policy.

Documentation Procedures:

1. Each student participant shall be provided with a copy of this policy and …
2. The "Student Participant Alcohol and Illegal or Performance Enhancing Drugs Contract" (the "Contract") and/or (as applicable) Parking Contract …
3. Which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor/principal or designee …
4. Before such student shall be eligible to practice or participate in any extracurricular activity or park on school property.

No student shall be allowed to practice or participate in any extracurricular activity or park on school property unless the student has returned the properly signed contract.

The Director of Athletics and Activities or designee shall be responsible for determining whether a violation of this policy has occurred. All reports of potential violations shall be reported to the Director of Athletics and Activities or designee. The Director of Athletics and Activities or designee will contact the student, the sponsor or head coach, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the policy will be described and the restrictions explained. The Director of Athletics and Activities or designee shall contact the appropriate school principal to report the violation of Policy 2150 and for a determination of a violation or not of the Student Behavior Policy and/or Policy 2149.

The contract for alcohol and illegal or performance enhancing drug use testing shall be to provide a urine sample:

1. as part of the District's annual physical event for a student athlete and/or parking permit student, the District's annual Drug Testing event (during some years the annual physical event and the

annual drug testing event are held on separate dates), within two weeks after the first day of classes at the beginning of the school year for other student participants, or within two weeks after a student not previously on a team or activity (such as a newly enrolled student);

2. as chosen by the random selection basis; and

3. at any time a student participant is requested by the Director of Athletics and Activities or designee based on reasonable suspicion, to be tested for alcohol or illegal or performance enhancing drugs.

All drug use testing shall be conducted by a laboratory designated by the school district.

Student participants who have physical examinations performed by their personal physicians must nonetheless sign the contract and comply with all policy requirements, including a drug test at a lab designated by the school.

Random Selection Basis

Drug and/or alcohol use testing for student participants will also be chosen on a random selection basis weekly from a list of all student participants. The school district will determine a weekly number of student names to be drawn at random to provide a urine sample for alcohol and/or drug use testing for alcohol and/or illegal or performance enhancing drugs.

The school district will set a fee charge to be collected from each student when the contract is signed and returned to the coach or sponsor.

Reasonable Suspicion Testing

In addition to the drug or alcohol use test required by the above paragraphs, any student participant may be required to submit to a drug and/or alcohol use test for illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

Professional Drug Testing Laboratory

Any drug or alcohol test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of student participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. Director of Athletics and Activities or designee shall designate a coach, sponsor, or other adult person of the same sex as the student participant to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the Director of Athletics and Activities or designee who will then determine if a new sample should be obtained. Upon notification of a positive test result, the student participant shall be given an opportunity to list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope and must be supported by legal documentation via a doctor's order and/or prescription from a licensed pharmacist.

If a student being tested or any other student is determined to have tampered with (or been in the chain of events leading to tampering) any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have committed a second or subsequent offense under this policy and the sanctions for a second offense or subsequent offense will be imposed.

If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.

If the alcohol or drug use test for any student participant has a positive result, the laboratory will contact the Director of Athletics and Activities or designee with the results. The Director of Athletics and Activities or designee will then contact the student, the sponsor or head coach, and the parent or custodial guardian of the student and schedule a conference. At the conference, the Director of Athletics and Activities or designee will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the Director of Athletics and Activities or designee will arrange for another test at the same laboratory. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian. The Director of Athletics and Activities or designee shall contact the appropriate school principal to report the violation of Policy 2150 and for a determination of a violation or not of the Student Behavior Policy and/or Policy 2149.

If the student participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the Director of Athletics and Activities or designee. The school district will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

A student participant who has been determined by the Director of Athletics and Activities or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student participant will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.

Before a student participant who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity or park on school property after a **first or subsequent policy violation**, such student participant shall be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The student participant shall be required to have a negative test prior to rejoining his/her activity or prior to parking on school property. The school district will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student participant before the offense or by more recent use.

All documents created pursuant to this policy with regard to any student participant will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

Violation:

Any student who is determined by observation or by alcohol or drug use tests to have violated this policy shall be subject to the loss of the privilege to park on school property or participate in identified extracurricular activities and offered educational and support assistance to stop using.

For the First Offense:

Suspension from parking on school property or participation in all scheduled extracurricular performances, games, events or competitions for 30 school days, which may be reduced by 15 school days (5 school days reduced for professional drug/alcohol evaluation/assessment and 10 school days reduced for participating in and successfully completing at least 4 hours of substance abuse education (not including the initial assessment). The student will also be required to miss a minimum of two events, games/competitions/OSSAA sanctioned events. (If the student participant is not competing in any extracurricular activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two events, games/competitions during the suspension period, then the student will be required to miss the next two events, games/competitions after he or she returns from the injury, becomes eligible or the events, games or competitions resume in the following school year or begin later in the same school year.) These restrictions and requirements shall begin immediately following the determination of a violation of this policy. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

For the Second or Subsequent Offense:

Complete suspension from participation in all identified extracurricular activities including all meetings, practices, performances and competition and/or parking on school district property for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. The eighteen (18) week suspension from participation in all extracurricular activities or parking on school district property shall come into play with any subsequent offense beyond the second (2^{nd}).

Self-Referral:

As an option to the consequences for a first offense only, a student participant may self-refer to the Director of Athletics and Activities or a coach or a sponsor before being notified of a policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers must submit to an alcohol or drug use test on the same day as the self-referral. A student who self-refers will be allowed to remain active in all extracurricular activities after the following conditions have been fulfilled: (1) a conference has been held with the student, Director of Athletics and Activities (or designee), coach or sponsor, and the parent or custodial guardian of the student to discuss the policy violation; (2) an alcohol or drug use test is provided by the student that demonstrates discontinued alcohol and/or drug use (a ten day period - not to exceed 15 days - must pass between the initial alcohol and/or drug use test and the 2^{nd} alcohol and drug use test used to demonstrate discontinued alcohol and/or drug use, (3) and a participation commitment by the student and parent for up to four (4) hours (not including initial assessment and as determined by the counselor) of substance abuse education/counseling provided and/or approved by the school district. Documentation of successful completion of this commitment must be provided to the Director of Athletics and Activities or designee. A student who self-refers, while not necessarily removed from the activity, will, however, be considered to have committed his/her first offense under this policy. A self-referral may be used only once in a student's time in the school district. A self-referral will not exempt a student from the consequences of the District's Student Behavior Policy and/or Policy 2149, if applicable.

Refusal to Submit to Drug Use Test:

If, after signing the contract, a student participant refuses to submit to an alcohol or drug use test authorized under this policy, such student shall not be eligible to park on school property or participate in any

extracurricular activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. In addition, the student participant and parent or custodial guardian shall successfully complete a program of substance abuse education/counseling for a minimum of 4 hours provided by the school district and/or recommended by the school district.

BIXBY SCHOOL DISTRICT STUDENT EXTRACURRICULAR PARTICIPANT ALCOHOL AND ILLEGAL OR PERFORMANCE ENHANCING DRUGS CONTRACT

Statement of Purpose and Intent:

Participation in identified school sponsored extracurricular activities at the Bixby School District is a privilege and not a right. Such privilege is governed by the attached Bixby School District Policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs (the "Policy"). Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Bixby School District. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal or performance enhancing drugs.

Participation in Student Extracurricular Activities: For the safety, health and well-being of the students of the Bixby School District, the Bixby School District has adopted the attached Policy and this Student participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Contract") which shall be read, signed and dated by the student participant, parent or custodial guardian and coach, and/or sponsor, and/or before such student participant shall be eligible to practice or participate in any extracurricular activity. **No student shall be allowed to practice, or participate in identified extracurricular activities unless the student has returned this properly signed Contract.** . If the parent/student needs assistance with fees for the required drug test please contact the Bixby High School Principal.

_____ _____

Student's Last Name First Name Middle Initial Student ID Number

I understand after having read the Policy and this Contract that, out of care for my safety and health, the Bixby School District enforces the rules applying to the consumption or possession of ALCOHOL AND ILLEGAL OR PERFORMANCE ENHANCING DRUGS. As a student participant, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the Policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

_____ _____

Signature of Student Date

We have read and understand the Policy and this Contract. We desire that the student named above participate in the extracurricular activities of the Bixby School District and we hereby agree to abide by all provisions of the Bixby School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

_____

Signature of Parent or Custodial Guardian Date

(If the student athlete is 18 years or older, he/she must also sign at this line in addition to the line above)

The policy applies to all Oklahoma Secondary School Activities Association athletic and non-athletic extracurricular activity groups in Bixby Public Schools.

Athlete and Activity Participant:
Obtain the signature of each sponsor/coach for all activities in which you are involved

Sponsor/Coach Signature	Team / Activity	Date
Sponsor/Coach Signature	Team / Activity	Date
Sponsor/Coach Signature	Team / Activity	Date
Sponsor/Coach Signature	Team / Activity	Date

Parking Participant:
Obtain the signature of the BHS Principal

Parking Permit Application and
Alcohol and Illegal Drugs Contract

Statement of Purpose and Intent

Parking on school district property is a privilege and not a right. Such privilege is governed by the attached policy. Alcohol and illegal drug use of any kind is incompatible with the privilege of parking on school property. Students who park on school district property operate vehicles in close proximity of other students. Because of this, the potential harm from misjudgment or impaired judgment of a student is great. Students who park on school district property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner, which includes avoiding the use or possession of alcohol or illegal drugs.

Parking Permits

For the safety, health and well-being of the students, the district has adopted the attached policy and this contract which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. No application for a parking permit will be considered until the student has returned the properly signed contract. If the parent/student needs assistance with fees for a parking permit and/or required drug test please contact the Bixby High School Principal.

I understand after having read the policy and this contract that, out of care for my safety and health, the district enforces the rules applying to the consumption or possession of alcohol and illegal drugs. As a driver, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal drugs may affect my health and well-being as well as the possible endangerment of those around me. If I choose to violate the policy regarding the use or possession of alcohol and illegal drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of any parking permit issued to me as outlined in the policy.

Student Name: _____ ID No.: _____

Student Signature: _____ Date: _____

We have read and understand the policy and this contract. We desire that the student named above be issued a parking permit by the school district and we hereby agree to abide by all provisions of the school district's policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all state and federal privacy statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

Parent Signature: _____ Date: _____

Student signature: _____ Date: _____

Car Year: _____ Car Color: _____
Car Make: _____ Car Model: _____
Car Tag No. _____ License No. _____
(Office use only) Permit No.: _____

Revision Date: May 8, 2006
Revision Date: August 11, 2008
Revision Date: August 13, 2012
Revision Date: July 17, 2017

BIXBY PUBLIC SCHOOLS **POLICY 2151**

STUDENT POSSESSION OF DANGEROUS WEAPONS AND GUN FREE SCHOOLS STUDENT SUSPENSION

In order to provide a safe environment for the students and staff of the district, the board of education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the district.

For the foregoing reasons and except as specifically provided in paragraph 10 below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO,** any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) in his or her vehicle; (4) held by another person for his or her benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, **BUT IS NOT LIMITED TO,** a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrottes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. The foregoing list of "dangerous weapons" is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons. It will not be a defense to any disciplinary action under this policy that the student possessing the dangerous weapon did not know that it is dangerous weapon, but such claim of a lack of knowledge may be considered in mitigation of any disciplinary penalty.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principals or the principal's designee of the situation.

If the principal or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, if appropriate.

2. If not already confiscated by an employee of the district and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.

3. Notify the superintendent or designee.

4. Notify the student's parents.

5. Cooperate fully with the police.

6. Transfer confiscated weapon to the police department, if feasible.

A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the district.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the superintendent is required. Students who participate in JROTC may also be granted an exception to bring an inoperable weapon onto campus for the limited purpose of participating in a school program. The principal must approve this exception in advance, the weapon must remain inoperable at all times while on campus, and the weapon must not be used in a manner which is inconsistent with the permission granted.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

GUN FREE SCHOOLS: STUDENT SUSPENSION FOR POSSESSION OF A DANGEROUS WEAPON

Any student who is determined to have:

- brought a weapon to a school under the jurisdiction of the district; or

- possessed a weapon within two thousand (2,000) feet of public school property; or
- possessed a weapon at a school event

shall be suspended out of school for a period of not less than one calendar year. This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the principal, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the district.

For the purposes of this policy, the following definitions shall control:

- The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.

- The term "chief administrative officer" means the superintendent or the board of education.

- The term "determined to have brought a weapon to a school under the jurisdiction of the district" means any student being in possession or control of a weapon on property owned, leased or rented by the district, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any district sponsored function regardless of whether such function is conducted on district property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the district's policy for the out-of-school suspension of students.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension. This policy does not apply to student suspensions for non-weapon violations.

BOE Approved: 09/12/1994; Revised 09/13/2004; Revised 09/08/2014

BIXBY SCHOOL DISTRICT USE OF METAL DETECTORS

Violence in schools and concern for the establishment and maintenance of safe schools is a subject of national discussion. The Oklahoma Legislature acknowledged the growing problem of school violence by enacting the Safe School Committee Act in 1996, requiring schools to establish a Safe School Committee at each school site due to the growing concern of safety, and the ever constant threat of violence in our children's schools.

Schools across the country are using metal detectors to keep guns, knives and other weapons out of school buildings. Metal detectors are used by school districts as a means to prevent the infiltration of weapons into the classroom or the educational environment. The intrusion into a student's expectation of privacy from the use of a metal detector is minimal because the purpose is limited to the detection of a student's possession of a weapon.

The purpose of this policy is to deter students and others from bringing weapons into school buildings and other District facilities and to establish a procedure for the use of metal detectors pursuant to this policy. The District strictly prohibits the possession of weapons brought to school in violation of District policies, procedures and the Student Discipline Code. Metal detectors may be utilized in any of the District's schools or facilities. This includes the use of metal detectors at school-sponsored athletic events involving both students and the general public.

Procedures

The principal, or the principal's designee, will be present during the use of metal detectors and will confiscate any weapon found as a result of the use of metal detectors. The principal, or the principal's designee, will take charge of the student in the event a student is in violation of District policies by possession of a weapon. Disciplinary action will be handled in accordance with the District's Student Discipline Code.

Any student attempting to evade a metal detector or refusing to open a bag or parcel, or otherwise refusing to cooperate in the use of the metal detector, will be deemed in violation of this policy and the Student Discipline Code and will be disciplined accordingly.

Discovery of weapons or illegal contraband will result in law enforcement officers being notified.

Signs will be posted outside school buildings and other District facilities to notify students/persons they are subject to scanning by a metal detector in order to enter the building.

All students/persons entering a school building or other District facility are subject to metal detector scanning; however, the person operating the metal detector may limit the use by a random formula. For example: if the lines become too long, the operator may decide to scan every second or third person. Metal detectors may also be used in classrooms or other building areas. The use of a metal detector to scan a particular student/person may also be based on individualized reasonable suspicion. "Individualized reasonable suspicion" means a belief that a particular student/person is in possession of a weapon and in violation of District policies and the Student Discipline Code based on specific objective facts and reasonable inferences drawn from those facts in light of experience. "Individualized reasonable suspicion," among other things, may be based upon observance of behavior indicating weapon possession or a report of weapon possession provided by reliable and credible sources.

All students/persons entering a school or other District facility may be required to pass through a metal detector or be scanned. Prior to the initial metal detector scan, the student/other person will be requested to remove metal objects from his/her pockets or clothing. If the device activates, the operator will make a second request for the student/person to remove metal objects from his/or pockets or clothing. A second scan

will then be conducted beginning at the student's/person's toes and continuing up to the head without actually touching the body. If the metal detector continues to activate, the operator will escort the student/person to a private area where a more thorough search will be conducted. The private search will involve at least two adults other than the person who is the subject of the search. At least one of the adults must be of the same sex as that person. Prior to the private search, the operator will ask the student/person for the third time to remove any metal objects. A "pat-down" search will be conducted for the purpose of locating the item(s) that triggered the scanning device. The "pat-down" will begin near the place where the metal detector was activated. If the operator feels an object during the "pat-down," the student/person will be given the opportunity to remove the object before the operator does. If the object appears to be the item that activated the meal detector, the search will cease. The search will continue only if a subsequent scan continues to activate the meal detector.

In the event weapons are discovered, the appropriate administrator will make a recommendation related to the disciplinary consequences of the discovery of weapons prohibited by District policy. If a student/person refuses to cooperate or attempts to evade the use of the metal detector, the appropriate administrator will recommend discipline in accordance with District policy based on the facts of the individual incident.

A copy of this policy or a summary of the policy will be placed in each building site's student handbook.

Adoption Date: September 13, 2004

SEARCH OF STUDENTS

The Bixby Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the Board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for Board approval which supports this policy.

REFERENCE: 70 O.S. §24-102
Board Minutes dated August 7, 1989

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2154

RESPONSIBILITY FOR SCHOOL PROPERTY: LOCKERS

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter. Lockers are provided for the sole purpose of storing books, notebooks, clothing, school supplies, and/or other materials needed by students for their educational activities. Controlled dangerous substances, beer, alcohol, and/or other prohibited items shall not be kept in lockers at any time.

Lockers are to be kept locked at all times. They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Stickers, contact paper, or posters that cannot be easily removed or that leave a sticky residue are prohibited. Under no circumstances will beverages be permitted in student lockers.

Students will not change lockers or locker mates without the counselor's permission.

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. The school district is not responsible for items left in lockers.

The superintendent will develop, or cause to be developed, rules and regulations for the issuance, use, and maintenance of the lockers.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2155

INSPECTION OF STUDENT LOCKERS

It is the policy of the Bixby Board of Education that all student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

Students have no expectation of privacy concerning lockers, desks, or other school property.

REFERENCE: 70 O.S. §24-102
CROSS-REFERENCE: Policy 2152 Search of Students

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2156

WIRELESS TELECOMMUNICATION DEVICES

The district requires that all individuals devote their full attention to education while at school or during educational activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, Smartphone's, laptops, recorders, etc.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. reasonably considered private areas. The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

STUDENTS

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off/silent AND out of sight during class time. No student will be permitted to access his/her personal wireless device during class time except with teacher permission. Students may use their personal wireless devices during breaks, lunch, before school, after school and at school activities unless prohibited by school officials.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference. The student may also lose the privilege of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device:

- For any purpose related to academic dishonesty;
- To record conversations or events during the school day, on school property or at school activities where specifically prohibited;
- To threaten, harass, intimidate, or bully;
- To take, possess, or distribute obscene or pornographic images or photos;
- To engage in lewd communications;
- To violate school policies, handbook provisions, or regulations.

EMPLOYEES

Personal wireless devices may only be used during work time if the use of the device furthers the employee's performance of his/her professional responsibilities. No employee may use work time to engage in any personal electronic or digital communication, Internet activity, gaming, etc. Employees will make reasonable efforts to use district resources rather than personal wireless devices for electronic or digital communications with other employees, parents, and students.

No individual may use any personal wireless device while operating a district vehicle. No individual may use any personal wireless device for purposes of conducting school business operating any vehicle regardless if district or personally owned.

Personal wireless devices may not be used by employees to photograph or record conversations or events outside private areas without first obtaining consent to record from all parties with exceptions allowed according to the Oklahoma Open Records Act. Administrative approval for recordings of students will take into consideration whether prior approval has been granted from parents/guardians and whether the recording would identify a specific category of students such as special education students.

Personal wireless devices of employees may only be shared with students for emergency use.

No employee may use a personal wireless device to engage in conduct which is illegal or which could be construed as inappropriate conduct with student or students. In the event an employee receives an inappropriate electronic or digital communication from a student or parent, the communication must be promptly reported to the employee's supervisor.

The district fully acknowledges that personal wireless communications devices are the personal property of the employee. Unless an administrator has reasonable suspicion that an employee's personal equipment contains prohibited content, an administrator may not inspect an employee's personal equipment without the employee's express consent.

WARNING: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion of sexual offender registries.

REFERENCE: 70 O.S. §24-101.1, et seq.
70 O.S. §24-102

Adoption Date: November 13, 2000
Revision Date: July 9, 2001
Revision Date: July 17, 2006
Revision Date: August 12, 2013

BIXBY PUBLIC SCHOOLS POLICY 2157

DISTRACTING DEVICES

Students in the Bixby Public Schools are not permitted to have skateboards, footballs, soccer balls, baseballs, basketballs, trading cards, toys, electronic games, tape players, radios, cassettes/players, head phones, televisions, etc. on the school grounds, in the buildings, or on the school buses at any time. Any exception in this policy requires approval by the appropriate administrator.

Adoption Date: November 13, 2000
Revision Date: July 20, 2009

BIXBY PUBLIC SCHOOLS POLICY 2158

STUDENT DISCIPLINE

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of an unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of the teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Assault (whether physical or verbal) and/or battery
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
5. Academic Dishonesty/Cheating through the dishonest giving or receiving of aide or information on any student assignment or test
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action

17. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts

18. Hazing's (whether involving initiations or not) in connection with any school activity, regardless of location

19. Immorality

20. Inappropriate attire, including violation of dress code

21. Inappropriate behavior or gestures

22. Indecent exposure

23. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

24. Obscene language

25. Parking violations

26. Physical or verbal abuse

27. Plagiarism

28. Possession or distribution of a caustic substance

29. Possession or distribution of obscene materials

30. Possession, without prior authorization, of a wireless telecommunication device

31. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)

32. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal chemical substances or any substance represented to be an alcoholic beverage, low-point beer or illegal chemical substance, regardless of its actual content

33. Possession of illegal and/or drug related paraphernalia

34. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval

35. Profanity

36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions

37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

38. Theft

39. Threatening behavior, including gestures, written or verbal expression, electronic communication or physical acts

40. Truancy

41. Use or possession of tobacco in any form as well as, "simulated tobacco products" which are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kretks, and vapor smoking WITH or WITHOUT nicotine.

42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school

43. Using racial, religious, ethnic, sexual, gender or disability-related epithets

44. Vandalism

45. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property

46. Vulgarity

47. Willful damage to school property

48. Willful disobedience of a directive of any school official

For cheating, the student may receive a zero on the assignment and possible further disciplinary actions as deemed necessary by the teacher and administration. Cheating does affect a student's admission to honor organizations or positions of trust.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Bullying Prevention Act (Okla. Stat. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, bullying and threatening behavior. These terms include, but are not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. Harm another student;

2. Damage another student's property;

3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's educational mission or the education of any student.

The Board has also adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's plan to address it.

Sample Disciplinary Options

1. Instructor or Administrator Intervention

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

2. Detention or In-School Intervention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

3. Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

4. Alternative Education Program

An alternative education program is an optional correctional measure available when deemed appropriate. Under this option, students may be provided with necessary information to access on-line curriculum, to continue their education. Students will be required to complete a portion of the assignment in each on-line class by specified dates to progress in the curriculum. Computer/internet access is the responsibility of the student/parent.

REFERENCE: 10 O.S. § 7115 70 O.S. § 24-100.4
Cross-reference: Policy 2158 Ordinary Force/Corporal Punishment
Policy 2159 Detention
Policy 2160 Suspension of Student
Policy 2162 Student Discipline, Out-of-School Actions
Policy 2142 Student Conduct
Policy 2152 Search of Students
Policy 2154 Inspection of Student Lockers

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: August 8, 2005
Revision Date: August 11, 2008
Revision Date: August 2, 2011
Revision Date: October 10, 2011

BIXBY PUBLIC SCHOOLS POLICY 2159

ORDINARY FORCE/CORPORAL PUNISHMENT

It is the policy of the Bixby Board of Education to administer ordinary force (corporal punishment) only as a last resort after other reasonable corrective measures have been used without success. Ordinary force (corporal punishment) includes, but is not limited to, spanking or paddling. If it becomes necessary to administer ordinary force as a means of discipline, the following procedures must be observed:

1. Parents who object to ordinary force/corporal punishment as a method of discipline for their child must submit a written statement prior to the administration of corporal punishment.

2. Ordinary force must be administered only in the presence of another professional, certificated staff member, preferably an administrator. Ordinary force may be administered by a building principal or the child's teacher, but never without an adult witness. Under no circumstances shall other students or non-certificated personnel observe the administration of ordinary force. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered.

3. Students must be provided other disciplinary options in lieu of ordinary force.

4. Every effort should be made to contact a parent/guardian of a student prior to using ordinary force as a means of disciplinary action.

5. Careful documentation of each occasion ordinary force is administered shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment; the person who administered the punishment; and the name of witnesses.

6. Ordinary force should not be administered more than once per day regardless of the student's disciplinary action.

REFERENCE: 10 O.S. §7115
70 O.S. §6-114
Board Minutes dated October 12, 1992
Negotiated Agreement

Adoption Date: November 13, 2000
Revision Date: August 11, 2008

DETENTION

A student in this district may be detained before or after school hours for disciplinary reasons if, in the judgment of a school administrator or the student's teacher, such disciplinary measures are warranted. If a student is to be detained, the parent must be notified of the planned detention and, in the case of bus students, arrangements made for the student's transportation home after detention. In those cases where transportation is required, twenty-four hour notice will be given so that the parent may arrange transportation.

Parents shall be asked to arrange for the transportation of the detained student. However, if the parent cannot or will not provide transportation, an alternative disciplinary procedure must be substituted. Students who are detained after school must not be left alone during their detention. Supervision of students in detention must be provided or arranged for by the teacher or administrator who detains them. Detention is limited to sixty minutes on any one school day.

REFERENCE: 70 O.S. §6-114

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2161

SUSPENSION OF STUDENTS

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The District's policy must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one (1) calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

The superintendent may delegate authority for suspensions of students to building principals.

The reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

The reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

A. Behavior or Conduct that May Result in Suspension:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the District for:

1. Violation of a school regulation, policy or provision of the discipline code;
2. Immorality;
3. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Okla. Stat. tit. 57, § 571. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;

4. Possession of an intoxicating beverage, low-point beer, as defined by Okla. Stat. tit. 37, § 163.2, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and

5. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

6. In the event of a suspension for any of the reasons listed above, an education plan as discussed in Out-of-School Suspension Requirements below shall be applicable for acts which fall within paragraphs 1 through 4 above. However, no education plan shall be necessary for acts that fall within paragraph 5, above.

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

B. District's Obligation Applicable to All Out-of-School Suspensions Alternative In-School Placements

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or corrective actions that may be used, if warranted, as an alternative to out-of-school suspension.

Students with Disabilities

THE DISTRICT WILL PROVIDE ADDITIONAL PROCEDURAL SAFEGUARDS AS REQUIRED BY LAW FOR STUDENTS IDENTIFIED AS HAVING DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT/TITLE II OF THE AMERICANS WITH DISABILITIES ACT WHO ARE SUSPENDED OUT OF SCHOOL OR ARE OTHERWISE SUBJECT TO DISCIPLINARY REMOVAL.

C. Pre-Out-of-School Suspension Conferences

1. When a student violates Board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. title 57, § 571), the principal shall conduct an informal conference with the student.

2. At the conference with the student the principal shall read the policy, rule or regulation that the student is charged with having violated and shall discuss the conduct of the student that is a violation of the policy, rule or regulation.

3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.

4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.

5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Students shall not be dismissed before the end of the school day without advance notice to the parent.

D. Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.

2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

E. Conferences with Parents

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

2. At the conference, the principal will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent, the Board of Education or a Hearing Officer appointed by the Board, or the Out-of-School Suspension Committee as provided by this Policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

F. Out-of-School Suspension Requirements

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Student Suspension Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.

4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

G. Individualized Plans for Out-of-School Suspension

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

No Individual Plan for Out-of-School Suspension shall be required for a student suspended out-of-school for possession of a firearm (as defined by 18 U.S.C., Section 921) or for possession of a controlled dangerous substances with the intent of furnishing, selling, conspiring to sell, distributing, or being in the chain of sale or distribution of illegal or illicit drugs or other mood-altering substances as defined in the Uniform Control Dangerous Substances Act.

H. Records and Reports

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

I. Long-Term Out-of-School Suspensions (Out-of-School Suspensions in Excess of Ten (10) School Days)

1. Right of Appeal

A parent or the student may appeal the out-of-school suspension decision of the principal to the suspension review committee, Superintendent or designee, and the Board of Education or a Hearing Officer appointed by the Board of Education.

2. Method of Appeal to a Committee

a. An appeal to a committee can be requested by letter to the Superintendent of Schools or the Principal of the school. A request for an appeal hearing must be in writing and must cite the specific part of the out-of-school suspension decision about which there is an alleged inequity. If no appeal is received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent, the principal’s out-of-school suspension decision will become final and non-appealable.

b. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized.

3. Hearing the Appeal

a. The principal of the school shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

b. The principal shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

c. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student out-of-school. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

d. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension and may affirm, increase of decrease the severity of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent. In all cases the parent will be advised of his/her right to have the out-of-school suspension, exceeding ten consecutive school days, reviewed by the Superintendent or his/her designee. If the committee decreases the severity of the out-of-school suspension so that it is ten consecutive school days or less, then the parent or student may not appeal and the decision of the committee shall be final and non-appealable.

4. Method of Appeal to the Superintendent or Designee: An appeal of the Suspension Review Committee can be presented by letter to the Superintendent or his/her designee. A request for an appeal hearing must be in writing and must cite the specific part of the out-of-school suspension decision about which there is an alleged inequity.

a. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the Suspension Review Committee's out-of-school suspension decision will be final.

b. The Superintendent or designee should schedule a suspension review conference. Notification of the date, time, place and names of the conference attendees shall be made by the Superintendent or his/her designee to the guardians and/or student. The hearing officer shall be the superintendent or his/her designee. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

c. The principal or his/her designee who assigned the suspension shall attend the conference. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student out-of-school. The parent should be asked by the Superintendent or designee if he/she understands the rule and the charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position. The testimony of student witnesses will be presented to the committee by written statement.

d. At the conclusion of the presentation of evidence, the superintendent or his/her designee will retire to render a decision as to the guilt or innocence of the student. The superintendent or his/her designee shall also determine the reasonableness of the term of the out-of-school suspension and may affirm, increase or decrease the severity of the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education or a Board-appointed Hearing Officer. If the parent is in agreement with the decision of the Superintendent or designee, he/she shall be requested to sign a waiver of review by the Board.

5. Method of Appeal to the Board of Education or the Board's Hearing Officer

a. An appeal can be requested by letter to the Superintendent or to the Clerk of the Board of Education.

b. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final.

c. Hearing the Appeal

i. The Board will hear the appeal as soon as possible or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and non-appealable.

ii. The parent and student will be notified in writing of the date, time and place of the hearing. This notification shall include the parent's right to have legal counsel at the hearing.

iii. The parent and student will have the right to an "open" or "closed" hearing, at their option.

iv. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing before the Board of Education or Hearing Officer

1. The Board President or the appointed Hearing Officer should:

   a. Announce that the next agenda item is an out-of-school suspension review hearing for the student, stating her/his name.

   b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child requests a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The Board President or Hearing Officer should advise the parents/child:

   a. That they are entitled to legal counsel, if they desire it.

   b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.

c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.

d. That the Board or its Hearing Officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.

e. That the parents/child may ask any questions about the procedure.

3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.

4. Parents/child may call any witnesses and present any documents subject to cross-examination.

5. After each witness is presented School Board members or the Hearing Officer may ask the witness any questions.

6. Parents'/child's closing statement.

7. Administration's closing statement.

8. Deliberate in private. (If the hearing is not in executive session, the Board or its Hearing Officer may deliberate in executive session only with permission of the parents or student.)

9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension. If the hearing is before a Hearing Officer, no motions will be required as a part of the hearing process; otherwise, the Hearing Officer will have the same obligations as the Board when rendering a decision.

Attendance at School Pending Appeal Hearing

Pending the appeal hearing of an out-of-school suspension to the Board or Hearing Officer, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

1. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or

2. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

J. Short-Term Out-of-School Suspensions (Out-of-School Suspensions of Ten (10) or Fewer School Days)

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

1. Right of Appeal

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

2. Method of Appeal to a Committee

a.. An appeal to a committee can be requested by letter to the Superintendent of Schools or his/her designee, or to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent. A request by the parent for an appall hearing must be in writing and must cite the specific part of the suspension decision about which there is an alleged inequity. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

b. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

3. Hearing the Appeal

a. The principal shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

b. The principal shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified of the date, time and place of the hearing. The principal issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

c. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the

student's position. The testimony of student witnesses will be presented to the committee by written statement.

d. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent.

e. The decision of the committee shall be final and non-appealable; however, if the committee increases the severity of the out-of-school suspension so that it exceeds ten consecutive school days, then the parent or student may appeal the decision to the superintendent of schools as provided for in the long-term out-of-school suspension appeal process.

K. Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No School Board member, administrator, or teacher may be held civilly liable for any action taken in good faith which is authorized by law under provisions of this policy.

NOTE: 70 O.S. §24-104.1 provides that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.

REFERENCE: 10 O.S. §7005-1.2
10 O.S. §7303-5.3
10 O.S. §7307-1.2
37 O.S. §163.2
70 O.S. §24-101.3, §24-102, §24-103, et seq.

CROSS-REFERENCE: Policy 2134 Student Activities: Eligibility
Policy 2146 Reporting Students under the influence of or possessing Alcoholic Beverages or Controlled Dangerous Substances
Policy 2150 Weapons-Free Schools
Policy 2155 Wireless Communications Devices

Adoption Date: November 13, 2000
Revision Date: June 11, 2001
Revision Date: September 13, 2004
Revision Date: November 14, 2005
Revision Date: October 10, 2011

DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES

Definitions

For purposes of this policy, the following definitions apply:

"Controlled substance" means a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

"Illegal drug" means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

“Serious bodily injury” means bodily injury that involves –

1. A substantial risk of death;
2. Extreme physical pain;
3. Protracted and obvious disfigurement; or
4. Protracted loss or impairment of the function of a bodily member, organ or mental faculty.

"Weapon" means a dangerous weapon as defined by 18 U.S.C. § 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.

“School day” means any day, including a partial day that children are in attendance at school for instructional purposes.

Case-By-Case Determination

District personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a child with a disability who violates the district’s code of student conduct.

Short-Term Disciplinary Removal

District personnel may remove a child with a disability who violates the district’s code of student conduct from the child’s current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

A change of placement occurs if --

1. The removal is for more than ten (10) consecutive school days; or
2. The child has been subjected to a series of removals that constitute a pattern.

Under the Individuals with Disabilities Education Act (IDEA) and its implementing regulations, school personnel determine whether a pattern exists by considering the following factors:

1. The series of removals total more than ten (10) school days in a school year;

2. The child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and

3. Such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.

Educational Services during a Short-Term Disciplinary Removal

The district will provide a child with a disability the same level of services it provides children without disabilities during removals for ten (10) school days or less during the school year.

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, district personnel, in consultation with the child's special education teacher, will determine the extent to which services are needed, so as to enable the child to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the child's IEP or Section 504 Plan.

Notification

On the date on which the decision is made to make a disciplinary removal that constitutes a change of placement of a child with a disability because of a violation of the district's code of student conduct, district personnel will notify the child's parents of the decision and provide the parents of children who are eligible for special education and related services under the IDEA with a copy of the district's *Parents Rights in Special Education: Notice of Procedural Safeguards* form. District personnel will provide the parents of children who are eligible for special education and related services only under Section 504/Title II with a copy of the district's *Section 504 Information and Procedural Safeguards* form.

Special Circumstances

District personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child

1. Carries or possesses a weapon at school, on school premises, or to or at a school function;

2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or

3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

Making a Manifestation Determination

Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the district's code of student conduct, the child's IEP or 504 team will meet to review all relevant information in the student's file, including the child's IEP or 504 Plan, any teacher observations and any relevant information provided by the parents to determine --

1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

2. If the conduct in question was the direct result of the district's failure to implement the IEP or 504 Plan.

The conduct will be determined to be a manifestation of the child's disability if the child's IEP or 504 team determines that a condition in either (1) or (2) of this paragraph was met.

If the child's IEP or 504 team determines that the conduct in question was the direct result of the district's failure to implement the IEP or 504 Plan, the district will take immediate steps to remedy those deficiencies.

Determination that Behavior Is a Manifestation of the Child's Disability

If the IEP or 504 team determines that the conduct was a manifestation of the child's disability, the team will either

1. Conduct a functional behavior assessment, unless the district had conducted a functional behavior assessment before the behavior that resulted in the change of placement occurred and further functional behavior assessment is deemed unnecessary, and implement a behavior intervention plan for the child; or

2. If a behavior intervention plan already has been developed, review the behavior intervention plan and modify it, as necessary, to address the behavior.

Except as provided in section 6 of this policy, the IEP or 504 team will return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavior intervention plan.

Determination that Behavior Is Not a Manifestation of the Child's Disability

If the behavior that gave rise to the violation of the district's code of student conduct is determined not to be a manifestation of the child's disability, then district personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

Educational Services during a Long-Term Disciplinary Removal

During a long-term disciplinary removal, a child eligible for special education and related services under the IDEA will --

1. Continue to receive educational services so as to enable the child to continue to appropriately progress in the general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the child's IEP; and

2. Receive, as appropriate, a functional behavior assessment and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The child's IEP team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP team.

During a long-term disciplinary removal, a child eligible for special education and related services only under Section 504/Title II will receive educational services to the same extent that a child without disabilities would receive educational services during a disciplinary removal for the same offense.

Appeal to Hearing Officer under the IDEA

The parent of a child with a disability eligible for special education and related services under the IDEA who disagrees with any decision regarding placement or the manifestation determination under this policy**,** or the district, if district personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the hearing officer may –

1. Return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the child's behavior was a manifestation of the child's disability; or

2. Order a change of placement of the child to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

These procedures may be repeated, if the district believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

When an appeal has been requested by either the parent or the district, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the district agree otherwise.

The district may also seek a court order to remove a child with a disability from school or change the child's current educational placement if district personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

Providing Records to Disciplinary Decision-maker

If the district initiates disciplinary procedures that would constitute a change of placement for a child with a disability, district personnel will ensure that the child's special education and disciplinary records are provided for consideration to the school personnel making the final determination regarding the disciplinary action.

Adoption Date: October 13, 2008
Revision Date: October 10, 2011

STUDENT DISCIPLINE: OUT-OF-SCHOOL ACTIONS

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

REFERENCE: 70 O.S. 24-100.4

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: October 13, 2008

BIXBY PUBLIC SCHOOLS **POLICY 2164**

STUDENTS: FEES, FINES, AND CHARGES

It is the goal of the Bixby Board of Education to provide a quality education to all the children of this district at minimum cost to the child. However, there are certain areas in which the payment of fees, fines or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payment.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 2165

STUDENT RECRUITMENT ACCESS TO STUDENTS AND DIRECTORY INFORMATION

The Bixby Public School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters.

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

REFERENCE: 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107) 20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

NOTE: Cited provisions of federal law apply to all LEAs receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.

Adopted Date: July 14, 2003

BIXBY PUBLIC SCHOOLS POLICY 2166

CONCUSSION POLICY AND MANAGEMENT

Concussions are serious injuries. A concussion is the result of a complex physiological process induced by the trauma of the biomechanical forces. Concussions are no longer categorized as "dings", "bell ringers", or as mild or severe. The severity of a concussion is now determined after the athlete has fully recovered, is no longer symptomatic, and has returned to full and unrestricted activity.

Concussions are cumulative injuries. This means that once an athlete sustains a concussion they are more likely to sustain another one. Often it takes less force to cause successive concussions.

Unrecognized concussions or athletes who have not fully recovered and incur another concussion run the additional risk of developing Second Impact Syndrome (SIS). SIS is a catastrophic complication that occurs rarely but is devastating to the concussed athlete. When SIS occurs the brain swells rapidly after a person suffers a second concussion before symptoms from an earlier one have subsided. This deadly second blow may occur days or weeks after an initial concussion and even the mildest grade of concussion can lead to SIS. The condition is often fatal and almost everyone who does not die is severely disabled.

More commonly, concussed athletes will often have some difficulties with cognitive tasks such as academics and homework for variable amounts of time. Concussed athletes often exhibit difficulties with concentration and comprehension. Fortunately, these difficulties are often short lived and are transient symptoms. However, in some concussed athletes these symptoms can linger for weeks and even months and have adverse effects on personality and learning.

The medical research is still trying to understand exactly what is happening in the brain after a concussion. The current body of knowledge indicates that there is a complex physiological process induced by the trauma of the biomechanical forces. How long these physiological processes last hasn't been fully understood. This is one of the reasons why recovery from concussion can be variable and sometimes unpredictable. Concussions are a physiologic injury and not an anatomical injury. This is why brain imaging (CT or MRI scans) are almost always normal.

Because of the catastrophic potential for SIS, the potential for cognitive dysfunction that can be variable and persistent, and the continued search for answers in the medical world in regards to concussions the following guidelines and rule changes have occurred to help protect concussed athletes.

For 2010-2011 the NFHS rule book states:

> *Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.*

The 2010-2011 NFHS rule book suggested management of concussions state:

> *No athlete should return to play or practice on the same day as a concussion.*
>
> *Any athlete suspected of having a concussion should be evaluated by an appropriate healthcare professional that day.*
>
> *Any athlete with a concussion should be medically cleared by an appropriate healthcare professional prior to resuming participation in any practice or competition.*

After medical clearance, return to play should follow a step-wise protocol with provisions for delayed return to play based upon return of any signs or symptoms.

To simplify:

- WHEN IN DOUBT, HOLD THEM OUT.
- ALL athletes that are held out of a practice or competition because they are suspected to have sustained a concussion should be referred to a physician or to the Certified Athletic Trainer.

In addition to the NFHS rules and management suggestions the Bixby Athletic Training Dept will also use following policies will be followed:

1. All concussions that involve loss of consciousness no matter how brief that loss of consciousness may have been will be referred to a physician immediately.
2. In an acute concussion scenario, no notes from emergency rooms or urgent care facilities that clear an athlete to return to activity will be accepted.

At the beginning of each academic school year each student-athlete along with their parent / guardian will be required to fill out and return a concussion awareness form, which will be kept on file in the athletic training room.

Below are guidelines that will be followed when an athlete has been diagnosed with a concussion.

Cognitive rest

If necessary the athlete may need to stay home from school. Activities requiring concentration and attention may worsen symptoms and delay recovery. Additionally, the athlete should refrain from use of computers, texting, extended periods of TV viewing, or reading. This period of cognitive rest will be variable and based upon the individuals improvement in symptoms.

Physician Referral

All student-athlete's sustaining a head injury or concussion will be evaluated by the Head Athletic Trainer and or a licensed physician trained in head injury management (per SB1700). The student-athlete should never be denied access to a physician. All athletes will need written consent before returning to play.

Athletic Trainer - Management

The Athletic trainer, when on site will assess the injury, or provide guidance to the coach when they are not available for immediate evaluation. At the time of injury the athletic trainer will determine if immediate care is necessary whether it is to our team physician, emergency room or athlete's family physician.

During the initial evaluation the athletic trainer or licensed healthcare provider will use a serial of assessment which can include SAC testing, SCAT testing, BESS testing and ImPACT testing.

After the initial evaluation the student-athlete's parents / guardian will be contacted to go over the injury and give written and verbal home and follow up care instructions.

During the recovery process the athletic training will continue to provide coordinated care with physicians, coaches, parents, administrators and teachers.

The athletic trainer or licensed healthcare provider is responsible for administering the Sac test; the initial post-concussion test will be administered within 48 – 72 hours of injury, whenever possible. The testing will take place in the athletic training room. Repeat tests will be given at appropriate intervals and is dependant upon clinical presentation. All data acquired during testing will be shared with student-athlete, parents / guardians and physician as deemed necessary.

The athletic trainer is responsible for monitoring recovery and conditioning following the outlined guidelines and coordinating appropriate return to play activity progression. The athletic trainer will also maintain appropriate documentation regarding assessment and management of the injury.

Guidelines and procedures for coaches:

RECOGNIZE, REMOVE, REFER

At the beginning of each sport season, coaches should review concussion policies and sign and symptoms of concussions. It is also recommended that each coach go through the National High School Federation's Concussion in Sports – **What You Need to Know** online course.

Recognize concussion

All coaches should become familiar with the signs and symptoms of concussion

Signs (observed by others)	Symptoms (reported by athlete)
Athlete appears dazed or stunned	Headache
Confusion (about assignment, plays, etc.)	Fatigue
Forgets plays	Nausea or vomiting
Unsure about game, score, opponent	Double vision or blurry vision
Moves clumsily (altered coordination)	Sensitive to light or noise
Balance problems	Feels sluggish
Personality change	Feels "foggy"
Responds slowly to questions	Problems concentrating
Forgets events prior to hit	Problems remembering
Forgets events after the hit	
Loss of consciousness (any duration)	

Remove from activity

If a coach suspects the athlete has sustained a concussion, the athlete should be removed from activity until evaluated medically. **All athletes who exhibit signs or symptoms of a concussion will be removed immediately assessed and should not be allowed to return to activity that day**.

Refer the athlete for medical evaluation

Coaches should report all head injuries to the certified athletic trainer or licensed healthcare provider as soon as possible for assessment, management and coordination of home and follow-up care. Coaches should seek assistance from the host site certified athletic trainer if at an away contest. If there is no certified athletic trainer available, the coach is responsible for notifying the athlete's parents of the injury.

- Contact the parents to inform them of the injury and make arrangements for them to pick the athlete up at school.

- Contact the athletic trainer with the athlete's name and home phone number, so that follow-up can be initiated.
- Remind the athlete to report directly to the athletic training room on the day they return to school.
- The Coach or AT should insure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home. The Coach or AT should continue efforts to reach the parent.

Return to play
Before a student athlete may return to practice or competition they must be a minimum of 7 days symptom free in order to start a return to play regime. Anytime during the symptom free period the athlete starts to show symptoms, the minimum of 7 days will start over.

The student athlete must have a clear Sac test and be cleared by physician with written clearance in the athletic training room. All clearances will be reviewed by the Head Athletic Trainer and team physician.

Light exercise

This begins when the athlete has been cleared to do so by their physician. At this point the athlete should be asymptomatic. If there are any symptoms the athlete should NOT do any exercise that increases the heart rate.

Running or other aerobic exercise

This includes aerobic conditioning running, stationary cycling, Elliptical, or Stairmaster for 20-30 minutes.

Non-contact training drills

Weight training can be resumed at this time. Athlete can do non-contact drills, agilities, sport/position specific drills, and conditioning activities that are a part of the practice.

Full Practice – Competition

If the athlete becomes symptomatic as they progress through the return to activity protocol they will stop activity for that day, rest at least one day or as many days as needed to return to asymptomatic status, and repeat the previous step.

Authorization to return to play

If a student athlete is suspected of sustaining a concussion/head injury or has sustained a concussion/head injury, only a licensed health care provider may authorize a student athlete to return to play. The Bixby Board of Education has defined a licensed health care provider as follows: M.D.-Medical Doctor / D.O. Doctor of Osteopathy / A.R.N.P.-Advanced Registered Nurse Practitioner /P.A.-Physicians Assistant / L.A.T. –Licensed Athletic Trainer.

BIXBY PUBLIC SCHOOLS **POLICY 2167**

PHYSICAL RESTRAINT OF STUDENTS WITH DISABILITIES

The purpose of this policy is to define the circumstances under which district personnel may use physical restraint for students with disabilities in compliance with SDE Guidelines for Minimizing the Use of Physical Restraint for Students with Disabilities in Oklahoma ("Physical Restraint Guidelines").

For purposes of this policy, the term "physical restraint" means any method of one or more persons limiting or restricting another person's freedom of movement, physical activity, or normal access to that person's body. It is a means for managing that person's movement, reconstituting behavioral management and establishing and maintaining safety of the student, other students and staff.

School personnel may use physical restraint for students with disabilities only under the emergency circumstances identified in the Physical Restraint Guidelines and only if the elements identified by the Physical Restraint Guidelines exist.

The use of physical restraint for students with disabilities shall also be subject to any written Procedures utilized by the district to further explain the responsibilities of district staff members.

Adopted Date: October 10, 2011

BIXBY PUBLIC SCHOOLS POLICY 2168

SECLUSION OF STUDENTS WITH DISABILITIES

The purpose of this policy is to define the circumstances under which district personnel may use seclusion for students with disabilities in compliance with SDE Guidelines for Minimizing the Use of Seclusion for Students with Disabilities in Oklahoma ("Seclusion Guidelines").

For purposes of this policy, the term "seclusion" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This includes situations where a door is locked as well as where the door is blocked by other objects or held by staff. Any time a student is involuntarily alone in a room and prevented from leaving should be considered seclusion regardless of the intended purpose of the name applied to this procedure or the name of the place where the student is secluded.

School personnel may use seclusion for students with disabilities only under the emergency circumstances identified in the Seclusion Guidelines and only if the elements identified by the Seclusion Guidelines exist.

The use of seclusion for students with disabilities shall also be subject to any written procedures utilized by the district to further explain the responsibilities of district staff members.

Adopted Date: October 10, 2011

BIXBY PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT I-004
TULSA COUNTY, OKLAHOMA

BOARD OF EDUCATION

POLICY BOOK

SECTION 3000

POLICY 3000
TEACHING AND LEARNING

Policy

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BIXBY PUBLIC SCHOOLS POLICY 3100

SCHOOL CALENDAR

The superintendent shall submit to the Bixby Board of Education for its approval a school calendar for the subsequent year(s). The superintendent shall use appropriate methodology for gaining input from various school constituencies, which may include, teachers, students, administrators, parents, and members of the community prior to recommending a school calendar to the Board. Any changes in the calendar after adoption shall be subject to Board approval.

Length of School Year

For each school year classes must be in session for classroom instruction a minimum of 1050 hours and the district must offer a minimum of 30 hours of professional development to all classroom teachers for a total academic year of a minimum of 1080 hours.

Because the district has elected to adopt a school hours policy in determining the length of its school year, the superintendent of schools must, prior to October15 of each year, notify the State Department of Education, in writing, that the district will utilize a school year based on school hours.

In the implementation of this policy, parent-teacher conferences will be counted as classroom instruction time for no more than 6 hours per semester.

If the district temporarily closes school at any time during the school year due to inclement weather, the number of hours of instruction which occurred on the day of the inclement weather and prior to the school closing shall be counted toward the 1080 hours requirement. In addition, if directed by the board of education by proper board action, the superintendent will extend the length of the relevant number of school days following the inclement weather in order to achieve the necessary 1080 hours requirement.

The school calendar shall set forth the following:

- Days of attendance for students
- Opening and closing dates of school
- Holiday and vacation periods
- Spring Break
- Professional Development dates for staff
- Parent-teacher conference days
- Other schedules of importance to the students, staff, and public

Upon approval of the calendar by the Board, the superintendent will distribute copies of the calendar to staff, news media, and patrons of the school district. The school calendars shall be posted on the district's web site.

Adoption Date: November 13, 2000
Revised: January 12, 2009, August 10, 2009, August 2, 2011, August 8, 2016

BIXBY PUBLIC SCHOOLS **POLICY 3101**

ATTENDANCE/ACTIVITIES POLICY

The Bixby Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The Board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it shall be the policy of this Board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

The superintendent is directed to develop regulations which support this policy.

Adoption Date: November 13, 2000

SCHOOL DAY

The normal school day for the instruction of students in the Bixby School District shall be in accordance with the Oklahoma Statutes and the regulations of the Oklahoma State Department of Education. The regular school session may be temporarily altered by the Board upon recommendation by the superintendent when the best interests of the district and the students would be served. The superintendent may close schools, delay the opening of schools, or dismiss school early for emergency reasons to protect the health and safety of students and staff. However, any deviation that decreases the school day to less than six hours will be reported to the Department of Education, Accreditation Section within 72 hours.

The superintendent is directed to prepare a regulation which defines the school day for the various classes.

REFERENCE: 70 O.S. §1-111
Department of Education, Administrator's Handbook
Atty. Gen. Op. No. 81-152 (Aug. 10, 1983)

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 3103

SCHOOL VOLUNTEERS

The Bixby Board of Education recognizes that volunteers can make valuable contributions to students and the district educational program. The utilization of qualified lay resident citizens and non-residents who can make a contribution on a voluntary basis to the educational, cultural, character-building, or recreational programs of this school system is encouraged. The Board approves a volunteer program subject to appropriate rules, safeguards, and regulations.

Appropriate procedures and machinery shall be established and maintained for the investigation of qualifications and character of volunteers.

When deemed advisable, appropriate recognition and commendation for the valuable services of lay volunteers may be made upon an individual or group basis.

The primary purpose of the school volunteer program shall be to free the teachers from tasks that could be accomplished by others in order for the teachers to spend more time teaching. Examples of activities that can be performed by volunteers are:

1. Making bulletin boards
2. Clerical tasks, such as filing, typing, etc.
3. Telling stories to children
4. Listening to children read
5. Conducting flash card drills
6. Drilling spelling words
7. Assisting the school nurse with visual and hearing screening
8. Reinforcing math facts
9. Gathering resource material
10. Making props and sets for plays
11. Teaching a foreign language
12. Tutoring
13. Anything else as deemed necessary by the cooperating teacher
14. Other activities too numerous to mention.

Volunteers are encouraged to help in all classrooms as needed. Realizing that conflicts may arise, a specific volunteer's placement will be left to the discretion of the principal.

Volunteers will not be subjected to a dress code, as such, but will be expected to dress appropriately and be neat and clean in appearance. No shorts (except in physical education classes) or shirts with inappropriate slogans will be permitted.

Volunteers will not grade papers.

Volunteers will not be asked to perform playground or lunchroom duties **without a school employee present.**

Volunteers are expected to be professional in their roles and to be positive about their jobs and the school system. A friendly, courteous relationship is expected between teachers and volunteers.

Problems will be dealt with if and when they arise by the volunteer coordinator, teacher, and volunteer. If the situation cannot be resolved at this level, a building administrator will be asked to evaluate the situation.
All information to which the volunteer has access in the classroom, office, or school is confidential.

For security reasons, volunteers must sign the volunteer registration book in the office and wear a volunteer badge when they arrive at school.

Volunteers must seek the aid of school personnel in case of discipline problems.

Volunteers may not administer medication or give medical treatment to students.

Volunteers should not promote commercial products, religious beliefs, political parties or candidates while at school.

Volunteers are expected to follow all school district policy and procedures as outlined in the site handbook.

Volunteers are expected to be dependable and arrive on time or notify the cooperating teacher/staff member when it is necessary to be absent or late. In the event of a last minute emergency, the school office should be contacted.

Volunteers should record the number of hours at the school site.

Volunteers should notify the teacher and site volunteer coordinator if a volunteer assignment must be discontinued.

Volunteers should avoid expressing differences of opinion or dissatisfaction in the presence of students.

The district reserves the right to conduct a background check on any and all volunteers.

Adoption Date: November 13, 2000
Revision Date: August 13, 2001
Revision Date: July 14, 2003

BIXBY PUBLIC SCHOOLS POLICY 3104

LESSON PLANS

It is the belief of the Bixby Board of Education that in order to progress there must be a plan. Teachers are expected to plan for each class period in order to make them effective. Teachers are required to prepare and keep daily lesson plans in their desks at school. Daily lesson plans are to be prepared on a weekly basis. As long as the teachers are well prepared and seem to be making progress, the form and extent of the lesson plans will be left to their discretion. Principals may require that lesson plans be submitted for review.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 3105

MATERIAL SELECTION POLICY

The Bixby Board of Education and the media staff of the Bixby Public Schools subscribe in principle to the following objectives of selection influenced by the American Association of School Librarians:

Objectives of Selection

The professional staff of school media centers is concerned with the development of informed and responsible citizens. To this end, the responsibility of the school media center is:

To provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, and maturity levels of the student served.

To provide materials that will stimulate growth in factual knowledge, literary, cultural, and aesthetic appreciations, and awareness of societal and ethical standards.

To provide materials so that young citizens may develop the habit of analysis thereby enabling them to draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.

To provide a variety of materials which contribute to the understanding of our national heritage as well as knowledge and appreciation of the global community.

To provide high quality materials which will aid in the effort to create a comprehensive collection appropriate for the school community.

Responsibility for Selection

The Board of Education, the governing body of the school district, is legally responsible for the selection of library/media materials. This authority is delegated to the professional personnel of the district for the selection of these materials.

While the selection of materials may involve input from various school personnel, the responsibility for coordinating, evaluating, and recommending the selection and purchase of library/media materials rests with the certified library/media personnel and the district's site administrators.

Types of Material/Resources for Purchase

Library Media Materials/Resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
The following kinds of materials/resources may be selected for the media centers:

1. Materials/resources containing integral information to support both pleasure and instructional programs
2. Materials/resources presenting appropriate information for the reading level and understanding of students served by the media center
3. Materials/resources reflecting the interests and needs of the students and faculty served by the media center
4. Materials/resources presenting information designed to help students gain an awareness of our pluralistic society
5. Materials/resources warranting inclusion because of their literary and/or artistic value and merit
6. Materials/resources presenting information with the greatest degree of accuracy and clarity possible
7. Materials/resources presenting a fair and unbiased presentation of information
8. Materials/resources selected for maintaining a diverse collection of various points of view
9. Multiple items of outstanding quality and much in demand media are purchased as needed.

Criteria for Selection

Library Materials/Resources shall support and be consistent with the District's written curriculum. In selecting materials for purchase, the media specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids. Media Specialists shall use the following criteria as a guide for selecting and purchasing library materials/resources:

1. Educational significance
2. Contribution the material/resource makes to the written curriculum and to the interests of the students
3. Reviews found in standard selection sources
4. Literary and professional reputation and significance of the author, producer, and/or publisher
5. Validity, currency, and appropriateness of material
6. Contribution the material/resources make to breadth of representative viewpoints
7. Degree of potential user appeal
8. Artistic quality and/or literary style
9. Quality of factual content and presentation
10. Value commensurate with cost and/or need
11. Timeliness or permanence

Weeding and Discarding

Selection is an ongoing process that includes the removal of materials no longer appropriate and the replacement of lost and worn materials. Weeding (the removal of materials) is essential to maintaining a relevant collection. Materials considered for weeding should include the following:

- Worn or missing items will be replaced periodically as appropriate.
- Out-of-date or no longer useful library media materials/resources will be withdrawn from the collection.

Gift Books and Materials

1. Gift books and materials are accepted with the understanding that the materials must meet the same selection criteria as materials purchased with Board of Education funds. Donors are encouraged to contact the Media Specialist before making donations of monetary gifts or materials.
2. Gift books and other materials, once accepted by the Bixby Public Schools, become the property of the Bixby Public Schools and will be utilized at the school's discretion.

Procedures for Reconsideration of Materials

A parent has the right to request his/her child be exempted from the use of library media materials/resources which seem incompatible with the student's or parent's values or beliefs. It is recommended that classroom assignments involving library media materials/resources provide for alternative choices. Individual parents may not, however, determine the reading of, listening to, or viewing of materials for students other than their own children.

The following procedures establish a framework to resolve concerns at the lowest possible level while defending the principles of freedom of information, students' rights to the access of materials, and the professional responsibility and integrity of the school faculty. Therefore, no duly selected materials whose appropriateness is challenged shall be removed from the District except upon the formal recommendation of the Board of Education after the challenge procedures outlined below have been completed.

After the Review Committee has reevaluated challenged materials the same materials will not be reconsidered for a period of three (3) calendar years or the duration of the current adoption period, if the material is a district issued textbook.

The Board of Education for Bixby Public Schools adheres to the First Amendment to the United States Constitution "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or

abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances."

Level One (Building Level)

Objection to a selection regarding library media materials shall be reported to the appropriate principal. The following steps shall be used in efforts to resolve such objections at the building level. The material in question shall remain in public access pending a final decision.

1. The principal, and/or the appropriate designee, shall contact the patron to discuss the complaint and attempt to resolve it informally by explaining the vision, mission, and objectives of the school district and/or the library media center, the criteria for selection and qualifications of those persons selecting the material, and the intended use and educational benefits from the material. The principal will call upon the employee involved in the selection/use of the material in question for input. The principal or designee may also discuss the right of the parent to request an alternate assignment or resource from the media center.
2. If the objection is not resolved informally, the building principal or designee shall provide the patron with a copy of the Materials Selection Policy and ask the patron to complete a Request for Reconsideration form after he or she has read or viewed the material in its entirety.
3. If the completed Request for Reconsideration form has not been received by the principal within 10 calendar days after the patron's receipt of the form, the objection shall be considered resolved.
4. Upon receipt of a completed Request for Reconsideration form, the principal shall establish and chair a building-level materials review committee. The committee will be comprised of the following from the site: the principal, a parent/guardian whose child attends the site, and three school representatives.
5. Committee members will be provided a copy of the Material Selection Policy, the completed Request for Reconsideration form, the First Amendment, Selection reviews, and committee responsibilities.
6. The committee will:
    - Prior to the meeting, read and/or view, as appropriate, the questioned material in its entirety
    - Discuss the selection reviews
    - Review and judge the material as to conformity with selection criteria and instructional goals.
    - Examine concerns referenced on the request form point by point and form opinions based on the material as a whole in the context in which it is to be used, and not on individual passages
    - Include other activities deemed by the committee to be relevant
    - Vote on the reconsideration request to determine majority decision
    - Prepare a written report within thirty school days after receiving the formal request for reconsideration, outlining the committee's recommendations for disposition of the matter. Specific grade levels to be affected by the committee's recommendations must be listed in the report if such report contains recommendations for the removal or additional grade-level restrictions for the material.
7. The Building Principal is responsible for disseminating the report to all involved parties, including the Superintendents, Associate Superintendents, and Curriculum Directors. The Principal will send the report via certified mail to the complainant. A copy of the report will be kept on file in the Media Center and in the Building Principal's office.
8. If the committee recommends removal and/or grade-level restrictions for the material in question, the Principal shall forward all related materials to the Superintendent or his/her designee for further review at level two.
9. If the complainant is not satisfied with the disposition of his/her complaint at level one, he/she may file a written request for consideration at level two within ten calendar days of receipt of the level one recommendation with the Superintendent or Designee.

Level Two (District Level)

The following steps shall be used to address level two complaints. The material in question shall remain in public access pending a final decision. Level two recommendations supersede level one recommendations.

1. The Superintendent or designee will establish a review committee as needed. Committee members will be provided a copy of the Material Selection Policy, the completed Request for Reconsideration form, the First Amendment, Selection reviews, and committee responsibilities. The committee will be comprised of seven members from the categories below:
    - Two teachers
    - One administrator who will act as committee chair
    - Two community representatives
    - Two staff members
2. The committee will:
    - Prior to the meeting, read and/or view, as appropriate, the questioned material in its entirety
    - Discuss the selection reviews
    - Review and judge the material as to conformity with selection criteria and instructional goals.
    - Examine concerns referenced on the request form point by point and form opinions based on the material as a whole in the context in which it is to be used, and not on individual passages
    - Include other activities deemed by the committee to be relevant
    - Vote on the reconsideration request to determine majority decision
    - Prepare a written report within in a timely manner, usually within 30 school days after receiving the formal level two request, outlining the committee's recommendations for disposition of the matter. Specific grade levels to be affected by the committee's recommendations must be listed in the report if such report contains recommendations for the removal or additional grade-level restrictions for the material.
3. The committee chair is responsible for the dissemination of this report to all involved parties, including the Superintendent.

Level Three (Board Level)

In the event that the complainant does not accept the decision of the Level Two Committee, he/she may appeal to the Board of Education through the Superintendent.

A written request for a Board of Education review of the decision of the Level Two Committee must be made within 10 days of receipt of the Committee's decision.

The Board of Education will render a decision in a timely fashion, usually within 60 days.

Final decision rests with the Board of Education.

After the Board of Education has made a decision regarding challenged materials/resources the materials will not be reconsidered for a period of three calendar years or the duration of the current adoption period, if the material is a district issued textbook.

Adoption Date: November 13, 2000
Revision Date: May 12, 2014

BIXBY PUBLIC SCHOOLS POLICY 3106

TEXTBOOK SELECTION POLICY

The selection and adoption of textbooks is a matter in which the school district has a vital concern. The Bixby Board of Education believes that textbooks and teaching materials with the proper content can be instrumental in guiding children toward productive, law-abiding, and meaningful lives. Therefore, it is the policy of the Board of Education to appoint a committee for the purpose of selecting textbooks to be used in this school district. The committee will be composed of the superintendent or designee, who shall be a principal or a curriculum specialist; one parent of a child enrolled in this district; and six classroom teachers. The superintendent or designee shall serve as chairperson.

The textbook selection committee members will be appointed on an ad hoc basis as needed and will not be compensated. The committee will be composed of at least three but not more than nine members. The committee shall have one layperson from the community with the remainder of the members being teachers employed in the district, a majority of whom shall be classroom teachers. The superintendent or the superintendent's designee will serve as the chairperson.

The committee will review examination copies of each textbook in those subject areas where a need has been determined to exist. The examination copies may be obtained by communicating such need to the State Department of Education. The textbook selection committee will review only examination copies of textbooks selected by the State Textbook Committee. The committee is urged to consider for selection textbooks and teaching materials which:

1. Are objective in content and impartial in interpretations, and which do not encourage or condone civil disorder, social strife, or disregard for the law;

2. Do not degrade and, where appropriate, reach high moral standards, including:

   A. honesty,

   B. respect for parents, teachers, and those properly in authority,

   C. the importance of the work ethic in achieving personal goals, and

   D. the existence of absolute values of right and wrong;

3. Emphasize the importance of the family as the core of American society and do not degrade traditional roles of men and women, boys and girls;

4. Include the principles of the free enterprise system and the effectiveness of the system;

5. Are designed to foster the intellectual development of the child by providing instruction in reading, writing and arithmetic, and motivating the mind to seek the knowledge produced through centuries of academic endeavor, including an awareness of the religious and classical culture of the western world and its significance to the preservation of the liberties of the American people;

6. Present balances and factual treatments to controversial, political, and social movements without biased editorial judgments;

7. Do not promote illegal lifestyles or sexual behavior, sadistic or degrading behaviors;

8. Do not include blatantly offensive language or illustrations;

9. Do not include violence for reasons of excitement, sensationalism, or as an excuse for relevance (violence, if it appears in textbook content, shall be treated in context of cause and consequence);

10. Treat the subject of historical origins of humankind in an objective and unbiased manner;

11. Do not invade the privacy of the students or student's parents.

The Board will adopt only textbooks appearing on the multiple lists selected by the State Textbook Committee.

Following the committee's review and approval of the Board, the superintendent or designee will requisition the textbooks recommended by the committee from the State Department of Education.

REFERENCE: 70 O.S. §16-111

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 3107**

INSTRUCTIONAL TELEVISION/VIDEO MATERIALS

Quality video material for instructional purposes is available from a variety of sources. While the selection of video material for classroom presentation is primarily the responsibility of the teacher, the Board recognizes that some video material may not be appropriate for some students. Accordingly, the following policy requirements shall apply to the classroom use of video material:

1. Video material must be directly related to the curriculum. The content of the program must be integrated with curriculum objectives.

2. Video material must be appropriate for the maturity level of the students viewing the material.

3. Within the context of paragraphs 1 and 2, any video material from the school district's catalogue or media resource depository may be used. All video material, whether or not in the school district's catalogue or media resource depository, must be approved for use by the site principal.

4. Movies with a Motion Picture Association of America rating of R or X may not be used under any circumstances.

5. Movies with a Motion Picture Association of America rating of PG or PG-13 may be used only at the intermediate or high school level with the prior approval of the school principal. G-rated movies may be used at any educational level without the prior approval of the principal, provided that the movie complies with paragraph 1 above.

6. Material which has no Motion Picture Association of America rating must be approved by the school principal prior to presentation.

7. If the material has a Motion Picture Association of America rating, the teacher is responsible for ascertaining the rating and that the material is appropriate for student viewing within this policy prior to presenting the material.

8. The use of video material which is taped from television broadcasts is prohibited because of copyright law considerations unless the material is obtained from the school district's catalogue or media resource depository.

9. Any employee violating this policy is subject to disciplinary action which may include dismissal or nonrenewal.

10. A copy of this policy shall be provided to all teachers at the beginning of each school year.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 3108

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Bixby School District is pleased to make available to students and employees access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students and employees must take responsibility for appropriate and lawful use of this access. Staff and students must understand that anyone's misuse of the District network and Internet access may jeopardize the ability of all to enjoy such access. While the school's teachers, administrators, directors, and other staff will make reasonable efforts to supervise individual student and employee use of network and internet access, they must have students' and all employees' cooperation in exercising and promoting responsible use of this access, the district technology systems, and computer equipment and networks.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed, or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Employees of Bixby Public Schools will, upon employment, complete and sign and internet and computer equipment and network agreement. Such agreement will be on file with the director of technology for the employee's term of employment with the school district.

Listed below are the provisions of the agreement regarding the district technology systems, computer equipment, and computer network and internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's or employee's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing the Internet Acceptable Use and Safety Agreement, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer which has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.
A student who submits to the school, as directed, a properly signed Agreement and follows the policy to which she or he has agreed will have computer network and Internet access during the course of his/her attendance at the Bixby Public School site. Students will be asked to sign a **new** Agreement before they

are given access to the district computer network and Internet when they are transferred or attend a different school site within the Bixby Public School District.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

    a. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

    b. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network, or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other unauthorized access to other computers, networks, or information systems.

    c. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

    d. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

3. **Netiquette**. All users must abide by rules of network etiquette, which include the following:

    a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

    b. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

    c. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Supervision and Monitoring

It shall be the responsibility of **all staff** of the Bixby Public Schools to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives.

Unacceptable uses of computer and electronic communications resources includes use that jeopardizes personal safety, use that involves illegal and prohibited activities, and use that threatens the security of the District's technology resources.

Education

Students will be annually provided instruction on acceptable and safe use of the internet including appropriate behavior. Specifically, students will be educated about interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response.

Internet Safety

1. **General Warning: Individual Responsibility of Parents and Users**. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

2. **Personal Safety:** Employees and students shall not use the District's technology resources in any manner that jeopardizes or poses a threat to personal safety. The following directives are essential to ensuring personal safety:

   a. Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people's photographs on the web and identify them by name.

   b. Student users shall not agree to meet or meet with someone they have met online, without parental approval.

   c. Student users shall promptly disclose to their instructor or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

   d. Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use free, web-based e-mail, messaging, videoconferencing or chat services, except in special situation for educational purposes where arrangements have been made in advance and approved by the District's authorized supervisory personnel and the Director of Technology.

   e. Users shall not attempt major repair of District-owned technology resources without the assistance of the District support mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than one workstation, disrupt business operations or requires the user to add or remove hardware. However, users are encouraged to perform troubleshooting and minor repairs in conjunction with the District technology support segment.

3. **Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited. The emerging and fast-paced developments in technology make it impossible for the District to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that the District's technology is not to be used for illegal activities. Among other things, users are expected to abide by the following:

   a. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one's own.

   b. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District's approved software list.

   c. District staff will not support or maintain any computer operating system or application software that does not meet District standards.

   d. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.

   e. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.

   f. Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.

   g. Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.

   h. Users shall not use the District's technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.

4. **Inappropriate Communications.** Inappropriate communications are prohibited and may result in removal of access, or other disciplinary action including suspension from school or termination of employment.

   a. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District's technology resources.

b. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.

c. Parent or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.

d. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.

e. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.

f. Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

5. **Confidentiality of Student Information**. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

6. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) Child Pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. It is the policy of the Bixby Public Schools to comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. 254 (h)].

   Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

   The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 (h) (7), as meaning any picture, image, graphic image file, or other visual depiction that
   - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
   - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
   - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

7. **Security of District's Technology.** The District invests and spends substantial financial and personnel resources to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with educational objectives in a technology rich world. Users are required to adhere to the highest standards of use to avoid compromise or destruction of the District's resources. Security with respect to the District's technology resources requires adherence to the following:

a. Users shall access the Internet in a manner which does not compromise the security and integrity of the District's technology resources, such as allowing intruders or viruses into the District's technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures for virus checking and system security.

b. Users are responsible for their individual logon passwords and e-mail account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share e-mail passwords, provide e-mail access to an unauthorized user, or access another user's e-mail without authorization.

c. A computer logged into the District wide area network or the internet should not be left unattended. Users are responsible for all transactions made under their User ID and Password.

d. Users must immediately notify the e-mail administrator if they identify a possible security problem.

e. Users are responsible for the appropriate storage and backup of their data.

f. Employee personal computers not owned by the school district shall not be used in school except with permission of the superintendent or the superintendent's designee. Student owned computers may be used at the discretion and permission of the classroom teacher and the principal.

g. The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. The superintendent or designee shall have access to all materials loaded or stored on the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including contents of business or personal e-mail, loaded or stored on district computers.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action up to and including termination of employment for employees and suspension from school for students. If Federal and/or State laws are violated, the offender is also subject to being reported to the proper authorities for prosecution.

Warranties/Identification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

Adoption Date: November 13, 2000
Revision Date: August 12, 2002
Revision Date: June 14, 2010

Bixby Public Schools Staff Use of Social Media Policy

Bixby Public Schools recognizes the value and benefit of using electronic media to communicate digitally with students, families, fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy, or the law of the state of Oklahoma.

The district recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families, or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or on these networks/sites, including mandatory reporting required by policy, state, and federal laws. Consequences for misuse of social media are addressed in BPS school board policy #3108 (Internet and other computer Networks Acceptable Use and Internet Safety Policy.)

If a public communication would impair the employee's ability to amicably work with Bixby Public Schools colleagues, negatively affect the employee's professional reputation and effectiveness as an employee with colleagues, students, parents, or patrons, or damage the reputation of Bixby Public Schools or any affiliated organization, the action is inappropriate and a violation of this policy.

1. Definitions:

A. Social media refers to any user generated content sites generally available to the public or consumers that include but are not limited to sites like Facebook, Flickr, YouTube, Twitter, Instagram, Snapchat, Google apps, Skype, Wikis, social networks, podcasts, forums, blogs, Remind, and any other content sharing sites.

B. District approved password-protected social media tools are those that fall within the district's electronic technologies network or which the district has approved for educational use.

2. Employee Use of Social Media:

District's employees are expected to serve as positive ambassadors for our schools and remember they are role models to students in this community. Because readers of social media may view the employees as representatives of the district, they are required to observe the following rules when referring to the district, its schools, students, programs, activities, employees, volunteers, and communities on any social media:

A. An employee's use of any social media and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable district policies.

B. District employees should exercise discretion and maintain professionalism when communicating with students or groups of students via computer or wireless telecommunication devices. Employees should limit communication with students to matters concerning a student's education, or extracurricular activities for which the staff member has responsibility.

C. District employees are discouraged from engaging in private electronic media exchanges with students. Only on rare occasions or in emergency situations should individual communication with students occur.

D. BPS employees are personally responsible for all comments/information they publish online. Respect and professionalism should be maintained in all communications - byword, image or other means. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying is prohibited. (Refer to Policy 3108)

E. Externally communicating any confidential or privileged information related to Bixby Public Schools, its employees or students not intended for public dissemination is prohibited and may be grounds for disciplinary action. BPS employees may not disclose information on any social media network that is confidential or proprietary to the district, its students, or employees or that is protected by data privacy laws such as FERPA. Posting images on any social media network of co-workers without the co-worker's' consent is prohibited. Information or images of students may NOT be posted on any social media network without written parental consent. (See Policy 3108)

F. Employees may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by the superintendent or the superintendent's designee. BPS employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district. District-supported social media may not make reference to any political candidates or issues of a political nature. Employees running for any office may not use contract time to campaign.

G. At the beginning of each year, a list of site social media platforms, managed by school administration, will be sent to the Superintendent or his/her designee. The list will include the social media platform and the names of persons with passwords and content responsibilities.

H. When using forms of electronic communication to share information with students, district employees are directed to inform parents in writing (handbook, syllabus, etc.) to the extent this form of communication will be used, establish guidelines for such use, and allow them the option to opt out.

I. The district logo may not be used on any social media network without permission from the Superintendent, or designee. Nonpublic images of the district premises and property, including floor plans, may not be posted or shared.

J. Bixby Public Schools' employees should be aware that persons classified as "friends" or persons who can access a personal social networking site may have the ability to download and share the employee's information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.

3. Employee Personal Use of Social Media

A. Bixby Schools is supportive of an employee's personal rights to freedom of speech, expression and association, including the use of electronic devices and social networks.

B. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.

4. Consequences for Social Media Policy Violations:

Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable and calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user. Disciplinary action may include a letter of counsel, reprimand,

plan-of- improvement, or a recommendation for dismissal or non-reemployment.

Adoption Date: August 2018

BIXBY PUBLIC SCHOOLS POLICY 3109

EDUCATIONAL TRIPS AND EXCURSIONS

Local educational trips will be made only with the prior approval of the building principal. Advance consent of the student's parent or guardian is required for any excursion or trip.

The Board of Education defines educational trips as visits to an area industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, or farm, ranch, rock quarry, creek, river, park, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of, or acquiring additional knowledge in the subject. It does not refer to recreational outings or excursions, interscholastic contests, or extracurricular activities where students perform or compete.

The Board recognizes educational trips as a part of the curriculum. The following criteria should be considered in deciding whether or not an educational trip would be a profitable educational experience for students:

1. Will this be a better experience for students than other activities which might be conducted within the school building?

2. Would the students profit more from the educational trip than they would from an available motion picture, videotape, slides, filmstrip presentation, model, experiment, resource person, etc.?

3. Will the educational trip enrich the lives of the students involved?

4. Is the educational trip directly related and appropriate to the curriculum?

Any school-sponsored trip outside the state of Oklahoma must have prior Board approval. All educational trips must have approval of the principal, superintendent or a designee. Distance, educational value, and expense will be taken into consideration before approval is given for any trip or activity.

REFERENCE: Department of Education, Administrator's Handbook
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 3110

AIDS PREVENTION EDUCATION FOR STUDENTS

It is the policy of the Bixby Board of Education that Acquired Immune Deficiency Syndrome (AIDS) prevention education will be taught a minimum of once during grades 7-9 and once during grades 10-12 with curriculum approved by the State Department of Health.

The general objective of the curricula includes being made aware of (1) the forms of the disease, (2) methods of transmission, and (3) prevention of Acquired Immune Deficiency Syndrome.

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. At least one month prior to teaching AIDS prevention education in any classroom, the district shall conduct for the parents and guardians of the students involved, during weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

REFERENCE: 63 O.S. §1-502, et. seq.
Board Minutes dated March 13, 1989
Board Minutes dated February 13, 1995
CROSS-REFERENCE: Policy 4142 Health: Personnel
Policy 4145 Hygiene and Sanitation, Blood borne Pathogens
Policy 2113 Acquired Immune Deficiency Syndrome (AIDS)

Adoption Date: November 13, 2000
Revision Date: August 2, 2011

BIXBY PUBLIC SCHOOLS **POLICY 3110A**

GROWTH AND DEVELOPMENT

A Growth and Development class is part of the school curriculum and is taught in 5th grade. The lesson will focus on natural changes that a student's body will undergo. Lessons are given separately for boys and girls. The class is conducted by one of our district nurses and may include curriculum material and/or staff from the Tulsa County Health Department. A parent/guardian preview session is available online on the BPS website at www.bixbyps.org. Parent/guardians may contact the school principal or nurse for the date of the presentation. If parents/guardians object to their child participating in the class, they must notify the school nurse or principal.

Adoption Date: July 17, 2017

BIXBY PUBLIC SCHOOLS POLICY 3111

EQUAL EDUCATION OPPORTUNITIES

It is the policy of the Bixby Board of Education that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, disability, color, pregnancy, parenthood, marriage, or for any other reason not related to individual capability.

The right of a student to participate in extracurricular activities shall be dependent only upon the maintenance of minimum academic standards established by the Board, student behavior and the student's individual ability in the extracurricular activity.

The administration shall insure that no student suffer discrimination by any school employee or any other student in curricular, co-curricular, or extracurricular activities of the school district.

REFERENCE: Title 6, Civil Rights Act of 1964; Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972: Executive Order 11246, as amended by Executive Order 11375: Title 9, Education Amendments of 1972 (Public Laws 92-318)

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS **POLICY 3112**

GIFTED CHILD EDUCATIONAL PROGRAM

The Bixby Board of Education recognizes that educational programs are necessary for gifted children as defined in Oklahoma Statutes Section 1210.307 of Title 70.

Therefore, it is the policy of the Board of Education to cooperate fully with the State Department of Education in identifying gifted and talented children and in developing appropriate educational programs.

Children in this district will be considered for placement in the program in accordance with scores on standardized achievement and intelligence tests, records, and recommendations of teachers and parents.

Children identified as gifted and talented will be offered gifted and talented educational programs directly through the facilities of this district.

Pursuant to Section 5-135 of Title 70 the Board of Education shall prepare a report which outlines the expenditures made by the district during the school year for gifted child education programs. Copies of this report will be filed with the State Department of Education by August 1 of each year.

The superintendent is directed to develop and implement regulations which support this policy.

REFERENCE: 70 O.S. §1210.307, et seq.
70 O.S. §5-135

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 3113**

EXTENDED SCHOOL YEAR POLICY

Extended school year ("ESY") services are special education and related services provided to a child with a disability (ages 3 through 21) beyond the District's normal school year in accordance with the child's IEP that are necessary for the child to receive a free appropriate public education in accordance with state standards and the Individuals with Disabilities Education Act, as amended ("IDEA"). It is the District's intent to make ESY services available at no cost to each child with a disability who is determined to need the services in accordance with this policy.

The IEP team for each child with a disability will determine his or her need for ESY services, regardless of the child's categorical disability. The IEP team will consider each child's ESY need at the child's annual review meeting, and any IEP team member may also raise the issue at any other time. The IEP team will determine ESY need in a timely manner to ensure that each child consistently receives a free appropriate public education.

The purpose of ESY services is to ensure that each child receives meaningful educational benefit. To determine whether a child needs ESY services, the IEP team will consider the following factors as relevant to the child:

- The child's degree of impairment;
- The child's actual/predicted degree of regression;
- The child's actual/predicted time necessary for recoupment of skills;
- ESY services may be appropriate when the team determines that a child has regressed or is predicted to regress to such a severe degree in a critical skill area that recovery of such skill loss following the break in programming is unlikely or would require an unusually long period of time to recoup skills obtained.
- The ability of the child's parents to provide educational structure at home;
- After affirming a parent's capacity to maintain a child's skills during the summer, an IEP team may determine that an appropriate ESY program consists totally or partially of such intervention. Even where a serious regression/recoupment problem has previously been documented, if the IEP team determines that parents are capable of maintaining a child's skills over the summer months or beyond the normal school year, the District may not be required to provide additional services.
- The child's rate of progress;
- The child's behavioral problems;
- The child's physical problems;
- The availability of alternative resources;
- The ability of the child to interact with nondisabled children;
- The area(s) of the child's curriculum that require continuous attention;
- The child's vocational needs;
- The least restrictive environment for services; and
- Other relevant factors as determined by the IEP team.

In making the determination, the IEP team will collect, review and analyze existing information and pertinent data, including, but not limited to, the child's impairment, educational history and present levels of academic achievement and functional educational performance, which could include the following:

- Criterion referenced and standardized tests, including pre-test and post-test data of a student's progress;
- Functional assessments used in natural environments (home, community, work and school);
- An analysis of data collected on a regular basis;
- Evaluations of those areas involving related services;

- Parent, student and/or service provider information;
- Interviews with teachers and parents on the success or potential success of ESY services; and
- An applied behavior analysis to directly assess students' performance of IEP objectives across time.

To document the decision concerning a child's need for ESY, the IEP team will use OSDE Form 16, Consideration for Extended School Year Services.

If the IEP team determines that the child needs ESY services, it will complete appropriate documentation, such as the IEP/Review, to reflect the child's ESY program and placement. The IEP team will identify which goal(s) and objectives/benchmarks, if any, will be addressed by the child's ESY services. The IEP team will not unilaterally limit the type, amount or duration of ESY services, but will instead determine those services on an individual basis in accordance with state and federal law and regulations and this policy.

Parents or guardians may request a hearing under the IDEA to challenge the provision of a free appropriate public education for a child with a disability, or the child's identification, evaluation or educational placement.

REFERENCE: 70 O.S. § 13-101
Adoption Date: November 13, 2000
Revision Date: September 8, 2008

BIXBY PUBLIC SCHOOLS **POLICY 3114**

SCHOOL AND CLASSROOM VISITATION

There are times that visitors to the Bixby Public Schools are appropriate and highly encouraged. Visitors come to our schools for classroom and school presentations, as parents volunteering in our classrooms and at our schools, as service providers for specific services provided to specific students. However, not all visitation requests are appropriate and not all visitation requests will be approved. The Bixby Public Schools primary mission is to provide academic instruction to its students. Therefore, Bixby Public Schools has the responsibility of protecting student and teacher instructional time from interruptions, including those that may be caused by visitors to the school.

PARENT VISITATION

Bixby Public Schools encourages parents to visit their child's school; to be involved in their child's school, to discuss their child's school progress, attitude, aptitude, and conduct with school personnel; to assist in efforts designed to improve the school and services to their child; and to offer suggestions regarding the conditions needing attention or improvement. It is the position of Bixby Public Schools that the services provided by the school can only be maximized when parents assume the role of partner with the school.

1. Parent visitors are approved at the Bixby Public Schools, upon review by and with the approval of, the school principal.
2. Examples of parent visitors to schools that are routinely approved:
    a. Parent visiting with their own student at lunch time and eating with their own student.
    b. Parent visitation to their student's classroom.
    c. Parent meeting/conference with school personnel.
    d. Parent/Relatives/Others Visitation to School Events & Assemblies During the School Day
    e. Parent volunteers in classrooms as temporary aides.
    f. Parent volunteers in classrooms as temporary substitutes.
    g. Parent volunteers in the WatchDog program.
    h. Parent volunteers working with activity groups and booster clubs.
    i. Parent volunteers with the school and state testing programs.
    j. Parent volunteers assisting with clerical, maintenance, and service duties on a temporary basis.
    k. Parent volunteers as coaches and assistants in the activity and athletic programs.
3. Parents and others who volunteer at the school and/or in classrooms may be required to complete the district's volunteer training program and subject to a background check.
4. The parent visitor shall check in at the school's main office upon arrival at the school with a valid driver's license with each visitation. The visitor shall check out at the school's main office upon departure with each visitation.
    a. The check in and out procedure may be modified by the school principal as needed in order to operate the school efficiently and effectively. For example, the principal may not require visitors to check in at the main office for a special assembly in the gym or auditorium where visitors are invited to attend and observe.

NON-SCHOOL THERAPY, COUNSELING, AND OTHER VISITATION

The District receives frequent requests from persons and entities outside the district to provide non-educational services to students during school hours and on school property. The district discourages

such requests as visits cause students to miss instructional time and disrupt the classroom environment. When a request is made to visit a student at school for purposes of therapy, counseling, and other by persons and entities not employed by or contracted for such services for Bixby Public Schools, the following procedures shall be observed:

1. Requests by social workers, psychologists, therapists, psychiatrists, counselors, and the like must make application for the visitation in writing to the school principal.
2. If the visitation is a result of a court order, the court-clerk stamped court order shall be included with the written visitation request.
3. The school personnel receiving the request shall refer the request to the school principal.
4. The school principal shall review the nature and reason for the request and include in the review an analysis of using school time for the visit. The assumption of the school principal shall be that the best time for such visitation is outside school hours and not on school property. However, the review shall include an analysis of the reasons for the request for the visitation during school time and why the person or entity making the request justifies the incursion on instructional time and the need for the visitation during school hours and on school property.
5. If the principal determines that circumstances warrant that the visitation cannot feasibly or best be provided outside of the school hours and/or off school property, the principal will establish appropriate visitation protocols.
    a. Minimum Protocols for Visitation
        i. The student's parent/guardian shall request and approve the visitation (unless applicable state or federal law or regulation – such as a DHS investigation involving the parent/guardian – stipulates that the parent/guardian not be contacted about the visitation). The parent/guardian's permission for the visitation shall be in writing and requires the completion of the State of Oklahoma's Standard Form Consent for the Release of Confidential Information.
        ii. The principal shall review the proposed schedule of visitation and determine its appropriateness related to the student's school schedule and academic needs.
            1. The visitation is subject to availability of space.
            2. The visitation shall be no more than 45 minutes unless a longer period of time is approved by the site principal and should be approved only in emergency situations. Recurring visitations shall not take place more than once per five-day school week.
            3. If the visitation is to occur in the classroom the visitation shall be no more than 15 minutes and is limited to one session. No further classroom visitation will be approved. Classroom visitation shall require the presence of the principal or designee and prior notice shall be provided the teacher of the classroom. No interaction with students in the classroom is allowed.
        iii. The visitor may have access only to the specific student requested and approved, including access to student information specifically approved for release to the visitor.
        iv. The visitor shall check in at the school's main office upon arrival at the school with a valid driver's license and entity identification (if applicable) with each visitation. The visitor shall check out at the school's main office upon departure with each visitation.
6. The visitor must date and sign this policy indicating it has been received, read, and understood by the visitor. If the visitor is not familiar with or does not know the requirements of student

confidentiality as required by FERPA, IDEA, the Oklahoma Open Records Act, the visitor shall inform school personnel and information will be provided the visitor.

SCHOOL AND CLASSROOM VISITATION BY OTHERS

The district also permits others with a legitimate reason to visit, participate in, and observe our schools and classrooms. Visitors in this category are subject to approval by the Superintendent or designee. Examples of such visitors include:

1. Visiting Educators,
2. Accreditation Officers
3. State Department of Education Officials
4. Visiting Elected and Other Public Officials
5. Higher Education Instructors and Officials
6. Student Teachers, Teacher Interns, and Students in Education Courses from Colleges and Universities.
7. Student Testing and Survey Officials
8. Law Enforcement, Fire Department, and Safety Officers

All visitors to schools in this category are subject to the requirements of Bixby Public Schools volunteers training and background check. Determination of the need for volunteer training and/or background check shall be made by the superintendent or designee. All non-school employee visitors to Bixby Public School sites shall check in at the school's main office upon arrival at the school with a valid driver's license and/or entity identification (if applicable) with each visitation. The visitor shall check out at the school's main office upon departure with each visitation.

MISCELLANEOUS

1. Parent Visitation to His/Her Student's Classroom:
    a. Visitation to classrooms shall not occur without prior notice to the classroom teacher.
    b. Visitation to classrooms may occur according to three categories:
        i. Category I: A parent/guardian may visit a classroom as a volunteer according to our volunteer regulations and with principal approval.
        ii. Category II: A parent/guardian may visit a classroom to observe his/her child in class for a brief period of time. The parent/guardian will be escorted to, from, and while in the classroom by the principal or designee.
        iii. Category III: Other visitations to the classroom are restricted and may require prior authorizations from the parent or other entity. Specific authorization is required from the principal or designee prior to visitation. Parameters of the visitation shall be established by the principal or designee.
2. Parent Visitation to His/Her Student at Lunch:
    a. A parent/guardian may request to visit his/her student during lunch and eat lunch with his/her child.
    b. The request will be denied if adequate space on the given day is not available in the school lunch dining room.
    c. If approved and adequate space is not available at the time of the visitation at lunch, the parent/guardian shall give up his/her seat in the dining room for a student.
    d. Requests may be limited to no more than one per school week.
3. Visitor Compliance with FERPA, Oklahoma's Open Records Act, and Other Student Confidentiality Laws and Regulations:

a. Those who request and are approved to visit our schools and/or classrooms must agree in writing that they will comply with FERPA, the Oklahoma Open Records Act, and all other federal, state, and local student confidentiality laws and regulations. In general, the visitor shall agree in writing that any student information or record of which they may become aware, either directly or indirectly or with or without the school's permission, shall not be shared or otherwise provided or made public unless such is specifically authorized by the student's parent/guardian, the school, a court of competent jurisdiction, and/or federal and state law. The release of confidential student information and personal likeness by visitors granted visitation is strictly prohibited under this policy unless specific and written permission is given.

4. Special Education Classroom Visitation: To protect the identity of disabled students from unnecessary disclosure, the Bixby Board of Education has adopted the following visitation policy for its special education classes and related service programs.
    a. At each annual IEP team meeting the school district will make available this policy to the parents or guardians of all students identified as disabled under the Individuals with Disabilities Education Act.
    b. During the school year, the parents or guardians of students attending the district's special education and related service programs may ask to observe or visit their children at school. The administration will schedule such visits according to the rules stipulated in this policy without additional notice to the parents or guardians of other students.
    c. During the school year, interns, student teachers, consultants, physicians, and other persons engaged for educational purposes by the district or by a student's parent or guardian may need to observe a classroom or student in a special education class or related service program. The administration will schedule such observations according to the rules stipulated in this policy without additional notice to the parents or guardians of other students in that class or program. This policy does not affect the school district's obligation to obtain the permission of a parent or guardian prior to an individual evaluation of his or her child.
    d. During the school year, other persons may seek to observe a special education class or related service program for non-educational purposes. The administration will not schedule such an observation until the parents or guardians of the students in that class or program are notified and their permission for the observation is requested.
5. Recording in Classrooms: Any and all types of audio and video recording, digitally or other, is strictly prohibited. No recording of classrooms, school buildings, students, teachers, other employees, and/or activities of the school is authorized without the specific approval of the superintendent or designee. BPS athletic and activity events produced for public consumption and public admission (for a fee or otherwise) are exceptions to this policy and may be recorded for personal use only with personal recording devices. The audio and/or video recording made by the visitor shall not be released, played, or uploaded on the internet for public consumption without the specific and written permission by the superintendent or designee.
6. Minister/Youth Minister Visitation During Lunch
    a. Requests from ministers and youth ministers to visit students during lunch are considered by the principal on an individual basis.
    b. Visitation approval shall be predicated by the approval of the specific student with whom the visitation is requested and by the approval of the specific student's parent/guardian.
    c. Visitation by ministers/youth ministers may be restricted to no more than one day per week during the lunch period.

d. The principal or designee shall have the authority to suspend visitation during school activities due to inadequate space for visitors of students during lunch or other reasons related to the operation of the school.

7. Disruption to the Educational Environment and Operation of School/School Activity
    a. Visitors to school property shall not cause, contribute to, or become a disruption to the educational environment or the operation of the school and/or school activity.
    b. The superintendent, principal, or designee has the authority to determine if a disruption to the educational environment and/or operation of the school or activity has occurred.
    c. The superintendent, principal, or designee has the authority to order the removal of an individual from school property for causing, contributing to, or becoming a disruption to the educational environment or the operation of the school and/or school activity.
    d. It is the expectation of BPS that a visitor leave school property immediately if directed to do so.
8. All visitors in all categories may require an escort by the principal or designee.

Adoption Date: November 13, 2000; Revision Date: January 15, 2015

BIXBY PUBLIC SCHOOLS POLICY 3115

LEAST RESTRICTIVE ENVIRONMENT-INCLUSION

Inclusion is a term currently used in discussing placement of students with disabilities. This is not a legal term, but can be replaced with the term *least restrictive environment*, found in the Individuals with Disabilities Education Act (IDEA). IDEA stipulates that children with disabilities must be provided a free appropriate public education in the least restrictive environment (LRE), meaning that "to the maximum extent appropriate, children with disabilities . . . are educated with nondisabled children."

Inclusion is supporting students with and without disabilities in academic and social settings in their neighborhood school. The amount of time to be spent in the regular education classroom will be determined by the IEP team for each individual student.

Bixby Public Schools supports responsible placement of students in the least restrictive environment, which includes the following:

* placing students with disabilities in regular education settings in the least restrictive environment in accordance with individual needs;

* placing students with disabilities in regular education in numbers that do not reduce the natural proportions of regular classrooms;

* providing educational and social opportunities for students with disabilities equal to those of their peers;

* teaching students with and without disabilities how to appreciate similarities and differences among individuals;

* providing supplementary aids and services in the regular educational environment;

* sharing resources, skills, and time;

* sharing educational responsibilities for students with disabilities;

* providing a positive climate in which positive attitudes prevail;

* realizing that the student with disabilities belongs within the regular environment and should receive appropriate support services within school and community settings;

* realizing that students with disabilities may be included in a classroom for either or both academic and social needs; and

* supporting a district commitment to provide professional development in the areas of inclusion and collaboration.

Inclusion is not:

* Arbitrarily requiring <u>all</u> students with disabilities be served full-time in the regular classroom;

* serving the students with disabilities in regular environments without a planned support system in place, perhaps including a student specific Inclusion Plan;

* presenting content area instruction to students with disabilities without necessary modifications; and

* evaluating individual student progress without allowing for necessary modification of evaluation procedures.

This school district will comply with all applicable state and federal laws concerning placement of students in the least restrictive environment.

Reference: Board Minutes dated December 9, 1996

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 3116

CONCURRENT ENROLLMENT FOR HIGH SCHOOL STUDENTS

The Bixby Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible.

Therefore, all junior and senior students of exceptional ability and who qualify should have an opportunity to gain college and high school credit while completing their high school education. Further, Oklahoma statutes require that each high school student be made aware of the opportunity to participate in concurrent enrollment.

Qualified junior and senior students who are regularly enrolled, who meet the standards set forth by the Oklahoma State Regents for Higher Education, and who are able to meet the Bixby High School graduation requirements may be authorized to take courses for college credit while completing high school requirements for graduation. These guidelines for concurrent enrollment have been approved by the Bixby Board of Education, and are in accordance with existing policies of the Oklahoma State Board of Education and the Oklahoma Regents for Higher Education which affects the participation of junior and senior students in concurrent enrollment.

The high school counseling office and the principal or designee must verify that a student is meeting graduation requirements prior to the student enrolling in college courses.

Qualified juniors may concurrently enroll in a maximum of two college courses each **college** semester. One college course may be taken during the regular school day and one or two college courses may be taken outside of the regular school day. Qualified seniors may concurrently enroll in a maximum of three college courses each semester. One or two college courses may be taken during the school day and one, two, or three college courses may be taken outside of the regular school day. A maximum of three consecutive hours in the six-hour school day will be allowed for a concurrently enrolled student who is enrolled in two college courses during the school day (one travel hour: one hour equivalent for time spent in each college course). For one concurrent course during the school day, these hours shall be taken during the first and second or the - **fourth and fifth** hours of the regular high school day~~.~~

Concurrently enrolled students who elect to withdraw from a college course prior to completion of that course must wait until a new **semester** begins at the high school before adding additional high school courses to their schedule.

Concurrently enrolled students are responsible for their own transportation to and from college courses and for the tuition and other expenses involved in concurrent enrollment.

Concurrent enrollment courses may be counted as core or elective high school credit for graduation requirements in addition to college credit, assuming that the student is enrolled at both institutions at the same time. To qualify for high school credit, a student must present to the Bixby High School registrar, immediately upon completion of the college course, an official transcript from the college or university where the course was successfully completed.

College courses taken as concurrent enrollment are listed on the high school transcript **and will be** calculated in the student's high school grade point average. **College courses which fulfill a core graduation credit (English, mathematics, science, or social studies) established by district and/or state graduation requirements will be weighted with one (1) additional point for each A, B, and C grade in the calculation of GPA for class ranking. College courses which fulfill an elective graduation credit will be included in the calculation of the GPA but will not receive any additional weight.**

Students who are enrolled in the eleventh or twelfth grade and qualify for concurrent enrollment in accordance with the district's policy may enroll in a maximum of nine semester credit hours during the summer session at a college or university prior to the junior or senior year of high school.

REFERENCE: 70 O.S. §628.13
Adoption Date: November 13, 2000
Revision Date: July 14, 2003

BIXBY PUBLIC SCHOOLS POLICY 3117

PROMOTION AND RETENTION

The Bixby Board of Education believes the primary goal of the educational process is to educate. The Board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same time. Therefore, for some children, more or less than twelve years will be necessary.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individualized Educational Program as created by the IEP team.

Promoted or promotion: means to place a student successfully completing the requirements of particular grade level into the next higher grade level following the end of the school year and to record on the student's permanent cumulative record that the current grade level has been successfully completed.

Grade level placement in the elementary and in the middle school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, landmarks achieved. Standardized and criterion referenced test results can be used as one means of judging progress. The grades earned by the child throughout the year shall reflect the probable assignment for the coming year. Grades will not be used as a means of punishment or reward.

A grade on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child's development and progress. The parents shall be informed, and a conference scheduled if the parents desire, when it becomes apparent that a child may need to remain at a grade level. Reduction of grade marks will not be used as a form of discipline under any circumstances.

Upon request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in the Learner Outcomes: State Competencies. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion referenced test, thesis, project, product or performance.
For promotion/acceleration decisions, students who demonstrate proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical growth, and maturity.

Elementary, middle level or high school students may demonstrate proficiency in the PASS Outcomes for 9-12 High School curriculum areas. Appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma. Placement at high school will be based on a student's accumulation of credits earned.

REFERENCE: 70 O.S. §24-114.1
70 O.S. §11-103.6
CROSS-REFERENCE: Policy E.22 Proficiency Based Promotion
Policy E. 26 Student Retention
Adoption Date: November 13, 2000, Revision Date: June 25, 2009
Revision Date: June 14, 2010

BIXBY PUBLIC SCHOOLS POLICY 3118

GRADING

In accordance with the policy of the board of education the following grading system will be used for all subjects, including those taught in a special education setting:

Grades shall be determined by daily assignments, homework, special assignments, labs, class participation, and comprehensive assessments. Assignments shall be listed in PowerTeacher within two school days of the assignment being assigned. The PowerTeacher entry should reflect the following general information: the date the assignment is due, the total points possible, and any pertinent or unique information students or parents may find helpful. Teachers shall record at least two grades per full week of school for each student; however during short weeks and when classes are engaged in large scale special projects teachers shall record at least one grade.

All work and tests affecting the student's grade shall be returned to the student within ten (10) school days for review, evaluation, and any remediation deemed necessary by the instructor. However, completed research papers and large scale projects shall be returned within (15) school days. All grades shall be listed in PowerTeacher and returned to students before final exams at the conclusion of the semester grading period. Final exams are excluded from this time frame.

Kindergarten
A checklist evaluating progress in identified skills will be provided to parents. Assessment will be by the semester and based upon mastery of skills/standards as identified in the Essential Elements documents for Kindergarten.
The evaluation key is listed below:
"3" Meets or exceeds standards/skills
"2" Progressing toward standards/skills
"1" Area of concern
Shaded box: Not evaluated at this time

First Grade
A checklist evaluating progress in identified skills will be provided to parents. Assessment will be by the semester and based upon mastery of skills/standards as identified in the Essential Elements documents for First Grade.
The evaluation key is listed below:
"3" Meets or exceeds standards/skills
"2" Progressing toward standards/skills
"1" Area of concern
Shaded box: Not evaluated at this time

First through Third Grade for Art, Music, and Physical Education
A general evaluation of student progress will be provided based upon the Essential Elements for these subjects.
The evaluation key is listed below:
"3" Meets or exceeds standards/skills
"2" Progressing toward standards/skills
"1" Area of concern

Second, Third, Fourth, Fifth, and Sixth Grades
A –90 to 100% (exceeding expected requirements in excellent manner)
B –80 to 89 % (complete work with high degree of accuracy)
C –70 to 79 % (complete work of average quality)
D –60 to 69 % (work of below average quality)
F –59% and below (failing work)

Middle School -High School
100% -90% = A
89% -80% = B
79% -70% = C
69% -60% = D
59% -0% = F

Grades awarded to students will be based on these percentages or a student checklist for all grading periods. Six weeks and twelve weeks report of progress and the eighteen weeks semester grades reports will be given to all students. Student percentages will be cumulative for the semester grading period. A grade mark of 'I' is an incomplete and will be changed when the
course is completed within the time limit set by the teacher.

Teachers who find that an excessive number of students are earning A's and B's may wish to examine and modify their methods of grading. Teachers who find that an excessive number of students are earning D's and F's may wish to examine and modify their methods of grading. A reduction of grade marks will not be used as a form of discipline under any circumstances.

Adoption Date: November 13, 2000
Revision Date: July 8, 2002
Revision Date: September 12, 2005
Revision Date: June 14, 2010
Revision Date: June 10, 2012

BIXBY PUBLIC SCHOOLS POLICY 3119

RECOGNITION OF HIGH SCHOOL STUDENTS FOR ACADEMIC ACHIEVEMENT

It is the philosophy of Bixby High School to encourage students to enroll in those courses that challenge even the most academically able student. Students who enroll in these challenging courses are to be compensated by awarding grades that are weighted more than the grades awarded in less academically demanding courses. The basic purpose of the "weighted grade" is to provide an incentive for students to enroll in a program of advanced studies.

All courses taken in grades 9-12 will be included on the student transcript and will be considered when calculating the grade point average (GPA). Two (2) GPAs will be listed on the transcripts and college applications based on a 4.0 non-weighted scale and the "weighted" GPA.

For purposes of determining class rank, the following weight systems will be used.

Class of 2013 and all subsequent classes

Standard class	Concurrent Core Course/Pre-AP/AP	AP Course + Passed Exam*
A=4	A=5	A=6
B=3	B=4	B=5
C=2	C=3	C=4
D=1	D=1	D=2
F=0	F=0	F=0

In order for AP students to earn the bonus grade points (6, 5, 4, or 2) they must pass their chosen exams(s) with a 3, 4, or 5. Students who take an AP Exam without completing the Advanced Placement course will not be afforded any additional weight or his/her transcript.

Beginning with the Graduating Class of 2006, the following designations exist to recognize outstanding achievement at Bixby High School.

Valedictorians
Students who rank in the upper 1% of the class

Salutatorians
Remaining students who rank in the upper 2% of the class

Bixby Distinguished Graduate
Remaining students who rank in the upper 10% of the class

Adoption Date: November 13, 2000
Revision Date: March 11, 2002
Amended: May 13, 2002
Amended: March 9, 2009
Amended: January 14, 2013

BIXBY PUBLIC SCHOOLS POLICY 3120

REPORT CARDS

The Bixby Board of Education believes that students and parents should be informed periodically of the student's progress in school work. Therefore, report cards shall be sent to parents or guardians at the end of each semester grading period. Progress reports shall be distributed during the sixth and twelfth week of the grading period, and additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student.

1. Report cards or a report of progress will be issued to students one week following the end of each grading period.
2. Students are expected to share the reports with their parents or guardian.
3. Teachers shall document a parent contact regarding a student's failing grade at each progress report or report card period. Teachers are encouraged to contact the parents or guardians at anytime that a student is not performing up to his/her potential.
4. The semester grade is recorded on each student's permanent school record.
5. The school staff and teachers will work with any student receiving a failing grade and will assist the student in determining and solving problems with the particular subject area.
6. Parents or guardians are encouraged to discuss their child's progress with teachers and administrative staff by appointment or during regularly scheduled parent/teacher conferences.

Adoption Date: November 13, 2000
Revision Date: July 8, 2002
Revision Date: June 14, 2010

BIXBY PUBLIC SCHOOLS **POLICY 3121**

PARENT-TEACHER CONFERENCES

It is the policy of the Bixby Board of Education that parent-teacher conferences will be scheduled as required by the teacher, or when requested by the parent. However, parent-teacher conference days will normally be limited to one for each grading period.

REFERENCE: Department of Education, Administrator's Handbook

Adoption Date: November 13, 2000

PROFICIENCY BASED PROMOTION

Proficiency based promotion provides the opportunity for students to move forward in their educational endeavors by subject, course, and/or grade level based upon mastery of the Oklahoma Priority Academic Student Skills, not upon time spent in classes, completion of assignments, or other prerequisites. The student who can successfully be moved ahead upon proficiency based promotion guidelines can demonstrate content knowledge, skills and the application of those skills and concepts. Parental involvement is integral in the proficiency based promotion as is consideration of the student's social, emotional, and intellectual needs.

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
   - A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.

   - B. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year. Once before the beginning of the school term and at the end of the school term as identified in 70 O.S. 11-103.6:

     1. Social Studies
     2. Language Arts
     3. The Arts
     4. Languages
     5. Mathematics
     6. Science

   - C. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.

   - D. Qualifying students are those who are legally enrolled in the local school district.

   - E. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.

   - F. Students will be allowed to take proficiency assessments in multiple subject areas. If testing duration becomes a consideration, additional testing dates may be selected.

   - G. Students not demonstrating proficiency will be allowed to try again during the next assessment period. No student will be permitted to retest in the same subject area within a 90-day period.

   - H. Exceptions to standard assessment may be approved for those students with disabling conditions.

2. Students demonstrating proficiency (90% and above) in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
   - A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
   - B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written

statement to that effect. The statement shall be included in the permanent record of the student.

C. Failure to demonstrate proficiency will not be noted on the transcript.

D. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.

E. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma. Credit will be noted as "credit by exam" (CBE) with no grade assigned. If a student in grade K-8 successfully demonstrates proficiency, a team meeting will be held to discuss test results and grade skipping.

F. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

3. Proficiency assessment will measure mastery of the Priority Academic Student Skills in the same way that curriculum and instruction are focused on the Priority Academic Student Skills. In other words, assessment will be aligned with curriculum and instruction.

4. Options for accommodating student needs for advancement after demonstrating proficiency may include, but are not limited to, the following:
   A. Individualized instruction;
   B. Correspondence courses:
   C. Independent study;
   D. Concurrent enrollment;
   E. Cross-grade grouping:
   F. Cluster grouping;
   G. Grade/course advancement;
   H. Individualized education programs.

5. Each year the school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.

6. Testing days each school year will be the first week in May and the second week in August. Parents and students must complete the application to demonstrate proficiency form in person at the proper building site. Applications must be completed not later than one week prior to the test date.

REFERENCE: Board Minutes dated December 13, 1993
CROSS-REFERENCE: Policy 3117 Promotion and Retention
Policy 3118 Grading

Adoption Date: November 13, 2000
Revision Date: August 13, 2001
Revision Date: August 20, 2009

BIXBY PUBLIC SCHOOLS POLICY 3123

HOMEWORK

The Bixby Board of Education believes that homework is an important part of the educational process. Homework shall be related to the school's aims and philosophy of education but its primary objective shall be to aid in the development of the student. The superintendent is directed to establish procedures for the assignment of homework.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 3124**

HONORS PROGRAM: MEDALS AND CERTIFICATES

The Bixby Board of Education believes that outstanding efforts and achievements should be recognized and rewarded when appropriate.

Therefore, the honors program policy shall include the following guidelines:

1. The public school is a member of the National Honor Society and will adhere to the rules and regulations of that society.

2. Membership in the Oklahoma Honor Society is limited to 10% of the student body. Students whose grade averages are in the top 10% for the current and immediately preceding semesters will be awarded membership certificates. Students must have a 3.0-3.45 GPA.

3. In order to qualify for the superintendent's honor roll, a student must have earned a 4.0 GPA (all "A"s).

4. In order to qualify for the principal's honor roll, a student must have earned a 3.5-3.9 GPA.

5. To qualify for any honor roll or award, a student must have earned at least a satisfactory in citizenship. No student with a "D" or an "F" will be included on any honor roll.

6. Medals, certificates, and awards for athletics, music, academic subjects, and attendance will be presented at the end of the school year Awards Assembly.

7. Trophies and other awards presented to teams, groups, or organizations representing the Bixby school district will be placed on display in the school trophy case or other appropriate display area.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 3125**

ELIGIBILITY REQUIREMENTS FOR ORGANIZATIONAL QUEENS, ATTENDANTS, AND ESCORTS

At various times during the school year, Bixby High School athletic teams and student organizations select queens, attendants, and escorts to represent them at homecomings and other events. Queens and attendants are to be female students and escorts are to be male students.

To be eligible for selection, a student must have a 2.0 or higher GPA with no "F"s at the end of the preceding quarter grading period. A student whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated by the building principal.

Seniors who have served as a queen are not permitted to serve as a queen or attendant again that year.

Seniors who have served as an attendant may serve as a queen that year.

Sophomores and juniors who have served as an attendant may not serve as an attendant again that year.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 3126**

STUDENT PROMOTION AND RETENTION AND STUDENT PASS/FAILURE OF A COURSE

Introduction

The Board of Education of the Bixby School District, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for an additional year, has established the following policy to govern this situation. The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the School District, and to establish a uniform procedure to be followed in cases where retention is appropriate.

This policy also establishes an appeal procedure as required by Oklahoma law by which parents may challenge the decision to retain a student at his or her present grade level or to not pass a student in a course.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

Each school in this District will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal, and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. Students may be considered for retention or promotion based on teacher or parent request. Students in grades Pre-K through second grade may be considered for retention by a committee utilizing the following factors:

This evidence, which will carry equal weight for these grade levels, must be based on:

a. Testing which actually covers the subject matter presented to the student.
b. Assignments directly related to the subject matter being taught.
c. Consideration will also be given to the student's attendance record.
d. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social.

Students in grades third through eight may be considered for retention or promotion by a committee utilizing the following factors:

This evidence, which will carry various weights, must be based on:

1. Testing, (state criterion, district constructed benchmark, standardized, and teacher made unit tests) which actually covers the subject matter presented to the student.

2. Assignments directly related to the subject matter being taught.

3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.

4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

Retention based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Act Testing and Procedures Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade.

If the reading deficiency of a student, as identified and based on assessments administered, is not remedied by the end of third grade, as demonstrated by scoring Does Not Meet Criteria on RSA Status on the reading portion of the OSTP third-grade criterion-referenced test, the student shall be retained in the third grade unless the student meets one of the following:

a. Demonstrates proficiency on the third grade reading screening instrument
b. Is recommended for promotion by the Student Reading Proficiency Team
c. Qualifies for a Good-Cause Exemption:

1. Limited-English-proficient students who have had less than two (2) years of instruction in an English language learner program;

2. Students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP);

3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;

4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;

5. Students with disabilities who participate in the statewide assessments and who have an individualized education program (IEP) that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in pre-kindergarten for academic reasons, kindergarten, first, second, or third grade; and

6. Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in pre-kindergarten for academic reasons, kindergarten, first, second, or third grade for a total of two (2) years.

7. Students who have been granted an exemption for medical emergencies by the State Department of Education

Students who are promoted for good cause, or who are recommended for promotion by the Student Reading Proficiency Team, shall be provided intensive reading instruction during an altered instructional day that includes specialized diagnostic information and specific reading strategies for that student. The school district shall assist schools and teachers to implement reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall consist only of the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

Students may qualify for probationary promotion to the fourth grade if the following requirements are met:

1. A student who does not qualify for automatic promotion to the fourth grade may be evaluated for probationary promotion by a Student Reading Proficiency Team composed of : Parent, Teacher assigned to student who was responsible for reading instruction, Teacher in subsequent grade level who teaches reading, Certified Reading Specialist)
2. If each member of the Student Reading Proficiency Team unanimously recommends the student for probationary promotion, the student shall be promoted to the fourth grade
3. Once the Student Reading Proficiency Team has made a unanimous recommendation, the recommendation shall be submitted to the superintendent of the school district for approval if promotion is the best option for the student
4. If the student is allowed probationary promotion, the Student Reading Proficiency Team shall continue to review the reading performance of the student and repeat the requirements every school year until the student demonstrates grade-level reading proficiency as identified through a screening instrument for the corresponding grade level in which the student is enrolled.
5. The district must document Student Reading Proficiency Team meetings

The school district will provide written notification to the parent or guardian of any student who is to be retained due to not meeting the proficiency level required for promotion and the reasons the student is not eligible for a good-cause exemption. The notification shall include a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.

Mid-Year Promotion of Retained Third Graders

The School District implements the following policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to September 1 of the academic year. To be eligible for mid-year promotion the student must demonstrate that he or she:

1. is a successful and independent reader,
2. is reading at or above grade level;
3. is ready to be promoted to fourth grade;
4. is demonstrating a level of proficiency required to score at the proficient level on the third-grade statewide test; or
5. upon demonstrating proficiency in reading at the third grade level through a screening instrument, and
6. is showing progress sufficient to master appropriate fourth-grade level skills, as determined by the school.

Tools that school districts may use in reevaluation a retained student may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education.

A mid-year promotion shall be made only upon agreement of the parent or guardian of the student, and the school principal.

Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

First Level of Appeal

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and non-appealable. This appeal will be heard by an administrator from another site.

Second Level of Appeal

The parent may request review of the principal's decision by letter to the superintendent or the Board of Education. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and non-appealable. The Board of Education decision shall be final and non-appealable. If a parent disagrees with the decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: June 25, 2009
Revision Date: June 14, 2010
Revision Date: October 11, 2011
Revision Date: December 10, 2012
Revision Date: February 9, 2015
Revision Date: September 12, 2016

BIXBY PUBLIC SCHOOLS **POLICY 3127**

GRADUATION REQUIREMENTS

I. The Bixby Board of Education recognizes that a prescribed course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of **23** or more units of credits in the subject areas listed below shall be obtained by the student to be eligible for graduation.

II. In order to graduate Bixby Public Schools with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student. Additionally, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate with a standard diploma. (70 O.S. § 1210.523)

a. Algebra I;

b. English II; and

c. Two of the following five:

i. Algebra II,

ii. Biology I,

iii. English III,

iv. Geometry, and

v. United States History.

III. **Option 1: College Preparatory/Work Ready Curriculum for High School Graduation (Minimum Requirements) (Title 70 O.S. § 11-103.6)**

a. **4 Units English** to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

b. **3 Units Mathematics** limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

c. **3 Units Laboratory Science** limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

d. **3 Units History and Citizenship Skills** including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;

e. **2 Units of the same Foreign or non-English language, or 2 Units Computer Technology** approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

f. **1 Additional Unit** selected from the courses listed above or career and technology education courses approved for college admission requirements; and

g. **1 Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech**

h. A **Total of** 6 Units of Electives are required.

IV. **Option 2: Core Curriculum for High School Graduation (Minimum Requirements) (Title 70 O.S. § 11-103.6 and State Board of Education Regulations)**

a. **4 Units or Sets of Competencies Language Arts 1** Grammar and Composition, and **3** which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.

b. **3 Units or Sets of Competencies Mathematics 1** Algebra I or Algebra I taught in a contextual methodology, and **2** which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance*, Intermediate Algebra*; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the Bixby board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

c. **3 Units or Sets of Competencies Science 1** Biology I or Biology I taught in a contextual methodology, and **2** in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the Bixby board of education; science courses

taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

d. **3 Units or Sets of Competencies Social Studies 1** United States History, **1/2** to **1** United States Government, **1/2** Oklahoma History, and **1/2** to **1** which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

e. **2 Units or Sets of Competencies The Arts** which may include, but are not limited to courses in Visual Arts and General Music.

f. **A Total of** 8 Units of Electives are required.

V. Elective credit may consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six hours of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

VI. To meet the graduation requirements, credits may include courses taken by concurrent enrollment, Advanced Placement, internet/web-based instruction, correspondence, or courses bearing different titles. Such options shall be controlled by local, state, and federal policies and procedures and may be subject to the prior approval of the high school principal. Bixby Public Schools encourages students to complete two units or sets of competencies of foreign languages while enrolled in high school.

VII. Credit may be given for the above-referenced courses when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. Courses completed in the seventh or eighth grade for high school credit shall NOT figure in a student's high school (grade 9 – 12) grade point average. Such credit shall not count as one of the minimum "core curriculum" or "college preparatory/work ready core curriculum" requirements in math, science, English, or social studies/history/citizenship credits identified above.

VIII. No student will be allowed to receive credit more than once for completion of the same course or sets of competencies. All of the above-referenced courses may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student in the "College Preparatory/Work Ready Curriculum" and "Core Curriculum" areas of study.

IX. The following regulations shall also apply:

a. Students who need more than one unit for graduation shall not be permitted to participate in the high school graduation/commencement exercises.

b. At least two units of the last three units completed for graduation shall be completed in attendance at Bixby High School in order to receive a graduation diploma from Bixby High School.

c. The Bixby Board of Education has the authority to set local requirements for graduation above those of the State Board of Education.

d. A unit of work earned by a student in any summer school accredited by the Oklahoma State Department of Education in Oklahoma may be accepted at the option of Bixby Public Schools as resident credit.

e. Units of work earned by a student in an approved area vocational/technical school in Oklahoma shall be certified by an area career-technical school to the high school in which the student is regularly enrolled. These units of work shall be counted toward meeting local and state requirements for graduation.

f. A student's GPA is a cumulative grade point average from grades 9-12.

X. **GLOSSARY OF TERMS**

a. A Carnegie Unit of credit is given for the successful completion of a course that meets a minimum of 40 minutes a day, five days per week, for at least 36 weeks, or the equivalent of 120 clock hours within the school year.

b. Sets of competencies are the skills and competencies specified in the Priority Academic Student Skills, or other skills and competencies adopted by the State Board of Education.

c. Rigor means a level of difficulty that is appropriate for the grade level and that meets state and national standards.

d. Contextual methodology means academic content and skills taught by utilizing real-world problems and projects in such a way that helps students understand the application of knowledge.

XI. House Bill 1756 amends Oklahoma law regarding the end-of-instruction requirements for a high school diploma. The law provides that students with disabilities whose individualized education program (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA) indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP) may be eligible to graduate from a public high school with a standard diploma after failing to meet the requirements of Section II of this policy upon the determination of the school district that the student meets the following criteria:

a. Obtains a written recommendation from the student's teacher of record in consultation with the teacher in each subject in which the student failed to meet the requirements of Section II of this policy. The recommendation shall be supported by the principal and by documentation demonstrating the acquired knowledge of the student by alternate measures as required by the individualized education program (IEP),

b. Completes remediation opportunities to the extent required by the individualized education program (IEP),

c. Retakes the exam in each subject in which the student failed to meet the requirements of Section II of this policy if the individualized education program (IEP) requires retake opportunities,

d. Maintains at least a C average or the equivalent in each subject in which the student failed to meet the requirements of Section II of this policy, and

e. Meets all other graduation requirements of the school district in which the student is enrolled.

REFERENCE: 70 O.S. 2011, § 1210.523; 70 O.S. 11-103.2c; 70 O.S. 11-103.6

BIXBY PUBLIC SCHOOLS **POLICY 3128**

FLAGS AND NATIONAL ANTHEM

It is the policy of the Bixby Board of Education that the American flag and the Oklahoma flag will be flown from appropriate masts at each school site every day classes are in session, during school hours, except in bad weather and applicable to the material of the flag. The site principals shall designate appropriate individuals the responsibility for raising and lowering the flags.

Inside flags will be permanently displayed in all classrooms, and instruction in the history and etiquette of the United States flag shall be given in the 8th Grade through the Social Studies curriculum.

The recitation of the Pledge of Allegiance will be required procedure in all classrooms at the beginning of each school day, as well as at special events sponsored by Bixby schools. A notice shall be posted in a conspicuous place notifying students not wishing to participate in the pledge shall not be required to do so. Students are required to remain respectfully silent if choosing not to participate in the recitation of the Pledge.

The Pledge of Allegiance will be recited and the National Anthem will be played and traditional patriotic customs observed at major sporting events sponsored by Bixby Public Schools.

Adoption Date: November 13, 2000
Revision Date: August 13, 2001
Revised: September 8, 2014

BIXBY PUBLIC SCHOOLS POLICY 3129

INTERNET-BASED INSTRUCTION POLICY

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Bixby Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

Definitions

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Supplemental online course is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Internet-based instruction uses the internet as the primary medium of instruction, with a computer serving as the primary tool of instruction. Internet-based instruction may be synchronous or asynchronous.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

Guidelines

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommend by the State Department of Education:

1. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.

2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses

offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.

3. Only students who are enrolled in this district in grades K through 12th will be granted access to supplemental online courses.

4. Requests for enrollment in supplemental online courses shall be as follows:

   a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form. This will enable the site to change the student's schedule or withdraw them from PS.

   b One elementary, one middle school, and one high school counselor will be selected to oversee the internet based instruction for each level that will further be known as the internet based instruction counselor. The site counselor will forward the enrollment request to the internet based instruction counselor so that the student can be enrolled in virtual school.

   c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

5. When the student is enrolled in the supplemental online course, the internet based instruction counselor shall be the liaison to the on-line teacher and the provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the internet based instruction counselor and the principal from the student prior to the expiration of the fifteen (15) day period.

6. Students earning credit by means of online instruction shall participate in the required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.

7. The Board of Education shall approve the provider(s) of supplemental on-line courses from a list of vendors for supplemental on-line courses which have been approved by the Oklahoma State Department of Education. Courses offered for credit by means of online instruction shall be aligned with the Oklahoma Academic Skills (OAS).

8. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

9. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained

through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student.

10. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

11. All federal and state statutes pertaining to student privacy, the posting of images on the internet, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.

12. Forms provided by the internet based instruction counselor may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.

13. Facilitators of instruction of online courses may be certified in Oklahoma or another state to teach, depending on the particular programming and delivery method.

14. Students at remote sites who participate in the online courses offered by the district will be responsible for providing their own equipment and Internet access. Student accessing online courses in response to an IEP team decision will have any areas of need or any equipment needed documented on the IEP.

15. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

BOE Approved: August 12, 2002; November 12, 2012; October 12, 2017

BIXBY PUBLIC SCHOOLS **POLICY 3130**

CONSTITUTION DAY AND CITIZENSHIP DAY

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The District shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the District in observation of Constitution Day and Citizenship Day. The manner in which the day shall be commemorated shall be within the superintendent's discretion.

Reference: 36 U.S.C. § 106; Public Law 108-447 (Dec. 8, 2004).

Adoption Date: September 12, 2005

BIXBY PUBLIC SCHOOLS **POLICY 3131**

BIXBY TITLE I PARENT INVOLVEMENT POLICY

Bixby Public Schools agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how Title I, Part A funds reserved for parental involvement are spent.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

  Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

  (A) that parents play an integral role in assisting their child's learning;
  (B) that parents are encouraged to be actively involved in their child's education at school;
  (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.

The actions taken to carry out this policy will be developed by the committee and placed in Board of Education Procedures. Parent Involvement Procedures will also be on file with the Title I Coordinator.

Adoption Date: June 25, 2009
Revised: December 8, 2014

BIXBY PUBLIC SCHOOLS POLICY 3132

INSTRUCTIONAL RESOURCES COPYRIGHTED MATERIAL

EXCLUSIVE RIGHTS

Employees of the District shall comply with the provisions of the United States Copyright Law. Subject to certain specific exceptions, some of which are stated below, the owner of a copyright has the exclusive rights:

1. To reproduce the copyrighted work in copies or phonorecords;
2. To prepare derivative works based upon the copyrighted work;
3. To distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
4. In the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly;
5. In the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly; and
6. In the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

17 U.S.C. 106

FAIR USE

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by 17 U.S.C. 106, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

17 U.S.C. 107

PERFORMANCES AND DISPLAYS

Additional exceptions related to performances and displays include performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made. *17 U.S.C. 110*

GUIDELINES

Employees who wish to use copyrighted print material and sheet music shall follow the guidelines set forth in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" and "Guidelines for Educational Uses of Music." Those guidelines establish a minimum guaranteed fair use, not a maximum. Any use that falls within those guidelines is a fair use; any use that exceeds these guidelines shall be judged by the four factors stated above and may be subject to challenge. Any determination regarding whether a use that exceeds the guidelines is a fair use shall rest with an appropriate court of law.

PROHIBITIONS

Notwithstanding the fair use guidelines, the following shall be prohibited:

1. Copying of print materials and sheet music to create or replace or substitute for anthologies, compilations, or collective works. This prohibition against replacement or substitution applies whether copies of various works or excerpts are accumulated, or reproduced and used separately.
2. Copying of or from works intended to be "consumable" in the course of study or teaching. These works include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material.

Copying shall not substitute for the purchase of books, publishers' reprints, or periodicals; be directed by higher authority; or be repeated with respect to the same item by the same teacher from term to term.

No charge shall be made to the student beyond the actual cost of the photocopying.

Additional prohibitions regarding the use of music are:

1. Copying for the purpose of performance, except as permitted under the "Guidelines for Educational Use of Music."
2. Copying for the purpose of substituting for the purchase of music, except as permitted under the "Guidelines for Educational Use of Music."
3. Copying without inclusion of the copyright notice that appears on the printed copy.

REFERENCE

"Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" and "Guidelines for Educational Use of Music" contained in the historical note following 17 U.S.C. 107.

BROADCAST PROGRAMS

Broadcast programs, including commercial and public television and radio, shall not be videotaped or tape recorded for reuse without permission, except within the following guidelines:

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by the District for a period not to exceed the first 45 consecutive calendar days after date of recording. At the end of that retention period, off-air recordings shall be erased or destroyed.
2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary during the first ten consecutive school days within the 45-calendar-day retention period. "School days" are actual days of instruction, excluding examination periods.
3. Off-air recordings shall be made at the request of and used by individual teachers and shall not be regularly recorded in anticipation of requests. No broadcast program shall be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program is broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording. All copies of off-air recordings shall include the copyright notice on the broadcast program as recorded.
5. After the first ten consecutive school days, off-air recordings may be used up to the end of the 45-calendar-day retention period only to determine whether or not to include the broadcast program in the teaching curriculum and shall not be used in the District for student exhibition or any other nonevaluative purpose without authorization.
6. Off-air recordings need not be used in their entirety, but the recorded programs shall not be altered from their original content. Off-air recordings shall not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

17 U.S.C. 107 historical note

ONLINE COPYRIGHT INFRINGEMENT

LIMITATION OF LIABILITY

To the extent that the District is a "service provider" (regarding online services) under 17 U.S.C. 512(k) and meets other conditions in 17 U.S.C. 512, the District shall not be liable for monetary relief or certain injunctive or other equitable relief, except as allowed under 17 U.S.C. 512(j), for copyright infringement in certain online services

(transitory communications, system caching, storage of information on systems or networks at the instruction of users, and information location tools) provided by the District. *17 U.S.C. 512*

ELIGIBILITY FOR LIMITATIONS ON LIABILITY

The limitations on liability established by 17 U.S.C. 512 shall apply to a service provider only if the service provider:

1. Has adopted and reasonably implemented, and informs subscribers and account holders of the service provider's system or network of, a policy that provides for the termination in appropriate circumstances of subscribers and account holders of the service provider's system or network who are repeat infringers; and
2. Accommodates and does not interfere with standard technical measures. The term "standard technical measures" means technical measures that are used by copyright owners to identify or protect copyrighted works and:
   a. Have been developed pursuant to a broad consensus of copyright owners and service providers in an open, fair, voluntary, multi-industry standards process;
   b. Are available to any person on reasonable and nondiscriminatory terms; and
   c. Do not impose substantial costs on service providers or substantial burdens on their systems or networks.

17 U.S.C. 512(i)

LIMITED LIABILITY

INFORMATION RESIDING ON SYSTEMS OR NETWORKS AT DIRECTION OF USERS

Generally, a service provider shall not be liable for monetary relief, or for injunctive or other equitable relief, for infringement of copyright by reason of the storage at the direction of a user of material that resided on a system or network controlled or operated by or for the service provider, if the service provider:

1. Does not have actual knowledge that the material or activity using the material on the system or network is infringing; in the absence of such actual knowledge, is not aware of facts or circumstances from which infringing activity is apparent; or upon obtaining such knowledge or awareness, acts expeditiously to remove, or disable access to, the material;
2. Does not receive a financial benefit directly attributable to the infringing activity, in a case in which the service provider has the right and ability to control such activity;
3. Upon notification of claimed infringement as described in 17 U.S.C. 512(c)(3), responds expeditiously to remove, or disable access to, the material that is claimed to be infringing or to be the subject of infringing activity; and
4. Has designated an agent to receive notifications of claimed infringement described in 17 U.S.C. 512(c)(3), by making available through its service, including on its Web site in a location accessible to the public, and by providing to the Copyright Office, certain contact information.

17 U.S.C. 512(c)(1), (2); 37 CFR 201.38

OTHER ONLINE SERVICES

Generally, liability of a service provider for copyright infringement may also be limited upon certain conditions for transitory communications, system caching, and information location tools services. *17 U.S.C. 512(a), (b), (d)*

DISABILITY OR REMOVING ACCESS

Generally, a service provider shall not be liable to any person for any claim based on the service provider's good faith disabling of access to, or removal of, material or activity claimed to be infringing or based on facts or circumstances from which infringing activity is apparent, regardless of whether the material or activity is ultimately determined to be infringing. *17 U.S.C. 512(g)*

Note: Further information regarding the Digital Millennium Copyright Act can be found at: http://www.copyright.gov.

For teachers a condensed version with applicable charts and guides are available at:
http://home.earthlink.net/~cnew/research.htm

Adoption Date: June 25, 2009

BIXBY PUBLIC SCHOOLS POLICY 3133

READING SUFFICIENCY ACT TESTING AND PROCEDURES

Each student enrolled in kindergarten, first, second, and third grades shall be assessed at the beginning of each school year using a screening instrument approved by the State Board of Education for the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary, and comprehension. Any student, including a student on an IEP, who is assessed and found not to be reading at the appropriate grade level shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade level of reading skills. Throughout the year progress monitoring shall continue, and diagnostic assessment, if determined appropriate, shall be provided. Year-end reading skills shall be measured to determine reading success.

Progress of Reading Instruction and Committee

The program of reading instruction shall include provisions of the Reading Enhancement and Acceleration Development (READ) Initiative adopted by the School District. The plan may include, but is not limited to:

1. Sufficient additional in-school instructional time for the acquisition of phonemic awareness, phonics, , reading fluency, vocabulary, and comprehension,

2. Tutorial instruction after regular school hours, on Saturdays, and during the summer; however, such instruction may not be counted toward the 180 day or 1080 hour school year, and

3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction.

The program of reading instruction shall continue until the student is determined by the results of approved reading assessments to be reading on grade level.

The program of reading instruction for each student shall be developed by a Student Reading Proficiency Team and shall include individualized remediation. Each team shall be composed of the parent or guardian of the student, the teacher assigned to the student who had responsibility for reading instruction in that academic year, a teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and a certified reading specialist, if one is available.

Written Notification to Parents

The parent of any K-3rd Grade student found to have a reading deficiency, is not reading at the appropriate grade level and has been provided a program of reading instruction, shall be notified in writing of the following:

1. The student has been identified as having a substantial deficiency in reading;
2. A description of the current services that are provided to the student;
3. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency;
4. The student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause;
5. Strategies for parents to use in helping their child succeed in reading proficiency;
6. The grade-level performance scores of the student;

7. That while the results of the statewide criterion-referenced tests administered are the initial determinant, it is not the sole determiner of promotion and that portfolio reviews and assessments are available; and
8. The specific criteria and policies of the school district for midyear promotion.

3rd Grade Promotion To The 4th Grade After Participation in Summer Academy Programs

If, it is determined that a third grade student is not reading at grade level by the end of the second quarter of the school year, the parent or guardian shall be notified of the reading level of the student, the program of reading instruction for the student, and the potential need for the student to participate in a summer academy or other program designed to assist the student in attaining grade-level reading skills.

When it is determined that a third grade student is unable to meet the reading competencies required for the completion of third grade and promotion to fourth grade, after consultation with the parent or guardian of the student, a recommendation may be made that the promotion of the student to the fourth grade be contingent upon the participation in and successful completion of the required reading competencies for reading by the student at a summer academy or other program. If the student does not participate in the summer academy or other program or does not successfully complete the reading competencies in the summer academy or other program, the student shall be retained in the third grade.

Reading Assessment Plan and Retention

If the reading deficiency of a student, as identified based on the assessments administered, is not remedied by the end of third grade, as demonstrated by scoring below the proficient level on the reading portion of the OSTP third-grade test, the student shall be retained in the third grade.

For any third grade student found not to be reading at grade level, as determined by reading assessments, a new program of reading instruction, including provisions of the READ initiative, shall be developed and implemented. If possible, a fourth-grade teacher shall be involved in the development of the program of reading instruction.

For 3rd Grade students who do not meet the academic requirements for promotion, the School District may promote the student according to a good cause exemption only. For details on the good-cause exceptions and requests to exempt students from the academic requirements for promotion, see the School District's Promotion and Retention Policy.

Instruction and Interventions for Retained Students

The School District shall conduct a review of the reading instruction program for all students who score ~~at~~ below the proficient level on the reading portion of the OSTP 3rd Grade test. A review shall address additional supports and services needed to remediate the identified areas of reading deficiency. A student portfolio shall be completed for each retained student. Students who score proficient on an alternate exam or who are proficient on the portfolio may be exempt from the review.

Students retained due to a reading deficiency will be provided intensive interventions in reading, instructional services, and supports to remediate the identified areas of reading deficiency. Services and supports shall include a minimum of ninety (90) minutes of daily, uninterrupted, scientific-research based reading instruction. Retained students shall be provided other strategies prescribed by the School District, which may include, but are not limited to:

a. small group instruction,

b. reduced teacher-student ratio~~n~~s,

c. more frequent progress monitoring,

d. tutoring or mentoring,

e. transition classes containing third and fourth grade students,

f. extended school day, week, or year, and

g. summer reading academies, if available.

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Written notification will be provided to the parent or guardian of any student who is to be retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good-cause exemption. The notification shall include a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.

Students who are retained will be provided a high-performing teacher, who can address the needs of the student, based on student performance data and above-satisfactory performance appraisals; and in addition to required reading enhancement and acceleration strategies, at least one of the following instructional options:

a. supplemental tutoring in scientific research based reading programs in addition to the regular reading block, including tutoring before or after school,

b. a parent-guided "Read at Home" assistance plan, as developed by the State Department of Education, the purpose of which is to encourage regular parent-guided home reading, or

c. a mentor or tutor with specialized reading training.

The School District may, in accordance with rules of the State Board of Education, use subsequent assessments, alternative assessments, or portfolio reviews in order to reevaluate a retained third grade student for mid-year promotion to the fourth grade. See the School District's Promotion and Retention Policy for details on mid-year promotion.

Copies of the results of all assessments administered shall be made a part of the student's permanent record.

Reading Enhancement and Acceleration Development (READ) Initiative

The School District shall establish a Reading Enhancement and Acceleration Development (READ) Initiative. The focus of the School District's READ Initiative is to prevent the retention of third grade students by offering intensive and accelerated reading instruction to third grade students who have failed to meet standards for promotion to fourth grade and to kindergarten through third grade students who are exhibiting a reading deficiency.

The School District's READ Initiative will be provided to all kindergarten through third grade students at risk of retention as identified by the reading assessments administered pursuant to the Reading Sufficiency Act. The assessment used shall measure phonemic awareness, phonics, fluency, vocabulary, and comprehension. The School District's READ Initiative program will be provided during regular school hours in addition to the regular reading instruction and will provide a state approved reading curriculum that at a minimum, meets the following specifications:

a. assists students assessed as exhibiting a reading deficiency in developing the ability to read at grade level,
b. provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension,
c. provides scientifically based and reliable assessment,
d. provides initial and ongoing analysis of the reading progress of each student,
e. is implemented during regular school hours,
f. provides a curriculum in core academic subjects to assist the student in maintaining or meeting proficiency levels for the appropriate grade in all academic subjects,
g. establishes at each school, where applicable, an Intensive Acceleration Class for retained third-grade students who subsequently score at the unsatisfactory level on the reading portion of the statewide criterion-referenced tests. The focus of the Intensive Acceleration Class shall be to increase the reading level of a child at least two grade levels in one school year.
h. provide reports to the State Board of Education, upon request, on the specific intensive reading

interventions and support implemented by the School District,

The Intensive Acceleration Class shall:

a. be provided to any student in the third grade who scores at the unsatisfactory level on the reading portion of the statewide criterion-referenced tests and who was retained in the third grade the prior year because of scoring at the unsatisfactory level on the reading portion of the statewide criterion-referenced tests,

b. have a reduced student-teacher ratio,

c. provide uninterrupted reading instruction for the majority of student contact time each day and incorporate opportunities to master the fourth grade state standards in other core subject areas,

d. use a reading program that is scientific-research-based and has proven results in accelerating student reading achievement within the same school year,

e. provide intensive language and vocabulary instruction using a scientific-research-based program, including use of a speech-language therapist,

f. include weekly progress monitoring measures to ensure progress is being made, and

g. provide reports to the State Department of Education, in the manner described by the Department, outlining the progress of students in the class at the end of the first semester.

School District Reporting Requirements

In addition to the requirements under the Reading Sufficiency Act, the School District's Board of Education shall annually report to the parent or guardian of each student in the District the progress of the student toward achieving state and District expectations for proficiency in reading, writing, science, and mathematics. The Board of Education shall report to the parent or guardian of each student the results on statewide criterion-referenced test. The evaluation of the progress of each student shall be based on the student's classroom work, observations, tests, district and state assessments, and other relevant information. The progress of each student will be provided in writing to the student's parent or guardian.

The School District's Board of Education shall annually publish on the school website, and report in writing to the State Board of Education by September 1 of each year the following information on the prior school year:

a. the progression of the District's students identified as having reading deficiencies and the policies and procedures of the School District on student retention and promotion,

b. by grade, the number and percentage of all students in grades three through ten performing ~~at the~~ below the proficiency level on the reading portion of the statewide assessments,

c. by grade, the number and percentage of all students retained in grades three through ten,

d. information on the total number and percentage of students who were promoted for good cause, by each category of good cause as specified in the District's Promotion and Retention Policy, and

e. any revisions to the policies of the School District on student retention and promotion from the prior year.

Adoption Date: October 11, 2011; Revision Date: April 14, 2014; Revision Date September 12, 2016

BIXBY PUBLIC SCHOOLS POLICY 3134

OKLAHOMA SCHOOL TESTING PROGRAM – PARENT/STUDENT OPT OUT

The district participates in the Oklahoma School Testing Program (OSTP). The administration will provide annual information to students, parents/guardians and patrons regarding the district's compliance with OSTP.

The district administers state mandated tests pursuant to OSTP for all 3rd – 8th graders, 11th grade exams, and US History exam in high school. The district also administers "try out" items which may be embedded in the tests or may be separate/stand-alone tests, as required by the Oklahoma State Department of Education (OSDE).

The district is required to test a minimum of 95% of enrolled students or face sanctions from OSDE. The OSDE does not recognize the legal right of any parent/guardian or student to opt out of the district's standardized testing program. As a result the OSDE requires that all students be provided with appropriate tests pursuant to the district's testing program. Any documentation of opting out or refusal to test will be kept by the district.

- Any parent/guardian who does not want his/her student to participate in the district's testing program must submit an opt out form to the school administration two weeks prior to the start of the testing window, and all such parents/guardians will be provided with a copy of this policy to ensure they understand the possible consequences to students and the district regarding their request. If a timely opt out form is on file with the district, the student will be placed in an alternate school area during the testing session.

- In those situations where a parent/guardian fails or refuses to provide the opt out form and the student refuses to participate in the testing program at the time he/she is presented with a test, no force or coercion shall be used against the student to obtain compliance with the testing program. The student will be removed from the testing area to ensure that other students are not disrupted during the testing session. The district will document that the student refused to participate in the testing program and parents/guardians will be notified in writing that the student refused to test.

Third Grade Reading Exams

Oklahoma law requires that 3rd graders who are enrolled in the district meet RSA criteria on the reading portion of the OSTP exam in order to be promoted to 4th grade, unless the student meets one of the following: demonstrates proficiency on the third grade reading screening instrument, demonstrates proficiency through the reading student portfolio, qualifies for a Good Cause Exemption, or is recommended for promotion by the Student Reading Proficiency Team.

Any 3rd grade student who is enrolled in the district but does not participate in and meet RSA criteria on the required exam will be retained in 3rd grade unless he/she meets one of the following:

a. Demonstrates proficiency on the third grade reading screening instrument
b. Is recommended for promotion by the Student Reading Proficiency Team
c. Qualifies for a Good Cause Exemption:

1. Limited English-proficient student who has had less than two (2) years of instruction in an English language learner program;

2. Student with disabilities on an individualized education plan (IEP) which indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);

3. Student who demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;

4. Student who demonstrates, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;

5. Student with disabilities who participates in the statewide criterion-referenced tests and is on an IEP that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten (including assignment to a transitional program), first, second, or third grade; or

6. Student who has received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in kindergarten (including assignment to a transitional program), first, second, or third grade for a total of two (2) years.

7. Student who has been granted an exemption for medical emergencies by the State Department of Education

<u>Eighth Grade Reading Exams</u>

Oklahoma law, Section 6-107.3, Title 47, requires that any individual under eighteen years of age demonstrate satisfactory reading ability at the 8th grade level (unless the student is on an IEP and performing satisfactorily in reading according to the IEP) in order to obtain an Oklahoma driver's license. Public school students may demonstrate this mastery by scoring Limited Knowledge/Basic or above on the 8th Grade OSTP ELA exam or an alternative test approved by OSDE.

<u>High School 11th Grade and US History Exam</u>

Students in 11th grade will take the ACT and OSTP science test. Students will take a US History exam before graduation.

Parent/Guardian Request for "Opting Out" of State Mandated Testing

I have reviewed a copy of the district's policy regarding participation in state mandated testing. I understand that if too few students participate in the exams administered under the Oklahoma Schools Testing Program the district may face sanctions. I also understand that my student may be adversely affected on an individual basis, including being retained in 3rd grade, or having difficulty obtaining a driver's license. I understand that the law and the Oklahoma State Department of Education do not recognize any right to "opt out" of standardized testing, and that the school district discourages this practice.

I request that my child not participate in the following state mandated exams:

3rd Grade	4th Grade	5th Grade	6th Grade
□ English Language Arts	□ English Language Arts	□ English Language Arts	□ English Language Arts
□ Math	□ Math	□ Math	□ Math
		□ Science	

7th Grade	8th Grade	High School Credit	All Grades
□ English Language Arts	□ English Language Arts	□ ACT	□ Separate / stand alone try out exams
□ Math	□ Math	□ 11th Grade Science	
	□ Science	□ US History	

I understand the consequences of this decision for my student and the district and make this request against the advice of the district.

Student's Legal Name (please print): _____
School Site: _____
Student's Grade: _____ Student's ID Number: _____

Parent/Guardian Name (please print): _____
Parent/Guardian Signature: _____
Date: _____

District Use Only:

Date request received: _____
Date information verified with the parent/guardian: _____
Employee name: _____ Title: _____

BOE Approved: 2/9/2015
Revised 3/8/2018
Revised 6/14/2018

BIXBY PUBLIC SCHOOLS **POLICY 3135**

VETERANS DAY AND CELEBRATE FREEDOM WEEK PROGRAM

November 11th each year is designated as "Veterans Day" and the week in which November 11th falls is designated as "Celebrate Freedom Week." If November 11th falls on a Saturday or Sunday, "Veterans Day" shall be designated as the Friday or last school day before the weekend and "Celebrate Freedom Week" shall be the week prior to November 11th.

Each school site shall conduct and observe an appropriate program on Veterans Day of at least one class period. The program shall provide for remembering and honoring American veterans.

I. As a part of "Celebrate Freedom Week" the following shall be incorporated in the 8th Grade Social Studies curriculum. Instruction in the following shall be provided, at a minimum, in a grade-appropriate manner to the 8th Grade during "Celebrate Freedom Week" or another appropriate week.
    a. Intent, meaning, and importance of the Declaration of Independence and the United States Constitution, including the Bill of Rights, in their historical contexts.
    b. The religious references in the writings of the founding fathers shall not be censored.
    c. Appropriate grade level study of the Declaration of Independence shall include the study of the relationship of the ideas expressed in the document to subsequent American history, including the relationship of its ideas to the rich diversity of our people as a nation of immigrants, the American Revolution, the formulation of the United States Constitution, and the abolitionist movement, which led to the Emancipation Proclamation, the women's suffrage movement, and the civil rights movement and the passage of civil rights legislation.

II. During "Celebrate Freedom Week" or during another appropriate week each year, students in **grades 3 through 12** shall study and recite the following text:
    a. "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed."
    b. Students may be excused from the recitation of the text set forth in II.a. above if:
        a. The parent or guardian of the student submits to the school principal a written request that the student be excused; or
        b. The student expresses to the teacher or principal a conscientious objection to the recitation; or
        c. The student is the child of a representative of a foreign government to whom the United States government extends diplomatic immunity.

BOE Approved: 9/8/2014

CPR, AED, AND HEIMLICH MANEUVER TRAINING

Beginning with the 2014-2015 school year Bixby Public Schools will provide cardiopulmonary resuscitation instruction to students in Biology I (or its Pre-AP, AP, or Honors equivalent). Students in Biology I (or its Pre-AP, AP, or Honors equivalent) will also receive instruction in the purpose of an automated external defibrillator and the Heimlich maneuver. Curriculum required to carry out the instruction provided herein shall be incorporated in the Biology I (or its Pre-AP, AP, or Honors equivalent) curriculum and instruction provided during the course after the administration of the corresponding state mandated exam for the course, if any. Bixby High School students who completed Biology I (or its Pre-AP, AP, or Honors equivalent) prior to the 2014-15 school year shall receive the instruction required by this policy during the 2015-16 school year in a seminar format during the school day after the administration of the state mandated exams for the school year, if any. This policy is in compliance with and exceeds the requirements of the Dustin Rhodes and Lindsay Steed CPR Training Act.

The instructional and awareness program per this policy shall be conducted as follows:

1. The requirements of this policy may be waived by the school principal for any student with a disability.
2. The requirements of this policy may be waived upon the written objection of a parent or guardian to the school principal.
3. Instruction in cardiopulmonary resuscitation (CPR) shall incorporate psychomotor skills training (the use of hands-on practice to support cognitive learning) and shall be based upon an instructional program which is nationally recognized and is based upon the most current national evidence-based Emergency Cardiovascular Care guidelines for cardiopulmonary resuscitation, the use of an automated external defibrillator (AED), and the Heimlich maneuver.
4. Instruction required for students by this policy is not required to result in certification in cardiopulmonary resuscitation, the use of an AED, or the Heimlich maneuver,
5. If instruction is approved by the site principal to result in certification, the course instructor shall be authorized by an instructional program which is national recognized and is based upon the most current national evidence-based guidelines or a similar nationally recognized association to provide the instruction.
6. Appropriate curriculum to fulfill the requirements of this policy shall be incorporated into the Biology I (and its Pre-AP, AP, or Honors equivalent) curriculum of the District.

Certified and Noncertified Staff:

Each school site shall have, at a minimum, one certified teacher and one noncertified staff member who have training in cardiopulmonary resuscitation and the Heimlich maneuver each year.

BOE Approved: September 8, 2014

BIXBY PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT I-004
TULSA COUNTY, OKLAHOMA

BOARD OF EDUCATION

POLICY BOOK

SECTION 400

POLICY 4000
HUMAN RESOURCES SERVICES

Policy

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BIXBY PUBLIC SCHOOLS **POLICY 4100**

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any employee, applicant for employment, vendor, representative, or patron on the basis of sex. The Bixby Board of Education will not tolerate sexual harassment by board members or employees. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature

A. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

B. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

C. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

2. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

A. submission to the conduct is made either an explicit or implicit condition of employment;

B. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or

C. the conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. Administrators and Supervisors

A. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

B. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

2. Non-administrative and Non-supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

Report, Investigation, and Sanctions

1. It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy.

A. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In that case, the complaint shall be referred to the Board president. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX or employee grievance form. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above designated persons. All such reports should state the name of the alleged harassing employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

B. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.

C. Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.

CROSS-REFERENCE: Policy 4102 Grievance Procedures: Sex Discrimination
Policy 4105 Termination of Employment: Teachers

Adoption Date: November 13, 2000
Revision Date: September 13,2004

BIXBY PUBLIC SCHOOLS POLICY 4101

NONDISCRIMINATION

The Bixby Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, disability, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the Board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

Board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

Non-discrimination statement

The Bixby Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Associate Superintendent
109 North Armstrong, Bixby, OK 74008
918-366-2200

The following people have been designated to handle inquiries regarding the District's non-discrimination policies:

For questions or complaints based on disability:
Section 504/Title II of the Americans with Disabilities Act Coordinator
Associate Superintendent
109 North Armstrong
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on race, color and national origin:
Title VI of the Civil Rights Act Coordinator
Associate Superintendent
109 North Armstrong
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on gender:
Title IX Coordinator
Associate Superintendent
109 North Armstrong
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on age:
Age Act Coordinator
Associate Superintendent
109 North Armstrong
Bixby, OK 74008
Phone: 918-366-2200

REFERENCE: Oklahoma Constitution, Article 1, Section 6 Title 6, Title 7,
Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 1137
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973
Individuals with Disabilities Education Act
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Board Minutes dated July 6, 1987

Adoption Date: November 13, 2000
Revision Date: September 14, 2009
Revision Date: August 2, 2011

BIXBY PUBLIC SCHOOLS POLICY 4102

GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION

Definitions

Discrimination Complaint: A written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, religion, age or disability (including harassment and retaliation).

Grievant: Any person enrolled in or employed by the District or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on sex, race, color, national origin, religion, age or disability (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

Title VI, Title IX, Section 504/Title II, and Age Act Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, Title IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

For questions or complaints based on disability:
Section 504/Title II of the Americans with Disabilities Act Coordinator
Associate Superintendent for Support and Student Services
109 North Armstrong
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on race, color and national origin:
Title VI of the Civil Rights Act Coordinator
Associate Superintendent for Personnel
109 North Armstrong
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on gender:
Title IX Coordinator
Associate Superintendent for Personnel
109 North Armstrong
Bixby, OK 74008
Phone: 918-366-2200

For questions or complaints based on age:
Age Act Coordinator
Associate Superintendent for Personnel
109 North Armstrong
Bixby, OK 74008
Phone: 918-366-2200

Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day when the District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Pre-Filing Procedures

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

Filing, Investigation, Hearing and Review Procedures

The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaint forms are available from the offices of the District's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to confirm or deny facts; indicate acceptance or rejection of the Grievant's requested action; and outline alternatives.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. If the Superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the Superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing.

At the hearing, the Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine

that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the Superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The Superintendent will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.

The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

General Provisions

Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 120 days.

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.

Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Retaliation: The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

For questions or complaints based on disability:
Section 504/Title II of the Americans with Disabilities Act Coordinator
Associate Superintendent for Support and Student Services
109 North Armstrong
Bixby, OK 74008
Phone: 918-366-2200

Notice: The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Adoption Date: November 13, 2000
Revision Date: September 14, 2009

BIXBY PUBLIC SCHOOLS POLICY 4103

CRIMINAL RECORDS SEARCH POLICY

It shall be the policy of Bixby School District ("School District") that it will obtain the results of a national criminal history record check ("record check"), as defined by OKLA. STAT. tit. 74, §150.9, of every prospective School District employee and conduct an annual search of the Oklahoma Sex Offender and Mary Rippy Violent Crime Offender Registries with respect to all employees who offer or provide services to children, including but not limited to secondary students.

The provisions of this policy shall not apply to School District employees hired on a part-time or temporary basis for the instruction of adult students only.

Felony Record Search of Prospective Employees:

During the first interview with each employment applicant, School District will advise the applicant that:

School District requires a record check of every prospective employee as a condition of employment;

To enable School District to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by School District;

School District will only request a felony record search if the Superintendent recommends employment of the applicant;

If the Superintendent recommends employment of the applicant, the applicant must permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the felony record search; and

The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until School District is notified by the OSBI that the search is clear of any felony record. All felony record searches will be made in compliance with the Federal Fair Credit Reporting Act.

If the results of the OSBI record check are not received by School District within sixty (60) days, or if the any record check reveals a prior felony offense conviction, or if the record check reveals a false response to one or more of the questions on the Authorization and Release, the applicant shall be deemed to have resigned his or her employment. Such resignation may be accepted by the Board of Education at any time. Under these circumstances, the applicant waives any due process procedures which might be available under federal and state law and School District policies and procedures. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at School District.

Felony Record Searches of Employees:

School District will also request a record check of the name, fingerprints, social security number or other relevant information of any current School District employee if the Board of Education or Superintendent requests a search of that employee's felony record.

Felony Record Searches of Substitutes:

School District may, in its discretion, require a national criminal history record search for substitutes of the same type and using the same standards applicable to prospective employees, or it may obtain a current records search, if available, from a school district that employed the substitute in the year preceding

prospective employment by School District. Likewise, any person seeking employment as a substitute who has been employed as a full-time teacher by a school district in the State of Oklahoma in the five (5) years preceding application for employment as a substitute, is not required to obtain a national criminal history record check if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

Annual Search of Sex Offender and Violent Crime Offender Registries:

Pursuant to OKLA. STAT. tit. 57, § 589, the District shall conduct an annual name search against the Oklahoma Sex Offenders Registry and the Mary Rippy Violent Crime Offenders Registry of all District employees who provide or offer services to secondary students and children.

REFERENCE: 70 O.S. §5-142, 74 O.S. §150.9, 57 O.S., § 589

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: December 13, 2010
Revision Date: October 10, 2011
Revision Date: December 12, 2011

[FOR APPLICANTS]
AUTHORIZATION AND RELEASE

This Authorization and Release is executed under penalty of perjury on the ____ day of _____, 20___ by _____, an applicant for employment ("Applicant") with Bixby School District ("School District").

Applicant understands that School District's receipt of a clear national criminal history record check is a condition of employment with School District. Because Applicant desires employment with School District, Applicant authorizes School District to request and obtain the results of a national felony record search of Applicant's name, fingerprints, if applicable, social security number and any other lawful means of obtaining such results. Applicant hereby releases Applicant's record check results to School District. Applicant also releases School District of any and all liability relating to its request for, receipt and use of the search results.

APPLICANT ACKNOWLEDGES THAT APPLICANT HAS BEEN FURNISHED AND UNDERSTANDS ALL OF THE REQUIREMENTS OF SCHOOL DISTRICT'S FELONY RECORD CHECK POLICY AND AGREES TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS.

Applicant also agrees to truthfully answer the following questions:

Have you ever:

	Yes	No
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes non-sealed criminal records involving a "deferred sentence," or "deferred judgment".)		
Been convicted of a state (any state) or federal felony offense?		
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")		
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")		
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?		

Applicant understands that if Applicant is hired by School District prior to receipt of the results of the national criminal history record check, Applicant will be classified as a temporary employee until notified otherwise by the Superintendent. Furthermore, Applicant understands that if School District does not receive the results of the national criminal history record check within sixty (60) days, or the check reveals a prior felony offense conviction, or if Applicant provides a false response to one or more of the above questions, then Applicant will be deemed to have resigned. The Board of Education may accept Applicant's resignation at any time within thirty (30) days after the date School District was notified of either the unsatisfactory search results or the false response, whichever is later; and Applicant waives Applicant's right to any and all due process procedures to which Applicant might otherwise be entitled under federal and state law and School District policies and procedures.

APPLICANT UNDERSTANDS AND AGREES THAT IF HIRED BY SCHOOL DISTRICT, THEN APPLICANT IS SUBJECT TO A FELONY RECORD SEARCH AT ANY TIME DURING HIS/HER EMPLOYMENT WITH SCHOOL DISTRICT AND THIS AUTHORIZATION AND RELEASE SHALL REMAIN IN FULL FORCE AND EFFECT THROUGHOUT APPLICANT'S EMPLOYMENT WITH SCHOOL DISTRICT.

_____
"Applicant"

VERIFICATION

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

_____, Applicant, of lawful age and being first duly sworn upon oath, deposes and states: that Applicant is familiar with the statements set forth above; that Applicant has read and fully understood the foregoing Authorization and Release; and Applicant states that all the matters therein set forth are true and correct.

_____
"Applicant"

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20___.

_____
Notary Public

My Commission expires:

_____
(SEAL)

[FOR CURRENT EMPLOYEES]
AUTHORIZATION AND RELEASE

This Authorization and Release is executed under penalty of perjury on the ____ day of _____ 20___ by _____, an employee ("Employee") with Bixby School District ("School District").

Employee understands that School District's receipt of a clear national criminal history record check has been requested by the Superintendent and/or Board of Education. Employee hereby releases his/her felony record check results of his/her name, fingerprints, social security number and any other lawful means of obtaining such results to School District. Employee also releases School District of any and all liability relating to its request for, receipt and use of the search results.

Employee acknowledges that he/she has been furnished and understands all of the requirements of School District's Felony Record Search Policy and agrees to be bound by all of its terms and conditions.

Employee also agrees to truthfully answer the following questions and to promptly report to the Human Resources Director any change in Employee's criminal history occurring after the answers to questions below are made:

Have you ever:

	Yes	No
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes non-sealed criminal records involving a "deferred sentence," or "deferred judgment".)		
Been convicted of a state (any state) or federal felony offense?		
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")		
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes criminal cases involving a "deferred sentence," "deferred judgment" and any "expunge of the records.")		
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?		

Employee understands that if the felony record search reveals a prior felony offense conviction or if Employee has provided a false response to one or more of the above questions, then Employee's employment by School District will be reviewed to determine whether there is a basis for non-reemployment or dismissal. In any event, the Board of Education may accept Employee's resignation at any time within thirty (30) days after the date School District was notified of either the unsatisfactory search results or the false response, whichever is later.

_____
"Employee"

VERIFICATION

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

_____, Employee, of lawful age and being first duly sworn upon oath, deposes and states: that Employee is familiar with the statements set forth above; that Employee has read and fully understood the foregoing Authorization and Release; and Employee states that all the matters therein set forth are true and correct.

_____
"Employee"

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____.

_____
Notary Public

My Commission expires:

_____
(SEAL)

BIXBY PUBLIC SCHOOLS **POLICY 4104**

TEACHER ETHICS

The Bixby Board of Education realizes that codes of ethics are normally developed by the professions themselves, and are not imposed upon them by employers or any higher body. However, because the actions of school district employees are viewed and appraised by the community, professional associates, and students, activities by employees which adversely affect the educational goals of this district will not be condoned by the Board of Education. Therefore, all school employees are expected to maintain certain standards of conduct and to assume responsibility for providing professional leadership in the school and community. These standards include the following:

The maintenance of just and courteous professional relationships with pupils, parents, staff members, and others.

The maintenance of their own efficiency and knowledge of the developments in their fields of work.

The transaction of all official business with the properly designated authorities of the school system.

The establishment of friendly and intelligent cooperation between the community and the school system.

The representation of the school system on all occasions that the contributions of the school system to the community are recognized.

The placement of the welfare of the children as the first concern of the school system, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.

Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent if necessary.

The proper use and protection of all school properties, equipment, and materials.

Adoption Date: November 13, 2000

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by their commitment to their students and their profession.

PRINCIPLE I
COMMITMENT TO THE STUDENTS

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly

    A. Exclude any student from participation in any program,
    B. Deny benefits to any students,
    C. Grant any advantage to any student.

7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II
COMMITMENT TO THE PROFESSION

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist the entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III
Title 70, Oklahoma Statute, Section 6-101.22

Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

1. Willful neglect of duty;
2. Repeated negligence in performance of duty;
3. Mental or physical abuse to a child;
4. Incompetency;
5. Instructional ineffectiveness;
6. Unsatisfactory teaching performance; or
7. Commission of an act of moral turpitude.
8. Abandonment of contract.

Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment the teacher is convicted in this state, the United States, or another state of:

1. Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state's or the federal sex offender registration provisions; or
2. Any felony offense.

A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:

1. "Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
2. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity.

As used in this Section, "abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.

Adoption Date: November 13, 2000; September 11, 2017

BIXBY PUBLIC SCHOOLS **POLICY 4106**

RESTRICTIONS ON DUAL EMPLOYMENT

The professional performance of all personnel employed in the Bixby Public Schools is a matter in which the Board and district have a vital interest and concern. Therefore, it is the policy of the Bixby Board of Education that district personnel shall not accept other employment which would require the employee to perform services during those times the employee is required to perform services for the school district or which would otherwise interfere with or impair the employee's effectiveness in the discharge of his or her duties.

School district personnel may use earned vacation days to perform services for other employers, provided that the employee files a request in a timely manner.

The school district recognizes its responsibility to allow school personnel to participate in Reserve and National Guard training exercises and that such activities do not constitute a violation of this policy. (See Policy D.25 Military Leave.)

The conduct of any employee engaged in employment outside the scope of his or her employment within the Bixby school district shall at all times be subject to discipline, including dismissal from employment with this district and/or non-reemployment if the employee, while so employed, engages in activities which constitute immorality, willful neglect of duty, moral turpitude, or teaching disloyalty to the American constitutional system of government. Such employee will be given notice and the opportunity to be heard prior to dismissal or non-reemployment in accordance with established procedures. (See Policies D.57 Termination of Employment: Teachers and D.58 Support Personnel: Suspension, Demotion or Termination).

REFERENCE: Negotiated Agreement

CROSS-REFERENCE: Policy 4158 Termination of Employment: Teachers
Policy 4159 Support Personnel: Suspension, Demotion Or Termination

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 4107**

EMPLOYMENT VACANCIES

In the interest of equal employment opportunities, it is the policy of the Bixby Board of Education to announce and advertise all employment vacancies in this school district. Qualified applicants within the school system will be given primary consideration for position openings.

Announcements of employment vacancies in any capacity will be posted in every school building and on the District's webpage for at least five days. In addition, vacancies will be advertised, at the discretion of the Superintendent or designee, via local, state, and/or out-of-state newspapers, advertising media, and/or the internet.

When a vacancy in a professional area occurs, certified applicants within the District will be given primary consideration. Teachers who desire a transfer or promotion for the ensuring school year are to submit an application to Human Resources. Career teachers who apply will receive an interview.

Vacancies for the position of superintendent may be advertised as above and, at the discretion of the Board, through local, state, and/or out-of-state newspapers, advertising media and/or the internet.

Adoption Date: November 13, 2000; Revised October 12, 2017

BIXBY PUBLIC SCHOOLS **POLICY 4108**

USE OF AND TESTING FOR DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES (DRUG-FREE WORKPLACE)

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

It is the policy of this Board of Education to require drug and alcohol testing of applicants and employees (other than bus drivers) in compliance with the regulations implementing this policy.

REFERENCE: 40 O.S. §2-406A
40 O.S. §551, et seq.
Board Minutes dated July 6, 1989
Board Minutes dated January 8, 1996

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS POLICY 4109

POLICY ON TESTING EMPLOYEES AND APPLICANTS FOR EMPLOYMENT (OTHER THAN BUS DRIVERS) WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, adopts the following Policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances.

1. Statement of Purpose and Intent

The safety of students and employees of the School District is of paramount concern to the School Board.

Employees who are under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.

The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.

Scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.

The Board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. tit. 40, §§ 551 et seq. , as amended. This Policy will not infringe on those rights.

1.6 Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances when on duty or while on school property.

1.7 This Policy will apply to all employees of the School District regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the School District's Policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.

1.8 Violations of this Policy will subject the employee to disciplinary action, including termination.

2. Definitions

Applicant means a person who has applied for a position with an employer and received a conditional offer of employment.

2.2 "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all

prescribed drugs and over the counter drugs being used for an abusive purpose. By this policy, applicants and employees are placed on notice that the school district may test individuals for drugs and alcohol.

2.3 "Alcohol" means ethyl alcohol or ethanol.

2.4 "Under the influence" means any employee of the School District or applicant for employment with the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

2.5 "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

2.6 "School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.

2.7 "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test;

2.8 "Employee" means any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group;

2.9 "On duty" means any time during which an employee is acting in an official capacity for the School District or performing tasks within the employee's job description, including the taking of an annual physical examination.

2.10 "Bus driver" means:

a School District employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;

employees of independent contractors who are required to have a CDL;

owner-operators;

leased drivers; and

occasional drivers.

2.11 To the extent not specifically defined herein, the definition of any term, word or phrase found in this Policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

3. Procedures for Alcohol or Illegal Chemical Substance Testing

Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a testing facility licensed by the Oklahoma State Department of Health ("Department") and using scientifically validated toxicological methods that comply with rules promulgated by the Department. Testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall or as otherwise permitted by the Department or its Board; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The School District will rely on the opinion of the District's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the School District's testing facility that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the School District will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second testing facility.

3.6 The School District may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing. However, a breathalyzer test shall not be grounds for immediate termination absent a confirmation test.

3.7 The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District will not report on or disclose to the School District any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

Employee Alcohol and Drug Use Test Requirements

The District is authorized to conduct drug and alcohol testing in accordance with the Standards for Workplace Drug and Alcohol Testing Act. The District has chosen to conduct drug or alcohol testing under the following circumstances:

4.1 Applicant testing: The District will require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire~~,~~

4.2 For-cause testing: The District will require an employee to undergo drug or alcohol testing at any time the Superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

a. drugs or alcohol on or about the employee's person or in the employee's vicinity,

b. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,

c. a report of drug or alcohol use while at work or on duty,

d. information that an employee has tampered with drug or alcohol testing at any time,

e. negative performance patterns, or

f. excessive or unexplained absenteeism or tardiness.

4.3 Post-accident testing: The District will require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or the employer's property has been damaged, including damage to equipment. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation;

4.4 Random testing: As determined appropriate by the Board of Education, the District may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the District will require random testing only of employees who:

a. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or

b. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.

4.5 Scheduled, periodic testing: The District will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination of employees who:

a. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or

b. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.

4.6 Post-rehabilitation testing: The District may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including termination.

Alcohol and Drug Use Tests of Applicants for Employment -- When Required

All applicants for employment will be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

Applicants Under the Influence of Alcohol or An Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance will not be hired.

Person Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this Policy:

The Superintendent of Schools;

Any employee designated for such purposes by the Superintendent or the School Board.

9. Release of Information

9.1 Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.

9.2 The School District shall not release such records to any person other than the applicant, employee or the district's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the School District to release such records in order to comply with a valid judicial or administrative order.

9.3 The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.

9.4 The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.

9.5 This policy does not preclude the School District, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

10. Notice of Policy

This policy shall be given broad circulation to all employees of the School District which shall include prominent posting in the School District. Each employee shall be given a copy of this Policy and each applicant shall be given a copy of this Policy upon the tender of a conditional offer of employment. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy:
2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;
3. Electronically transmitting a copy of the policy through an email or by posting on the employer's website or intranet site; or
4. Posting a copy in a prominent employee access area.

11. The Standards for Workplace Drug and Alcohol Testing Act

This Policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this Policy is in conflict with the Act, then the Act shall control. To the extent that this Policy is silent as to any matter covered by the Act, then the Act shall control. This Policy shall be interpreted by the Board of Education of the School District and its employees consistent with the Act.

Adoption Date: September 12, 2005; Revision Date: October 10, 2011; Revision Date: November 14, 2011

BIXBY PUBLIC SCHOOLS **POLICY 4110**

POLICY ON ALCOHOL AND DRUG TESTING FOR BUS DRIVERS

Purpose

This policy is intended to prevent accidents and injuries resulting from alcohol or controlled substance use by employees who are required to have a commercial driver's license to perform their duties. In particular, this policy is intended to comply with the School District's obligations under The Omnibus Transportation Act of 1991 and the regulations issued by the United States Department of Transportation.

Definitions

Certain terms used in this policy have the following meaning unless the context plainly shows otherwise:

A. **"** Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
B. **"**Alcohol Concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.
C. "Alcohol Use" means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.
D. "BAT" means a qualified breath alcohol technician.
E. "CDL" means commercial driver's license.
F. "Controlled Substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, "designer" drugs, any substance classified by Oklahoma or federal law as a "controlled substance" or a metabolite of any of the above substances.
G. "Driver" means: (i) a School District employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDL's; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.
H. "EBT" means an evidential breath-testing device on the National Highway Traffic Safety Administration's conforming products list for evidential breath-testing devices.
I. "Federal Act" means the federal Omnibus Transportation Testing Act of 1991 and the regulations issued by the Department of Transportation pursuant to the Federal Act.
J. "Oklahoma Act" means the Standards For Workplace Drug and Alcohol Testing Act, OKLA.STAT.tit.40, §§ 551 et. Seq. and the regulations issued by the Oklahoma State Board of Health pursuant to the Oklahoma Act.
K. "Safety-Sensitive Function" means any of the following: time at a facility waiting to be dispatched, unless the driver has been relieved from duty; time inspecting equipment; driving time; all time other than driving time in or upon a vehicle; loading and unloading time; time obtaining assistance or remaining in attendance upon a disabled vehicle; and time spent providing a breath or urine sample, including travel time to and from a collection site.

Prohibitions

A. Alcohol

1. The driver has an alcohol concentration of 0.02 or more as measured on a breath test.
2. If the driver (i) has an alcohol concentration of 0.04 or more as measured on a breath test; (ii) possesses alcohol at work; (iii) uses alcohol at work; (iv) reports for duty within four hours after alcohol use; (v) uses alcohol within eight hours after and accident; or (vi) refuses to submit to a required alcohol test, the driver cannot return to a safety-sensitive function until (i) evaluated; and (ii) treated, if required, by a substance abuse professional; and (iii) retested with a result below 0.02.
3. After testing from 0.02 to 0.039 concentration during a pre-employment, post-accident, random, reasonable suspicion, return-to-work or follow-up test, until (i) the next scheduled duty period if at least 24 hours have elapsed or (ii) a retest shows the alcohol concentration has fallen below 0.02.
4. Displays behavior or appearance characteristic of alcohol misuse.
5. Is under the influence of or is impaired by alcohol, as shown by behavioral speech and performance indicators of alcohol misuse.
6. Possesses alcohol while on duty.
7. Uses alcohol during duty performance.
8. Has used alcohol within the four hours previous to performing duties.
9. Has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.
10. Has refused to take a breath test for alcohol use.

B. Controlled Substances

1. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.
2. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.
3. The driver has a positive confirmed test for a controlled substance.
4. The driver displays behavior or appearance characteristic of controlled substance use.

C. Medication

The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

Required Testing

The following testing is required of all drivers:

A. Pre-Employment Testing

1. Alcohol A driver must pass a test prior to performing a safety-sensitive function. The test will be made during the hiring process or immediately before the driver first performs a safety-sensitive function. A driver may not commence the driver's duties unless the test shows a concentration less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

   A pre-employment alcohol test will not be required if:

   a. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and

b. The driver provides evidence that no prior employer of the driver has records of alcohol misuse within the previous six months.

2. Controlled Substances The driver must receive a confirmed negative controlled substance test result from a medical officer, except that no testing is required if:

a. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and

b. While participating in the program, either (i) was tested for controlled substances within six months prior to the date of employment application or (ii) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and

c. The driver provides evidence that no prior employer of the driver has records of a violation of controlled substance use rules within the previous six months.

B. Post-Accident Testing

As soon as practical following an accident, the following tests will be administered:

1. Alcohol

a. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life, regardless of whether the driver was at fault.

b. Each driver who received a moving traffic violation arising from the accident.

c. The test is to be administered within two hours of the accident. If the test is not administered within that time, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report as to why a test was not given.

d. Drivers shall remain readily available for testing. A driver leaving the scene of an accident without valid reason prior to submission to the test may be deemed to have refused to submit to testing.

e. A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.

2. Controlled Substances

a. A test for controlled substances will be administered of those drivers for whom an alcohol test is required within 32 hours following and accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

b. A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.

3. Random Testing

Random testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as a random-number table or a computer based random-generator matched with the drivers' social security number, payroll identification numbers or other comparable identifying numbers. Dates for administrating unannounced testing shall be unpredictable and spread reasonably throughout a 12 month period. Drivers are to be tested while performing safety-sensitive functions, just before performing those functions or just after ceasing those functions.

a. Alcohol The minimum annual percentage rate for random alcohol testing will be 25 percent of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration.
b. Controlled Substances The minimum annual percentage rate for random testing for controlled substances will be 50 percent of the average number of driver positions.

4. Reasonable and Suspicion Testing

Alcohol and controlled substance testing will be conducted when there is reasonable suspicion to believe that a driver has violated the prohibitions in Section III of this policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable, observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for controlled substance use may also include indications of the chronic and withdrawal effects of controlled substances.

a. Alcohol testing is authorized only if the observations are made during, just preceding or just after the period of the workday that the driver is performing a safety-sensitive function.
b. Persons designated to determine whether reasonable suspicion exists must receive at least 60 minutes of training on performance indicators of probable alcohol misuse.
c. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.
d. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.
e. A written record will be made of the observations leading to a controlled substance reasonable suspicion test. The record will be signed by the supervisor who made the observations. The record will be made within 24 hours of the observed behavior or before the test results are received, whichever is earlier.

5. Return to Duty Testing

No one suspected of being under the influence of or impaired by alcohol will be permitted to perform a safety-sensitive function until: (i) an alcohol test shows a concentration of less than 0.02; or (ii) 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this Policy against alcohol use. A driver engaging in conduct prohibited

under Section III of this Policy shall not return to a safety-sensitive function without first passing a breath test with a result of alcohol concentration of 0.02 or less.

6. Follow-Up Testing

A driver who has been identified by a substance abuse professional as needing assistance in resolving problems with alcohol/controlled substance misuse and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six unannounced follow-up alcohol/controlled substance tests over the following 12 months. The substance abuse professional can direct additional testing during this period or for an additional period up to a maximum of 60 months.

Test Procedures

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this Section V supersede the provisions of the Oklahoma Act.

A. Alcohol breath testing must be performed by a qualified breath alcohol technician ("BAT") who has completed a course of instruction approved by the federal Department of Transportation. The School District will establish a and retain documentation of the training and proficiency of each BAT. The demonstrated proficiency must be specific as to particular breath testing models. A BAT-qualified supervisor of a driver may conduct an alcohol test for that driver only if another BAT is not available to perform the test in a timely manner.

B. Law enforcement officers certified by their agencies to conduct breath alcohol testing are deemed to be qualified as BAT's.

C. If a non-employee BAT other than a law enforcement officer is used for a breath alcohol test, the non-employee BAT must furnish a certificate that the BAT has completed a course of instruction approved by the Federal Department of Transportation for the particular breath-testing device.

D. EBT's which do not meet the requirements for confirmation tests (sequential numbering and print-out capability) may be used for screening tests. Non-evidential breath screening devices ("breath tubes") may not be used. If an EBT used for screening does not meet all of the requirements for a confirmation EBT device, a logbook must be used with the screening EBT.

E. EBT's used for confirmation testing must be capable of: providing triplicate copies of each test; assigning a unique and sequential number to each test; capable of being read by the BAT and the employee before each test and the test result being printed out on each copy; printing out on each copy: the manufacturer's name for the device, the device's serial number and time of the test. The device must be able to distinguish alcohol from acetone at the 0.02 alcohol concentration level. The EBT must be capable of performing an external calibration check.

F. A screening of confirmation EBT must have a quality assurance plan developed by the manufacturer. The School District will comply with the plan. This will involve: external calibration checks, removing the EBT from service if it fails a check, and maintaining records of external calibration. A manufacturer or a state health agency must perform the external calibration. If the EBT is owned by a third party, the School District will require a written certification, that the third party is familiar with these requirements and will be responsible for compliance. The School District will require that the third party's compliance records will be available for inspection by representatives of the School District.

G. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test. When the driver enters the testing location, the BAT will require the driver to provide positive identification. If the driver requests, the BAT will provide positive identification. The Bat will explain the testing procedure. An individually sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six seconds. If the EBT does not provide a printed result, the BAT will record the test number,

date BAT's name, location and test result in a logbook. The driver will initial the logbook. If the EBT provides a printed result, the result is either: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape. If the test result is less than 0.02, the BAT will transmit the result in a confidential manner to a School District representative designated by the Board of Education or the Superintendent of Schools for the purpose of receiving and handling alcohol test results in a confidential manner.

H. Refusal to take a required test has the same consequences as if the employee had tested 0.04 or more. The following also constitutes refusal to take a test: failure to provide adequate breath for testing without a valid medical explanation; engaging in conduct that clearly obstructs the testing process; failure to sign the alcohol testing form; leaving the scene of an accident before being tested (except when reasonably necessary to receive medical treatment); or refusal to take a confirmation test after an initial positive screening test.

I. If the breath test is 0.02 or more, a confirmation test is required. The confirmation test must be conducted within 20 minutes of the initial test. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except that gas chromatography/mass spectrometry is the only acceptable confirmation method for cocaine, marijuana, opiates, amphetamines and phencyclidine.

J. Testing of urine samples for controlled substances must be performed by a laboratory certified by the Federal Department of Health and Human Services. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split sample to a second DHHS approved laboratory for testing. If the test of the split sample fails to confirm the presence of a controlled substance, the entire test is canceled.

K. A confirmed positive controlled substance test must be reviewed by a medical review officer before the test results are transmitted to the School District. The medical review officer must be a licensed physician (M.D. or D.O.) who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate the test result, the driver's medical history and any other relevant biomedical information, including possible alternative medical explanations.

Referral and Treatment

Drivers testing for more than 0.04 alcohol concentration, possessing alcohol at work, using alcohol at work, working within four hours after alcohol use, using alcohol within eight hours after an accident, refusing to submit to required alcohol or controlled substance test or showing use of controlled substances shall be advised of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol or controlled substances, including the name, addresses and phone numbers of substance abuse professionals and counseling and treatment programs. These drivers will be evaluated by a substance abuse professional that shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol or controlled substance misuse. The driver will not be permitted to return to work until receiving a test result of less than 0.02 alcohol concentration if the conduct involved alcohol, or a controlled substance test with a confirmed negative result if the conduct involved substance abuse. If the driver is identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, the driver must be evaluated by a substance abuse professional to determine that the driver has properly followed the prescribed rehabilitation program and the driver must be subject to unannounced follow-up alcohol and controlled substance test on return to duty as stated above.

These requirements don not apply to drivers refining to be tested or drivers having a pre-employment test of 0.04 or more.

Management Information System

The School District will prepare an annual calendar year summary of its alcohol testing program. The report will be submitted in accordance with the Federal Act by March 15 for the prior year. The report will contain the statistical data required by the Federal Act.

Educational Materials

Each driver must receive educational materials that explain: the alcohol misuse prevention requirements; the School District's policies and procedures; the identity of a contact person knowledgeable about the materials; factual information on the effects of controlled substance and alcohol misuse on personal life, health and safety; where help can be obtained, including the School District's Employee Assistance Program; categories of employees subject to testing; what functions are covered by the policy; a description of prohibited conduct and the circumstances that trigger testing; testing procedures and safeguards; what constitutes a refusal to submit to testing and the consequences; signs and symbols of an alcohol/controlled substance problem; consequences for drivers with and alcohol test level of 0.02 or more but less than 0.04; and the consequences of violating the rules. The staff will prepare appropriate educational materials.

Maintenance of Records

The School District shall maintain records of its alcohol/controlled substance misuse prevention program. The period of retention for these records shall be:

A. Five Years

Records of driver alcohol/controlled substance tests with confirmed positive results; documentation of refusal to take required tests; calibration tests for EBT's; and driver evaluation and referrals.

B. Two Years
Records relating to controlled substance collection and training.

C. One Year
Records of negative controlled substance test results.

Upon written request, a driver is entitled to obtain copies of any School District records concerning the driver's use of alcohol/controlled substances, including test results.

Disciplinary Action

Employees who violate the prohibitions in Section III of this policy or have a confirmed alcohol breath test of 0.02 or more while performing safety-sensitive functions or who have a confirmed positive controlled substance test will be subject to disciplinary measures, including employment termination.

Other Policies

This policy does not supersede any other School District policy pertaining to alcohol or controlled substance use by School District employees, except to the extent that this policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this policy is to be interpreted consistent with the Oklahoma Act.

BIXBY SCHOOL DISTRICT
BUS DRIVER CONSENT FOR RELEASE OF INFORMATION
FORM DOT-REGULATED EMPLOYER(S)

I, _____, hereby agree to allow any of my former Department of Transportation ("DOT") regulated employers, who have employed me within two (2) years of the date that I applied for a position with the Bixby School District, to release information concerning my prior drug and alcohol tests and results. This is for any position I held which required the performance of safety-sensitive duties. I understand that the Bixby School District is required by law to obtain my consent in writing, and my signature below authorizes any of my former DOT-regulated employers to release the following information to the Bixby School District:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. Documentation of the successful completion of the return-to-duty requirements (if I have violated a drug or alcohol regulation).

I further agree to turn over copies of any documentation or information I have in my possession that relates to the five (5) areas described above. I understand that if I refuse to consent in writing to the release of the above information, federal law prohibits me from performing safety-sensitive duties.

By signing below I acknowledge that I have read, understand and agree to the foregoing. I also acknowledge and affirm that I have provided the School District with a complete listing of my former employers, including my former DOT-regulated employers.

_____
Driver (Print Name)

_____
Driver (Signature)

_____
Date

BUS DRIVER QUESTIONNAIRE

If you desire to provide any comments to supplement your answers to questions 1-4 above, please do so below:

For Bixby School District Use Only:

(Date) *(District Employee Initials)*

Consent form provided to bus driver: _____

Consent form returned from bus driver: _____

Consent declined: _____

1. Have you ever tested positive on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years?

2. Have you ever refused to take any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years?

3. If you answered "Yes" to Question 1 or 2, have you successfully completed the return-to-duty process?

4. If you answered "Yes" to Question 3, can you provide documentation of your successful completion of the return-to-duty process?

REFERENCE: Board Minutes dated January 8, 1996

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS POLICY 4111

EMPLOYMENT OF SUPPORT PERSONNEL

After July 1 of each school year, all support employees will enter into a one year contract which will expire not later than the following June 30. Salaries will be in accordance with the adopted salary schedule.

All newly hired full-time support personnel will be hired for a probationary period of 90 days. At the end of the probationary period, these employees will enter into a contract with Bixby Public Schools for the remainder of the fiscal year. Support employees have no property right to employment during the first year of employment and may be released without cause during the first year of employment.

Following the first year of employment, support employees who are not reemployed for the subsequent year shall have a right to a hearing and the unemployment or employment termination shall be for cause only.

Persons previously employed by the district may be considered for reemployment provided the prior employment record with the district was in good standing and a recommendation is received from the former supervisor. The probationary period may be waived only if the person is reemployed in the same job classification. A physical examination may be required.

REFERENCE: 70 O.S. §6-101.40, et seq.

CROSS-REFERENCE: Support Personnel Handbook

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 4112**

CERTIFIED STAFF RESIGNATIONS

It is the policy of the Bixby Board of Education that teacher resignations must be tendered before fifteen (15) days after the first Monday in June. Resignations submitted after this date will not be accepted by the Board unless a replacement teacher of similar quality has already been secured and only if such replacement teacher is acceptable to the Board. Written resignations must be presented to the superintendent with a copy to the building principal.

REFERENCE: 70 O.S. §6-101
Negotiated Agreement
Adoption Date: November 13, 2000
Revision Date: August 10, 2009

BIXBY PUBLIC SCHOOLS **POLICY 4113**

SUPPORT EMPLOYEE RESIGNATIONS

It is the policy of the Bixby Board of Education that any support employee may submit a written resignation from employment with the school district at any time. The resignation must be written, dated, and signed. It must specify the date upon which the resignation is to be effective. The resignation must be mailed to the superintendent by certified mail, return receipt requested, or delivered to the appropriate assistant superintendent's office and an acknowledgment of receipt inscribed on the face of the resignation.

The superintendent is authorized to accept the written resignation of any support employee and shall advise the support employee in writing that the resignation has been accepted.

The superintendent shall advise the Board of the support employee's resignation and whether or not it has been accepted.

Final payment of compensation shall be processed and disbursed at the scheduled times.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4114

SALARIES AND EXPENSES

It is the policy of the Bixby Board of Education that no teacher shall be paid less than the state schedule. Extra duties shall be compensated for as scheduled. Salaries of all other employees shall be determined by the Board. A schedule of salaries and fringe benefits paid to administrators will be filed with the State Department of Education by the School Personnel Records due date in October of each year.

Certified teachers receiving a higher degree (Master's or Doctorate) should provide the personnel office with appropriate information in order to be placed in a higher degree salary bracket. Changes to the salary schedule will be made on a semester basis. Official transcripts showing higher degrees for the first semester must be in the personnel office by October 1st, and for the second semester by February 1st. If the higher degree is at mid-term, the salary adjustment will be one-half (½) of the difference between the lower and higher salary schedule.

Employees should immediately notify the payroll clerk in the central office if there are any changes in payroll status such as the amount/type of payroll deduction, the number of dependents, etc.

Bixby Public Schools requires all certified and support employees to direct deposit their pay in the employee's bank account of choice or in the form of a pay card established by the district or the employee. If an employee is unable to provide information on an established bank account, the district will establish a debit account or card at an approved banking institution for the purpose of direct deposit. The employee will not be charged a service charge. Pay is distributed as scheduled by the Board of Education.

The human resource office will assist employees with any questions or concerns about direct deposit and also provide assistance with completing the necessary documentation.

All employees will be provided online access to an employee portal for their payroll data. Each employee will be given their own username and password for access to their account information. The employee portal will include their pay statement which details gross pay, itemized deductions, taxes and net pay. The employee portal will also include access to leave balances.

Adoption Date: November 13, 2000
Updated: August 11, 2014

SALARY SCHEDULE

It is the policy of the Bixby Board of Education that all personnel shall be paid not later than the last working day of each month.

All full-time employees will be paid on a twelve-month basis.

Teachers

When employed, teachers will be placed on the appropriate salary step on the teachers' salary schedule, which corresponds, to the number of years of experience credited by the State Department of Education. All in-state, out-of-state, and military teaching experience must be approved by the State Department of Education.

Administrators

All administrators, when employed, will be placed on the appropriate step of the administrators' salary schedule. Upon recommendation of the superintendent and approval by the Board, newly hired administrators may be placed on a salary schedule based upon individual building criteria such as enrollment, supervision of extracurricular activities, number of teachers, and length of school year contract.

Documentation

Certified employees who begin their employment prior to providing all official documentation required of their position shall be compensated at a daily rate of pay equal to that of a substitute teacher. Official documentation provided within the first 35 teaching days of employment establishing retroactive qualification for the position shall result in a salary adjustment retroactive to the first of the semester. Official documentation provided after the above dates will result in salary adjustment on the date of receipt of such documentation.

Advancement

School district employees shall advance on the salary schedule at the rate of one year for each year of creditable service after initial employment. For salary advancement purposes only, a year of creditable service must be at least 120 days.

REFERENCE: 70 O.S. §6-106
Atty. Gen. Op. No. 84-87 (July 24, 1984)
Negotiated Agreement
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 4116**

COMPENSATION FOR LOST TIME

If an assault on a teacher, administrator, or other school employee results in injuries sustained in the reasonable performance of duties and loss of work time, the employee shall be paid in full for such lost time. Such paid absence shall not be deducted from sick leave or personal days to which the employee is entitled and shall not exceed the term of the employee's current contract. In return for compensation, the employee shall assign to the district the right to file suit against the person(s) who assaulted the employee, or their legal guardian(s), for reimbursement of payments made to the employee.

Absence due to injury incurred in the course of a teacher's employment shall not be charged against the teacher's sick leave days. The Board shall pay to such teacher the difference between the teacher's salary and benefits received from Worker's Compensation for the duration of such absence. Any other employee who suffers job-related injuries which qualify for temporary total disability benefits under the Workers' Compensation Act may, at the option of the employee, use available accumulated sick leave or personal leave on a prorated basis to the extent the injured employee shall receive full wages during the temporary absence.

The sum of all temporary total disability payments and any sick leave, personal leave, or salary compensation shall in no case combine to exceed 100% of the employee's net pay as it existed prior to injury. Nothing
herein shall be construed as to require the school district to pay any amount in excess of the employee's regular wages.

REFERENCE: HB 2016 (70 O.S. §35f)
Negotiated Agreement

CROSS-REFERENCE: Policy 4144 Staff Safety: Assaults
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4117

FRINGE BENEFITS

It is the policy of the Bixby Board of Education to provide a fringe benefit schedule which reflects adequate compensation for professional training and experience and will participate in a Section 125 "Cafeteria" plan. The following limitations are placed upon the plan:

1. All employees are eligible to participate at the time they are employed.
2. An eligible dollar amount of benefits shall be established by the Board to assure that all employees may benefit to the maximum of their eligibility.
3. Employees may elect benefits or cash to a maximum amount to be established annually.
4. Teacher Retirement shall be paid on the salary and fringe benefits claimed under the plan.
5. Social Security shall be paid on the salary and fringe benefits claimed under the plan.
6. The Board will allow only those items it believes eligible to be covered in the plan for fringe benefits.
7. The decision of the Board concerning eligible items to be covered in the plan will be final.
8. After an employee executes a contract at the first of the school year, no changes may be made in the fringe benefits plan until the next school year. Exceptions may be granted for circumstances arising beyond the control of the employee and only upon written Board approval of contract modification.

CROSS-REFERENCE: Policy 6113 Salary Deductions
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4118

PERSONNEL LEAVE PROGRAM

The Bixby Board of Education recognizes that district employees must occasionally be absent from work. Therefore, leave time in different categories will be provided for employees to be absent when necessary.

It is also important for district employees to understand that the continuity of education services is best served when the regularly assigned employee is at work. Therefore, employees should use the leaves provided in a prudent and judicious manner.

The abuse of leave by employees will not be tolerated and any employee abusing leave policies will be subject to disciplinary action up to and including termination of employment.

REFERENCE: Negotiated Agreement
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 4119**

NOTIFICATION OF LEAVE ACCUMULATION

By September 16 of each school year, the Board will advise each certified employee, in writing, as to the number of leave days accumulated as of July 1 of that year. After July 1, a certified employee may get updated information on leave accumulation from the superintendent's office at a time mutually agreed upon by the employee and the superintendent or the superintendent's designee.

REFERENCE: Negotiated Agreement
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 4120**

PERSONNEL HOLIDAYS

It is the policy of the Bixby Board of Education that paid holidays may be observed by all full-time twelve-month employees.

The Board will approve the paid holiday schedule on an annual basis.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4121

PERSONNEL VACATIONS

The Bixby Board of Education will provide annual vacation with pay to those employees assigned to twelve-month positions and to all hourly and daily rate employees whose period of service is continuous (90% of the working days) throughout the year.

All employee vacation days are cumulative to 30 days. All vacation time shall be paid at the employee's current salary schedule.

Vacation Year

A full year of service is from July 1 through June 30. Employees shall be eligible for the next higher vacation step on June 30th of the year in which they complete the required number of years of service.

Creditable Years of Service

1. Nine and ten month contract years that have been successfully completed will count as "good" years when computing vacation due on current twelve-month employees.
2. A portion of a year on a twelve-month employee beginning after July 15th will not count as an increment year, but vacation will be granted for that portion of the year on a prorated basis.

Monthly Rate of Accrual

1. An employee must work one-half of the working days of a month to receive credit toward vacation for that month (starting or terminating).
2. When a person is absent more than one-half of the working days of any given month, a vacation day is not earned for that month.

Approval of Vacation Dates

The dates for all vacations must be scheduled in advance at the convenience of the department in which the employee works and with the approval of the immediate supervisor. Vacation time may not be requested or used in less than one-half day increments nor more than ten consecutive working days, unless otherwise approved by the superintendent.

If an authorized holiday falls within the requested vacation period, it will not be chargeable to the employee's vacation allowance.

Vacation time may be applied for only after an employee has been employed in the district for one year and has earned a minimum of ten days of accrued time.

Substitutes for Employees on Vacation

It is the responsibility of the immediate supervisor to arrange vacations at a time when a substitute will not be required.

Vacation Accrual While on Sick Leave

1. With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.
2. Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Eligibility

Employees shall be eligible for vacation days according to the following:

Twelve-month Employees:

Years of Service	Days Per Year
1-9	10 days
10 or more	10 days + Spring Break (for non-exempt employees only)

For those employees who accumulated vacation days prior to this adopted policy, they shall be entitled to their previous accumulated vacation days.

Adoption Date: November 13, 2000

SICK LEAVE: CERTIFIED PERSONNEL

The Bixby Board of Education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The Board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.
2. Certified staff members may be absent from duty because of personal accidental injury, illness or pregnancy, injury or illness in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days.
3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel.
4. When deemed necessary, an employee may borrow against unaccrued sick leave for the current year. If the employee should terminate employment prior to earning the amount of sick leave taken, the unearned portion will be deducted from his or her final salary payment.
5. Unused sick leave shall be cumulative from year to year as long as the employee remains continuously employed in this school district provided the maximum sick leave credit shall be reduced by one day for every day the employee is absent for reasons covered by this policy.
6. Unused sick leave shall be cumulative to a total of 120 days and is transferable to any other school district in Oklahoma where the teacher is employed the next succeeding school year, providing that the number of days transferred shall not exceed the maximum of 60 days. Transferred days shall be used first in the case of illness. Up to a maximum of 60 days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.
7. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
   a. Physician's statement endorsed by the employee;
   b. Employee statement endorsed by the principal or immediate supervisor;
   c. Copies of claim submitted for insurance benefits; and
   d. Other information as may be indicated by the circumstances.
8. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
   a. Sick leave claim on days of unusual or inclement weather;
   b. Sick leave claim during the last four weeks of employment;
   c. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends; and
   d. Reasonable cause exists to believe that sick leave benefits are being abused.
9. When a teacher's accrued sick leave is exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary less the amount necessary to pay a substitute teacher for a maximum of 30 days.

10. All eligible employees who meet the requirements of the Family and Medical Leave Act may be granted a total of 12 work weeks (i.e., 60 work days) of unpaid family leave and paid sick, vacation and personal leave combined for reasons specified by the FMLA.
11. A Report of Absence form is to be completed by the employee upon return to work and in no event later than the closing of school on that date.
12. Except as otherwise provided by law and school policy, sick leave benefits may not be paid in addition to workers' compensation benefits.
13. Beginning with the 2014-15 school year, certified staff members, upon termination of employment by resignation and/or retirement, shall receive an unused sick leave benefit according to the following qualifications:
    a. Certified staff members with 1-10 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 120 days at the rate of twenty-five dollars ($25.00) per day. . Only certified staff members who retire through the Oklahoma Teachers Retirement System or resign from employment with Bixby Public Schools are eligible for this benefit.
    b. Certified staff members with 11-19 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 120 days at the rate of forty dollars ($40.00) per day. Only certified staff members who retire through the Oklahoma Teachers Retirement System and/or resign from employment at Bixby Public Schools are eligible for this benefit.
    c. Certified staff members with 20-24 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 120 days at the rate of forty-five dollars ($45.00) per day. Only certified staff members who retire through the Oklahoma Teachers Retirement System and/or resign from employment at Bixby Public Schools are eligible for this benefit.
    d. Certified staff members with 25 or more complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 120 days at the rate of fifty dollars ($50.00) per day. Only certified staff members who retire through the Oklahoma Teachers Retirement System or resign from employment with Bixby Public Schools are eligible for this benefit.

Payment will be applicable for only those days accumulated in the BPS District and will not include any days transferred from another district

NOTE: The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the <u>life-threatening</u> illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: November 10, 2014

BIXBY PUBLIC SCHOOLS **POLICY 4123**

PERSONAL LEAVE: Certified Personnel

A teacher may be absent for reasons of personal leave without loss of pay. Personal leave as the name implies, shall pertain to conducting pressing personal business of a personal nature relating to personal, legal, business, household, or family needs which cannot be met other than during school hours. Leave for such personal matters will not exceed three (3) days per school year, and shall be without deduction. Requests for personal leave shall be made in writing, on the appropriate form, at the earliest possible time with the goal of providing at least three (3) days advanced notice when possible. If not possible, then within the day after returning to work. Personal leave may not be used, unless unavoidable, the first ten (10) days or the last ten (10) days of the school year, the day preceding or following a scheduled school holiday/break, or on the days scheduled for parent-teacher conferences. Personal day leave forms will be routed through the principal to a designated administrator who will approve/ disapprove the personal leave request and return to the building principal. Such notice will include a signed statement that the personal leave was not for:

1. Seeking other employment
2. Participating in political ~~or social~~ activities
3. Performing service for compensation
4. Inclement weather

For unused personal days each school year, certified staff may choose one of the following options:

1. The staff member shall be compensated for the unused portion of the three days of personal leave on an annual basis at the rate approved by the Board; or
2. The staff member shall roll the unused portion of the three days of personal leave to his/her accumulated sick leave.

Adoption Dated: November 12, 2000
Revision Date: July 14, 2003
Revision Date: September 12, 2005
Revision Date: November 11, 2013
Revision Date: October 10, 2016
Revision Date: November 14, 2016

BIXBY PUBLIC SCHOOLS POLICY 4124

LEAVE: EMERGENCY: CERTIFIED PERSONNEL

The Bixby Board of Education shall provide not more than two days each year, with pay, for emergency leave. These days shall not be chargeable to sick leave and will be noncumulative. The term emergency should be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. Emergency leave shall not be utilized for personal illness unless all other personal illness benefits have been exhausted. Emergency leave may apply to the following categories:

1. Funerals of persons other than immediate family;
2. A mandatory court appearance;
3. Unusual and unforeseen circumstances within the immediate family.

All full-time personnel shall have the right to use emergency leave for less than a full day.

Requests for emergency leave should be made in advance when possible. If advance request is not possible, the written request shall be filed within one day after returning to work. The request shall include a signed statement that the leave was not used for personal entertainment, recreation, travel, vacation, gainful employment, seeking other employment, participating in political or social activities, or inclement weather.

Emergency leave will be granted at the discretion of the principal. The school district will pay the substitute teacher.

REFERENCE: 70 O.S. §6-104
Negotiated Agreement

NOTE: 70 O.S. §6-104 allows emergency leave to be granted at the discretion of the board. However, the Board may not provide more than five days.

Adoption Date: November 13, 2000

LEAVE: MILITARY

The Bixby Board of Education shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States, including members of the National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth in this policy and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave. A copy of the employee's official orders must be attached to the request for leave.

This district provides re-employment rights to employees who become absent from work because of service in any of the military services, including the Army, Navy, Marine Corps, Air Force, Coast Guard, Army and Air National Guard, Reserve Forces, and the commissioned corps of the Public Health Service.

In order to qualify for re-employment rights, the employee must be or must have been employed on a regular basis. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. In order to qualify for re-employment rights, employees must be qualified as set forth below and in The Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).

Employees must provide advance notice of military service unless military necessity prevents such notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice must be provided by the employee or by an appropriate officer of the service branch. In order to qualify for re-employment, the employee cannot be absent for a period greater than five years unless the employee qualifies for an exception as set forth below. The employee must be or have been separated from the service under honorable conditions.

If the service is less than 31 days or is for the purpose of taking a fitness-for-duty examination, the employee must report for re-employment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service plus additional time for safe travel back to the employee's residence plus eight hours.
If the service is for a period greater than 31 days but less than 181 days, the employee must submit an application for re-employment no later than 14 days following completion of service.

If the service is for a period greater than 181 days, the employee must submit an application for re-employment no later than 90 days following completion of service.

These time limits may be extended up to two years if the employee is hospitalized or is convalescing from an injury or illness caused by the military service. The two year extension may be further extended if reporting is impossible or unreasonable due to circumstances beyond the employee's control.

An employee with less than 91 days of service will be immediately re-employed in the position the employee would have attained had the employee not been absent if all qualifications for the position are met. If the employee is not or cannot reasonably become qualified for the advanced position, re-employment will be offered in the same position held prior to military service if qualified. If the employee is not and cannot become reasonably qualified for the same position, a position of lesser status and pay will be offered.

An employee who is absent for more than 91 days will be offered re-employment under the same conditions as above except that a different position with equivalent pay, status, and seniority may be offered. Refresher
training or "update" training will be provided if appropriate and necessary.

If a qualified employee applies for re-employment and has a service-related disability, reasonable accommodations will be made if possible. If reasonable accommodations cannot be made, a position providing equivalent seniority, pay and status will be offered. If neither of these options is possible because of the disability, a position as nearly equivalent as possible in seniority, pay and status will be offered.

Employees who are re-employed under this policy are entitled to participate in any benefits available to employees on nonmilitary leaves of absence but must pay any employee participation costs that other employees pay.

An employee who is re-employed under this policy will not be considered as having a break in service for purposes of any applicable pension plan and the military service time will be considered for benefit vesting and accrual consistent with any state regulations or law.

Health Insurance Coverage

If requested, the school district will maintain health insurance coverage on the employee (and the employee's family) for the first 30 days of military service regardless of whether the employee is called to active duty for more or less than 30 days. However, the employee must pay any employee participation costs that other employees pay. If the employee is called to active duty for more than 30 days, the military medical benefit will provide coverage. If the employee wishes to maintain private insurance after the first 30 days (for up to 18 months), the employee must pay the full cost of the premium.

The employee (and the employee's family) may chose to go back on the district health plan immediately upon return to district employment. There will be no waiting period and no exclusions of pre-existing conditions, other than for VA-determined service-connected conditions.

REFERENCE: 70 O.S. §6-105
USERRA, 1994 as amended
Negotiated Agreement
Adoption Date: November 13, 2000
Revision Date: January 14, 2002

BIXBY PUBLIC SCHOOLS **POLICY 4126**

LEAVE: PROFESSIONAL - CERTIFIED PERSONNEL

The Bixby Board of Education is committed to the principle of providing and approving opportunities for the professional improvement of its certified staff. In response to this principle, teachers may be released from classroom duties without loss of salary or benefits for attendance at meetings of a professional nature, which contribute, to the basic function of the teacher's assignment. Teachers may also be released to testify for a fellow teacher before a hearing panel if called as a witness. Professional leaves will be granted only upon approval of the superintendent of schools.

All requests for absence for professional reasons and requests for attendance at professional conferences must be in writing and must be forwarded to the superintendent by the principal with the principal's recommendation for approval or disapproval and reason for same. Requests should be filed at least three
school days before the day of the absence. Professional days in the school calendar are a part of the teacher's contract.

REFERENCE: Negotiated Agreement

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 4127**

LEAVE: JURY DUTY - ALL PERSONNEL

The Bixby Board of Education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitutes shall not be deducted from the salary of an employee performing jury duty. However, when the employee has been reimbursed by the court for jury duty, the warrant will be endorsed and delivered to the clerk of the Board of Education. The employee's expenses may be reimbursed if accompanied by receipts and vouchers. Expenses include
round trip mileage from the employee's school to the courthouse, parking fees, and the cost of meals in excess of what would have been spent at the employee's school.

REFERENCE: 70 O.S. §6-104
Negotiated Agreement

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4128

MATERNITY LEAVE

It is the policy of the Bixby Board of Education to consider disability because of pregnancy or childbirth in the same manner as any other disability is considered. Therefore, if a pregnant teacher desires maternity leave, she shall so advise the superintendent in writing of her intentions, the date she wishes her leave to commence, whether she desires long-term or short-term leave, and the date of return.

Long-term leave is an extended leave of absence without pay which does not include or affect regular sick leave.

Short-term leave involves the use of regular sick pay and is leave with pay up to the exhaustion of sick leave.

1. Employees are requested to notify the school by the end of the fourth month of pregnancy.
2. Requests for maternity leave must be submitted in writing.
3. During the last month of pregnancy, employees are required to furnish a doctor's statement as to their physical well being and ability to continue employment prior to delivery.
4. Employees are required to furnish a doctor's statement as to their physical well being and ability to return to employment following delivery.
5. Employees may be requested to provide an "intent" statement as to whether or not they intend to return to employment following delivery.

REFERENCE: Negotiated Agreement

CROSS-REFERENCE: Policy 4131 Family Leave

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4129

BEREAVEMENT LEAVE

It is the policy of the Bixby Board of Education to provide certified and support staff with bereavement leave. A certified or support staff member may be absent without loss of pay for three days for the death of a family member within the first or second degree of relationship (spouse, child, guardian, parent, brother, sister, grandparent, and corresponding relatives by affinity). Leave may be extended to five days when travel distance becomes a factor. Such leave must be approved by the principal or supervisor, and the Superintendent.

One day of paid sick leave may be granted upon the death of a family member not within the first or second degree of relationship (aunt, uncle, niece, nephew). In the event additional time is needed, up to a maximum of 10 days of accumulated sick leave may be taken.

Bereavement leave must be used in consecutive days, excluding weekends, and is not cumulative.

REFERENCE: Board Minutes dated August 2, 1982
Negotiated Agreement
Support Personnel Handbook

CROSS-REFERENCE: Policy 4122 Sick Leave: Certified Personnel

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS POLICY 4130

LEAVE OF ABSENCE

It is the policy of the Bixby Board of Education to grant extended leave without pay to certified, career teachers who meet certain conditions. Requests must be filed with the superintendent by April 25 for leave during the following year.

Leave may be granted by the Board to qualified persons as follows:

1. Career teachers with at least three consecutive years with the Bixby School District may be granted extended leave without pay for up to one year, for pregnancy, personal illness, caring for a sick member of the immediate family, military service, and/or educational reasons, with no loss of career status or seniority.
2. Requests for a leave of absence for personal illness or caring for a sick member of the immediate family must be accompanied by a physician's statement.

Such leave may be recommended by the superintendent only after consultation with the teacher requesting such leave, and only after approval by the Board of Education.

Teachers are reinstated after a leave of absence in accordance with district policy and regulations. Reinstatement after a leave of absence shall be in accordance with the following:

1. Notification of return from leave of absence must be submitted in writing to the Superintendent prior to April 25 of each year.
2. A request for return from a leave of absence granted for personal illness (including temporary disability) must be accompanied by a physician's statement.

A request for return from a leave of absence granted for educational reasons must be accompanied by an official transcript of approved courses (related to the individual's certification or additional areas of certification) for not less than 15 hours of credit for a school year.

Teachers failing to comply with these requirements will not be entitled to leave of absence benefits and he/she shall be deemed to have resigned as of the leave commencement date.

Upon expiration of a leave of absence, the teacher will be returned to a position in his or her field of certification if there is an existing vacancy for which the teacher is qualified and the teacher complies with all requirements of his/her re-employment. All leaves of absence automatically expire on June 30 of each year, provided an earlier date has not been approved by the Board of Education. If circumstances warrant an extension of the leave of absence, the Board may grant such an extension. A request for a disposition (extension, request to return, or resignation) of a leave of absence must be submitted in writing to the superintendent prior to April 25 of each year or the leave of absence benefits will not be granted and the employee shall be deemed to have resigned as of the leave commencement date.

REFERENCE: Negotiated Agreement
CROSS-REFERENCE: Policy 4122 Sick Leave: Certified Personnel
Policy 4125 Leave: Military Leave
Policy 4127 Leave: Jury Duty: All Personnel
Policy 4131 Family Leave

Adoption Date: November 13, 2000
Revision Date: August 13, 2001
Revision Date: September 13, 2004

FAMILY LEAVE

It is the policy of the District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA). This Act, as supplemented by the National Defense Authorization Act of 2008 (NDAA) requires that a covered employer provide up to 12 workweeks of unpaid leave to eligible employees or up to 26 workweeks of leave for service member family leave. "Eligible employees" are those employees who: (1) have been employed for at least one year by the School District; (2) worked at least 1,250 hours during the previous 12 month period; and (3) have requested leave for a reason covered by the FMLA or NDAA.

Reasons for Leave

All eligible employees who meet FMLA or NDAA requirements may be granted leave as provided in this policy and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;
2. to care for a spouse, child or parent with a serious health condition;
3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;
4. because employees' circumstances qualify for active duty leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces during a war or national emergency declared by the President or Congress; or
5. for military caregiver leave to care for a service member who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving on active duty in the Armed Forces.

The term "serious health condition" means one which requires either inpatient care, or continuing treatment by a health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that inpatient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the School District's sick leave policies.

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

Active Duty Leave

The District must grant up to 12 workweeks of leave during a 12-month period because employees' circumstances qualify for leave due to a spouse, child, or parent who is a service member of the Armed Forces Reserve components or National Guard or retired service member of the Armed Forces or Reserves and is on active duty or called to active duty status in support of a contingency operation. As part of active duty leave, employees only can take up to 7 calendar days of leave for a short-notice deployment exigency beginning on the date service members are notified of an impending call or order to active duty; they also only can take up to 5 days of leave for each rest and recuperation exigency.

Qualifying Exigencies for Purposes of Active Duty Leave

Qualifying exigencies are defined as:

- Short-notice deployment: Employees can take leave to address issues that arise from service members' call or order to active duty seven calendar days or less prior to the date of deployment;

- Military events and related activities: Employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to service members' active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to service members' active duty or call to active duty;

- Childcare and school activities: Employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not everyday) basis, enroll in or transfer a child to a new school or day care facility, or attend meetings with school or day care staff (such as parent-teacher conferences) due to service members' active duty or call to active duty;

- Financial and legal arrangements: Employees can take leave to make or update financial or legal arrangements to address service members' absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, or obtaining military identification cards and to act as the service members' representative before governmental agencies to obtain, arrange, or appeal military service benefits while service members are on active duty or called to active duty and for 90 days following termination of active duty status;

- Counseling: Employees can take leave to attend counseling that is provided by someone other than a healthcare provider for service members or their children for needs arising from service members' active duty or call to active duty;

- Rest and recuperation: Employees can take leave to spend time with service members on short-term, temporary rest and recuperation leave during a period of deployment;

- Post-deployment activities: Employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of service members' active duty status or to address issues arising from service members' death while on active duty, including meeting and recovering the body and making funeral arrangements; and

- Additional activities: Employees can take leave to address any other events that arise from service members' active duty or call to active duty when the District and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.

Service member Family Leave

Service member family leave entitles an eligible employee, who is the spouse, son, daughter, parent or next of kin of a covered service member to a total of 26 workweeks of leave during a single12-month period to care for the service member.

A "covered service member" is generally any member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing treatment or therapy for a serious injury or illness incurred while on active duty.

"Serious injury or illness" means an injury or illness incurred by the member in the line of duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Eligible employees are entitled to a combined total of 26 workweeks of FMLA leave and may not exceed that amount during the 12-month period by combining service member family leave with other forms of FMLA leave. Eligible employees must provide at least 30 days' notice of their intention to take service member family leave whenever the necessity for such leave is foreseeable based on planned medical treatment; otherwise, notice of

leave must be reasonable and practicable. As with other leave provided pursuant to this policy, an employee approved for service member family leave is required to substitute accrued paid leave for any part of the 26-week period of service member family leave.

Availability of Leave

In determining the availability of leave, the School District will consider the employee's accrued leave entitlement (whether paid or unpaid) by virtue of existing employment policies or collective bargaining agreements. The intent of the School District is to insure that each individual covered by FMLA or NDAA shall have the leave benefits available as a result of the Act's requirements. It is not the intent of the School District or this policy to provide leave benefits that exceed those authorized by rule, policy or existing law as supplemented by FMLA or NDAA. Thus, an eligible employee must use any accrued paid vacation leave, personal leave and sick leave for any part of the 12 week or other period. It is the policy of the School District that all paid leave will be used first before unpaid leave.

In the event the application of School District policies or collectively bargained agreements, pursuant to Okla. Stat. tit. 70, § 509.1 *et seq.* results in less leave than is required by FMLA or NDAA, an eligible individual will be entitled to such additional unpaid leave as is necessary to result in the minimum leave specified in both laws for covered individuals.

Where the employee's spouse is also employed by the School District, the total number of workweeks of FMLA leave to which both spouses are entitled is limited to 12 workweeks during a year if such leave is for the birth of a child or to care for a child or for placement for adoption or foster care of a child.

Application for Leave

An employee requesting leave must complete an "Application for Family or Medical Leave." The application must state the reason for the leave, the duration of the leave (if known), and the starting and ending dates of the leave. An application is available from the office of the Superintendent.

The application for leave must be submitted at least 30 days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to begin. If, for reasons beyond the employee's reasonable control, the leave is to begin in less than 30 days, an employee must give notice to his or her immediate supervisor and to the office of the Superintendent as soon as is practicable, ordinarily within one or two school days of when the employee learns of the need for leave.

In the absence of an application for leave from an eligible employee the School District may, in its discretion, place an eligible employee on FMLA leave if the employee is absent for any of the reasons set forth above in the "Reasons for Leave" provisions.

Leave Based on a Serious Health Condition

A Medical Certification Statement must accompany an application for leave based on the serious health condition of the employee or the employee's spouse, child or parent. This statement must be completed by the applicable health care provider. It must state the date on which the health condition began, the estimated duration of the condition, and the relevant medical facts related to the condition.

If the employee has a serious health condition the certification must state that the employee cannot perform the functions of his or her position. Likewise, when the employee is prepared to return to work he or she must provide certification by his or her health care provider that the employee is able to resume work with or without limitations of accommodations. The School District reserves the right to require the employee to obtain a second medical opinion at the School District's expense. If the opinions of the first and second health care provider differ, the School District may require a third opinion from a health care provider mutually agreed upon by the School District and the employee.

The School District may require subsequent certifications to support FMLA leave but not more often than every 30 days unless the employee: (1) requests an extension of leave; (2) changed circumstances occur regarding the illness or injury; or (3) the School District receives information that casts doubt on the validity of an existing certification. Certification periods for conditions that are certified as long term and involve no material change in the condition are different than stated in this paragraph. In any instance, re-certification requests will be the same as designated in the FMLA or NDAA.

In the event the employee is applying for leave to care for a spouse, child or parent, the certification must state that fact along with an estimate of the amount of time the employee will be needed for care. Where leave is requested due to the serious illness or injury of a service member, certification may also be required.

Intermittent Leave or Leave on a Reduced Leave Schedule

An employee may request to use available leave intermittently or on a reduced leave schedule. Where leave is requested in connection with a serious health condition of the employee or immediate family member, the request for leave must be supported with a certification from the health care provider that such leave is medically necessary and stating the expected duration and schedule of such leave. There must be a medical need for the leave and evidence that the medical need can best be accommodated through an intermittent or reduced leave schedule. Any eligible employee seeking leave on an intermittent or reduced leave basis must obtain and complete a request for leave and must submit the medical certification or other information required.

Intermittent or reduced leave may also be taken in connection with the birth or because of the placement for adoption or foster care of a child. However, intermittent leave or leave on a reduced leave schedule for this purpose may only be taken with the approval of the School District.

In any instance, whether because such leave is medically necessary or in connection with the birth or placement of a child, or due to service member leave, the employee must try to schedule the leave so as not to unduly disrupt the School District's operations. In the event the employee takes intermittent leave or reduced leave the School District reserves the right to place the employee in an alternative position which better accommodates intermittent or reduced leave.

When an instructional employee requests intermittent or reduced leave for planned medical treatment for more than 20 percent of the total number of working days in the period during which the leave would be used, the School District may require the employee to elect either to (1) take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or (2) be transferred to an alternative position. If the instructional employee requesting intermittent leave or leave on a reduced leave schedule does not give proper notice as required the School District may deny the taking of leave until 30 days after notice was provided, or may require the employee to take leave for either a "particular duration" or accept an alternative position.

Leave Taken Near the End of an Academic Term

If an instructional employee begins any type of covered leave more than 5 weeks before the end of a term, and if the leave will last at least 3 weeks and the employee would otherwise return to work during the 3 weeks before the end of the term, the School District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which commences during the 5 weeks before the end of the term, and if the leave will last more than 2 weeks and the employee would otherwise return to work during the last 2 weeks of the term, the School District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which begins during the last 3 weeks of the term, and if the leave will last more than 5 working days, the School District may require the employee to take leave until the end of the term.

For purposed of this Policy, the word “term” means the first semester of each academic year and the second term as the final semester of each academic year.

The Effect of Leave on Benefits

During a period of family or service member leave, an employee will be retained on the School District's medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical insurance premium by deadlines established for the coverage may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the School District for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

The employee may not accrue any seniority or employment benefits that would have accrued if not for the taking of qualifying leave. However, the employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

Reinstatement to Former Position

An employee generally is entitled to be restored to an equivalent position and to equivalent conditions of employment. This may not be applicable to employees who are designated as "highly compensated employees". The School District cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the School District. A highly compensated employee is one who is salaried, and is "among the highest paid 10 percent" of the employees employed within 75 miles of the employee's worksite. An employee who qualifies as a "highly compensated" employee may be denied restoration to employment if necessary to prevent substantial and grievous economic injury to the operations of the School District.

An employee who is ready to return from leave must complete a *Notice of Intention to Return from Family or Medical Leave* before he or she can be returned to work. An employee may return to work before the expiration of a family or medical leave of absence. In this event notification must be given to the employee's supervisor at least 5 working days prior to the employee's planned return.

Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. Any termination, as a result of this provision, is subject to the same rights as a termination for cause. An employee who requests an extension of family leave or medical leave due to the continuance, recurrence or onset of her or his own serious health condition, or the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate supervisor with a copy to the office of the Superintendent. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

Interpretation of Act

The School District intends to remain faithful to the requirements of FMLA and NDAA. Questions regarding the interpretation, administration, and application of the Acts to eligible employees shall be resolved by reliance on the FMLA or NDAA and their interpretive regulations. Where relevant, the School District will also consider its policies, rules, practices and negotiated agreements; however, any conflict between the applicable Act and District policies will be resolved by reference to the relevant Act.

REFERENCE: 29 CFR pt. 825
P.L. 103-3

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: September 14, 2009

BIXBY PUBLIC SCHOOLS **POLICY 4132**

CIVIC AND COMMUNITY ACTIVITIES LEAVE

It is the policy of the Bixby Board of Education that leave may be granted without loss of pay to teachers who participate in civic and community activities when such leave has a direct relationship to the school and/or educational welfare, or is designed to contribute to better school-community relations. Approval for such leave must be granted by the building principal and the superintendent.

REFERENCE: Negotiated Agreement

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 4133**

SICK LEAVE: SUPPORT PERSONNEL

It is the policy of the Bixby Board of Education to provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services. In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days, **a minimum of six (6) hours per day**, and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

2. The superintendent of schools, or designee, shall be responsible for administering this plan.

3. Subject to the total amount of sick leave days each support employee has available, a support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment for Status I, II and III employees. The one-day sick leave per month equals the number of hours the employee normally works per day. **Status III employees who are employed for less than 6 hours per day shall be restricted to sick days as follows:**

   5-hour employees – 5 days per year
   4-hour employees – 4 days per year
   3-hour employees – 3 days per year

   Support employees who work fewer than 3 hours per day are not entitled to sick leave benefits.

4. When deemed necessary, an employee may borrow against unaccrued sick leave for the current school year. If the employee should terminate employment prior to earning the amount of sick leave taken, the unearned portion will be deducted from his or her final salary payment.

5. Subject to the limitations of paragraph 6, below, unused sick leave shall be cumulative from year to year as long as the employee remains continuously employed in this school district provided the maximum sick leave credit shall be reduced by one day for every day the employee is absent for reasons covered by this policy.

6. Unused sick leave shall be cumulative to a total of 90 days for Status I employees and 60 days for Status II and Status III employees.

7. The sick leave granted to support employees under this policy shall be vested at the time of accrual, that is, upon the completion of the first month's employment, the employee shall have accrued one sick leave day.

8. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.

9. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 unused sick leave days.

10. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:

    a. Physician's statement endorsed by the employee
    b. Employee statement endorsed by the principal or immediate supervisor
    c. Copies of claim submitted for insurance benefits
    d. Other information as may be indicated by the circumstances

11. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:

    a. Sick leave claim on days of unusual or inclement weather
    b. Sick leave claim during the last four weeks of employment
    c. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
    d. Reasonable cause exists to believe that sick leave benefits are being abused

12. Except as otherwise provided by state law and school policy, sick leave benefits may not be paid in addition to workers' compensation benefits.

13. Beginning with the 2014-15 school year, support staff members, upon termination of employment by resignation and/or retirement, shall receive an unused sick leave benefit according to the following qualifications:

    e. Support staff members with 0-10 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 90 days for Status I employees and 60 days for Status II and Status III employees at the rate of twenty-five dollars ($25.00) per day. Status III, IV and V employees do not qualify for this benefit. Only support staff members who qualify for and/or take retirement through the Oklahoma Teachers Retirement System are eligible for this benefit.
    f. Support staff members with 11-19 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 90 days for Status I employees and 60 days for Status II and Status III employees at the rate of forty dollars ($40.00) per day. Status III, IV and V employees do not qualify for this benefit.
    g. Support staff members with 20-24 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 90 days for Status I employees and 60 days for Status II and Status III employees at the rate of forty-five dollars ($45.00) per day. Status III, IV and V employees do not qualify for this benefit.
    h. Support staff members with 25 or more complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 90 days for Status I employees and 60 days for Status II and Status III employees at the rate of fifty dollars ($50.00) per day. Status III, IV and V employees do not qualify for this benefit.

Payment will be applicable for only those days accumulated in the BPS district and will not include any day transferred from another district.

NOTE:

The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

Employee Status Defined:

Status I: Employment for (8) hours per day, forty (40) hours per week, 12 months per year.

Status II: Employment for a minimum of six (6) hours per day, thirty (30) hours per week minimum, 10 (10) months per year.

Status III: Employment for a minimum of three (3) hours per day, fifteen (15) hours per week minimum, ten (10) months per year.

Status IV: Partial year employment for a specific short term contract

Status V: Occasional part-time employment normally for less than forty (40) hours per week and/or irregular hours, not continuous during the day. (An employee working forty (40) hours per some weeks but on an irregular basis, not continuous through the day, would be classified as an occasional part-time employee.) Benefits for Status V employees are limited to hourly pay.

Adoptive Date: November 13, 2000
Revision Date: July 14, 2003
Revision Date: September 13, 2004
Revision Date: December 8, 2014

BIXBY PUBLIC SCHOOLS POLICY 4134

LEAVE: EMERGENCY – SUPPORT PERSONNEL

The Bixby Board of Education shall provide non-cumulative personal leave during the school year for support personnel as follows:

- Three (3) days for each Status I employee,
- Two (2) days for each Status II and Status III employee,
- One (1) day for each Status III employee who is employed for less than six (6) hours but at least three (3) hours per day (includes bus drivers).
- No (0) days for Status IV or V employee or any employee employed for less than three (3)hours per day.

The following guidelines apply to personnel leave:

1. The leave must be requested at least two (2) school days in advance, except in emergency situations. The immediate supervisor of the support employee may waive the advance notice in case of an emergency.
2. The supervisor may deny the use of leave if it causes a significant hardship in accomplishing the work of the department/school. Appeal of the supervisor's decision may be made to the Superintendent or his/her designee.
3. The leave cannot be requested/used during the first eight (8) days and/or the last five (5) days of the school year, nor a day prior to and/or after a holiday or vacation.
4. Personal leave shall be available after two (2) months of continuous employment, prorated for the first year of employment.

Further, personal leave is **not** available and to used for the following activities or situations:

1. Seeking other employment
2. Performing any service for compensation
3. Participating in political or social activities
4. Entertainment, recreation, travel, or vacations
5. Inclement weather

Any of the personal leave days which are unused at the end of the contract year shall be added to the employees accumulative sick leave, up to the maximum of 90 days for Status I employees and 60 days for Status II and Status III employees.

REFERENCE: 70 O.S. §6-104

Adoption Date: November 13, 2000
Revision Date: July 14, 2003

BIXBY PUBLIC SCHOOLS **POLICY 4135**

TRAVEL AND EXPENSES

Travel by school employees on school business and reimbursement for the travel requires the prior approval of the superintendent or designee. The Board of Education members traveling on school business will process travel plans and reimbursement requests in the same manner as employees. Requests and arrangements for employee travel will originate from the appropriate building administrator's office, Professional Development Committee, or supervisor. Board of Education members' travel requests shall be processed through the Board Deputy Clerk, School Treasurer, or Superintendent's Office. Travel requests will be made as early as possible and placed on the superintendent's (or designee) calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel.

The school district will reimburse reasonable costs, subject to availability of funds, for approved and documented travel as follows:

Lodging - Lodging expense will be reimbursed at actual cost for a single occupancy room (double occupancy rate when shared by school officials).

Meals - The cost of meals and incidental expenses on a daily per diem bases rather than requiring meal expenses to be itemized and documented. Per diem will not exceed those provide in 74 O.S. §500.8: The amount shall not exceed the amount authorized by the I.R.S. (for example - $71 for Dallas, Texas as of October 27, 2009, and for specific areas in other parts of the country refer to www.gsa.gov).

Mileage - School vehicles, when available, may be used for official business only. Private vehicles may be used for school business when authorized. Mileage expense will be reimbursed up to an amount as authorized by the U.S. General Services Administration (GSA) at www.gsa.gov. Mileage shall be calculated using the most direct route as indicated on a current map.

Mileage for Local Travel: Mileage expense for local travel is not generally authorized. Reimbursement for expenses related to local travel, including mileage, may be considered by the superintendent for unique or special circumstances. Expenses related to local travel shall not be paid without the approval of the superintendent or designee. Local travel shall include travel to, from, and in the following Oklahoma cities: Bixby, Tulsa, Sapulpa, Sand Springs, Broken Arrow, Catoosa, Glenpool, and Jenks.

Miscellaneous- Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipts or notarized affidavit, subject to the approval of the superintendent or designee.

Claim forms for travel expenses are available in the business office at the Central Administration Office. The forms will be completed and approved in the respective building/ departments and sent to the business office for approval and payment.

Adoption Date: November 13, 2000; Revised: November 10, 2014

BIXBY PUBLIC SCHOOLS POLICY 4136

LEAVE SHARING BANK

The Bixby Board of Education has established a leave sharing program for the purpose of permitting district employees to voluntarily transfer some of their sick leave to the leave sharing bank for the purpose of benefiting other employees who may be stricken with a catastrophic illness or accident and who may need additional sick leave due to such illness or accident. Participation in the leave sharing bank must comply with 70 O.S. §6-104.6. The following shall also apply:

Creation and Administration of the Leave Sharing Bank

1. Participation by district employees in the leave sharing bank will be voluntary. Participating employees will be assessed one day of sick leave immediately upon the creation of the leave sharing bank. Employees who do not wish to participate in the leave sharing bank must notify the superintendent in writing before October 1st of the employee's initial year of employment. Absent such written notification to the superintendent, all employees shall be conclusively presumed to be participating in the leave sharing bank. Employees requesting exemption from participation in the leave sharing bank will not be entitled to receive benefits from the leave sharing program.

2. Subsequent to the formation of the leave sharing bank, all new employees will be assessed one day of sick leave at the time of their employment. New employees may file a written notification of nonparticipation in the leave sharing bank as outlined above.

3. The minimum number of sick leave days in the leave sharing bank at any time shall be 180. When the number of days in the bank falls below 180, each participating employee will be assessed one additional day from his or her sick leave. However, employees shall not be assessed more than one day of his or her sick leave during any given school year.

4. The maximum number of sick leave days in the bank at any given time shall be 480.

5. Each employee may donate up to five additional days to the leave sharing bank in May of each year; provided, however, that if the number of sick leave days already assigned to the leave sharing bank will not permit each employee to donate the maximum number desired by the employees, then such donations shall be taken in alphabetical order, with the even numbered years starting with the letter "A" and odd numbered years starting with the letter "M". Persons experiencing a catastrophic illness or injury and qualifying to receive a transfer of sick leave days from the leave sharing bank will not be required to replace these sick leave days except as a regular participating member.

Qualifications and Procedures to Receive Days from the Leave Sharing Bank

1. An employee may qualify to receive additional sick leave days from the leave sharing bank only if the employee experiences catastrophic illness or accident which results in the employee's disability to engage in his or her occupation at Bixby Public Schools by reason of any medically determinable physical or mental impairment which, in the opinion of the primary attending physician, is expected to result in death or which is expected to result in the disability to the employee for a continuous period of more than 30 days, and qualifies under the additional criteria set forth in this policy.

2. If an employee experiences a catastrophic illness or accident, a written request for sick leave time from the leave sharing bank shall be presented to the Leave Sharing Bank Screening

Committee. The written request may be presented by the employee or by any other person who is acting with the permission of the employee.

3. The Leave Sharing Bank Screening Committee ("committee") shall be composed of at least seven members: three administrators and one employee from each building site.

   A. The committee shall conduct as many meetings as it determines to be necessary to review a written request and determine whether the request should be accepted or denied. The date and time of the first meeting will be determined by the high school principal, and the dates and times of any subsequent meetings will be determined by the committee.
   B. After reviewing a request for a transfer of sick leave days from the leave sharing bank, the committee shall determine by a vote of its members whether the request is to be accepted or denied. If a majority of the members of the committee vote in favor of accepting the request for the transfer of sick leave days from the leave sharing bank, the committee shall communicate the recommendation to the superintendent who will present the recommendation to the Board of Education for approval or rejection.
   C. In the event the majority of the committee members do not vote to accept the request, it shall be deemed to be denied, and the requesting employee will be notified in writing.
   D. In order to qualify to receive benefits under the leave sharing program, the employee must experience a catastrophic illness or injury, and such an illness or injury to other members of the employee's family does not qualify the employee to benefits.
   E. Additional sick leave days from the leave sharing bank shall not be transferred until the employee has exhausted his or her sick leave benefits with the Bixby Public Schools system.
   F. The maximum number of sick leave days which may be transferred to an employee as a result of a catastrophic illness or accident from the leave sharing bank is 60 days for each such separate catastrophic illness or accident. The employee may submit a request to the Committee for additional days to total no more than 120 days. If regular sick leave benefits have been exhausted and a member of the teacher's immediate family (spouse, child, parent) experiences a catastrophic illness or injury the teacher will be entitled to use up to fifteen (15) days from the Sick Leave Bank, subject to the approval of the Sick Leave Bank Committee.
   G. The Board of Education may, at its option, require the requesting employee to undergo a medical examination and evaluation by a physician chosen by the Board, and such examination and evaluation will be at the expense of the school district.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: November 10, 2014

BIXBY PUBLIC SCHOOLS **POLICY 4137**

EMPLOYEE ABSENCES: SNOW AND/OR ICE DAYS

All employees of the Bixby Public Schools are expected to be present during bad weather when school is in session. Personal interpretation of hazardous driving conditions is not sufficient justification for receiving compensation for absence on such days.

The safety of school district employees is of great concern to the administration. If hazardous driving conditions necessitate an employee being absent or tardy, the immediate supervisor should be notified.

Administrators, supervisors, and all twelve-month employees who are required to work each day the administration building is open are expected to be present during bad weather when the administration building is open. Assistant principals are to check with their supervisors to determine if emergency situations necessitate their reporting to the job site. If their presence is not required, they are free to be absent from work.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4138

RETIREMENT PROGRAM

It shall be the policy of the Bixby Board of Education to adhere to the Oklahoma Statutes concerning the Teachers' Retirement System. Therefore, all teachers shall become members of the retirement system as a condition of their employment. Non-classified, operational personnel, regularly employed for more than one year, may join the retirement system subject to the retirement system's adopted rules and regulations.

Contributions to the Teachers' Retirement System shall be deducted from the teacher's salary at the currently established rate, less any amount contributed by the school district.

REFERENCE: 70 O.S. §17-108(13)(a)I; §17-116.2(B)
Negotiated Agreement

Adoption Date: November 13, 2000

EARLY RETIREMENT INCENTIVE PROGRAM

The Bixby Board of Education has adopted an early retirement incentive program. The purpose of an early retirement program is to serve the needs of the Bixby school district as they may be related to productivity, salary expenditures, staff reductions, and staff reorganizations.

While it is recognized that many long-term employees may be deserving of severance benefits, it is not possible to single out such individuals. To serve the district's needs, participation in the program must be limited to full-time certificated employees. Benefits that may come to an eligible employee are, in fact, incidental to the overall purpose of the program.

Therefore, the provisions of this program, as outlined below, are purposely restrictive and intended to favor the needs of the district rather than the prospective retiree. Participation in the program will be offered only as determined by the Board of Education.

Annually, or as deemed necessary, the administration of the Bixby school district will assess the needs of the school district with regard to the items stated in the first paragraph, above, and will recommend to the Board of Education any person whom the administration believes should be offered early retirement.

Conditions for Participation

1. Prospective retirees must be active, full-time certificated employees of the school district, with a minimum of ten (10) full immediate past years of consecutive service as an employee of the Bixby school district. A written request to participate in the early retirement incentive program must be received by the personnel office within the time span established by the Board.

2. The length of payments and the amount of payment benefits will be determined exclusively by the Board of Education. Such amount shall be reasonable and appropriate in view of the length and type of service rendered by the potential retiree to the school district. Funds must be reserved from the year of retirement.

3. All benefits terminate on the retiree's 65th birthday or after the number of payments as determined by the Board of Education, whichever comes first. In the event of death prior to the end of the maximum benefit period, all benefits will immediately cease.

4. Each retiree will be paid, during the benefit period, an amount established by the Board of Education during the time span established by the Board. If the retiree has in effect a dental, health, and/or life insurance policy, the premium will be paid in the same amount of that contract. All benefits set forth in this paragraph will permanently cease if the participant accepts employment with any other employer providing dental, health, and life insurance coverage in any form.

5. Payment of all retirement benefits will be made in the number of equal monthly installments as determined by the Board of Education, beginning in July of the fiscal year following the participant's retirement. Payments will be made from the funds reserved from the year of retirement.

6. Potential retirees must enter into a written contract in the form provided by the Bixby school district prior to being eligible to receive any retirement payments or benefits.

7. Nothing in this policy shall require the Bixby school district to offer early retirement to any person in any future fiscal year nor shall it prohibit the school district from effectuating staff reductions in a manner other than through early retirement.

8. A request to participate in the early retirement incentive program is irrevocable unless approved by the Board of Education, in its sole discretion, for extenuating circumstances.

9. Nothing in this program shall create or allow the creation of any unfounded liability on the part of the school district. During their existence, all contracts entered into pursuant to this program must be ratified and funds encumbered on a fiscal year basis. Nothing contained in this program shall oblige the school district to make any payments pursuant to any retirement contract in any fiscal year beyond the year in which the contract is ratified.

REFERENCE: Board Minutes dated March 11, 1996
Board Minutes dated September 9, 1996

Adoption Date: November 13, 2000
Revision Date: December 11, 2000

BIXBY PUBLIC SCHOOLS **POLICY 4140**

EMPLOYEE GRIEVENCES

The Bixby Board of Education believes that good communication between district employees, the administrative staff, and the Board is essential for the effective operation of the schools. The following grievance procedure is to be used by employees as the prescribed means of resolving issues that may arise with respect to terms and conditions of employment.

The following procedure sets forth the necessary steps to follow in registering and processing a grievance with the school district.

Definitions

A grievance is a complaint by a district employee alleging a violation or misinterpretation of any district policy or regulation directly and specifically governing that employee's terms and conditions of employment.

A grievant or a complainant is any employee of this district filing a grievance.

Terms and conditions of employment means the hours of employment; the compensation, including fringe benefits; and the district's personnel policies which affect the employee.

A day means any day in which the schools are in operation.

Immediate supervisor is the lowest-level administrator having supervisory authority over the grievant.

Procedures

The following steps will be used in presenting a complaint or grievance:

Step #1 - The complainant must present the complaint orally or in writing to the complainant's immediate supervisor. The supervisor will attempt to resolve any issue within his or her authority and area of responsibility.

Step #2 - If the complaint cannot be resolved by the complainant's immediate supervisor, the complainant must present in written form within ten days (two working weeks) the complaint to the building principal or designated grievance officer. The superintendent shall appoint the grievance officer.

Step #3 - The principal or grievance officer has a working week (five days) in which to investigate and respond.

Step #4 - If not satisfied with the decision of the principal or grievance officer, the complainant may appeal within ten days (two working weeks) to the superintendent or designated officer.

Step #5 - The superintendent, or designated officer, must respond to the appeal within five days (one working week).

Step #6 - If the complainant is not satisfied with the decision at this level, an appeal may be made within ten days (two working weeks) to the Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. Board hearings shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearings dates and specific charge, right to counsel, right to present witnesses, right to cross examine, and to present written statements. The decision of the Board shall be by a majority of the members.

Step #7 - The Board of Education will respond to the complainant within thirty calendar days.

Certified employees who are members of the Bixby Education Association may file grievances in accordance with the currently approved Negotiated Agreement.

REFERENCE: Negotiated Agreement

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 4141**

GRIEVANCE PROCEDURES: SUPPORT STAFF

The purpose of the following procedures is to provide a method for resolving any grievance by a support employee which may arise from interpretation or application of any rule, regulation, or policy of the Bixby Board of Education, as it specifically relates to employee/employer relationships.

Grievances should be reported to the employee's immediate supervisor within five working days of occurrence or after the employee has become aware of its occurrence. Employees are urged to confer, in an informal manner, with the immediate supervisor in an effort to resolve a grievance. If this is not successful, the following procedure will be used to file a grievance:

1. The grievance will be presented to the appropriate assistant superintendent who will render a decision after a hearing is held in the presence of the supervisor. The decision will be presented in writing to the employee within five working days after the hearing.
2. If the decision of the assistant superintendent is not acceptable to the complainant, within five (5) working days the complainant must notify, in writing, the superintendent. Within five (5) working days of receiving the grievance, the superintendent will establish a grievance committee consisting of the superintendent and one representative from the support staff group and an individual employee who is selected by the superintendent and the representative from the support staff. This committee will meet with the complainant and make a decision within ten (10) working days.
3. If unsatisfied with the decision of the grievance committee, the complainant has the right to appeal in writing to the Board of Education within five (5) working days. The decision of the Board will be final.

No reprisals of any kind will be taken by the district or the school administration against any employee by reason of participation in the grievance procedure.

This procedure is not available to employees who have been suspended or dismissed from the employment of Bixby Public Schools.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS POLICY 4142

HEALTH: PERSONNEL

The Bixby Board of Education recognizes the existence of a close working relationship between school employees and students. The Board, therefore, shall require school employees to provide evidence of freedom from communicable diseases. The Board shall require any school employee to complete a physical examination whenever the Board believes it to be in the best interest of the school system. The physical examination shall be performed by a physician who may be chosen and compensated by the Board.

It is the policy of the Bixby Board of Education to protect students and employees from any risk of contagion by communicable diseases in the public schools of this district. In accordance with such policy, any employee whose health or medical condition poses any threat to the health and welfare of the school population may be placed on leave for the duration of such time that the employee poses a health risk, irrespective of the employee's ability to otherwise discharge his or her job duties. For purposes of defining when an employee has a condition which poses a health risk to others through possible contagion, the following guidelines shall be used:

1. In the event that an employee is infected with a communicable disease, or where school officials have a reasonable basis to believe that an employee's physical condition may pose a serious health risk to others, such an employee will be required to undergo a medical exam by a physician appointed by the Board of Education to determine the nature of the employee's medical condition and the extent of the health risk to others as a result thereof.
2. In the event that a medical examination by a Board-appointed physician establishes that the medical condition of an employee poses a serious threat to the health and welfare of the students or other employees of the district, such employee will be placed on medical leave for the period of time that the employee's health poses a risk of contagion in the school environment. In the event that an employee wishes to contest the necessity of a medical leave, the employee may process the matter through the grievance procedure set forth in the applicable collective bargaining agreement.
3. School officials shall be required to comply with applicable confidentiality requirements concerning medical records of any employee who is required to submit to a medical examination or who may be placed on medical leave.
4. The superintendent is hereby authorized to determine when there is a reasonable basis to believe that a medical examination may be required of an employee and to direct that such an examination be performed.

Additional administrative regulations shall govern the identification, prevention, and control of tuberculosis and diseases related to the Human Immunodeficiency Virus (HIV) commonly referred to as Acquired Immune Deficiency Syndrome (AIDS).

REFERENCE: Board Minutes dated July 6, 1987
63 O.S. §1-502, et seq.

CROSS-REFERENCE: Policy 4145 Hygiene and Sanitation: Blood borne Pathogens
Policy 3110 AIDS Prevention Education for Students
Policy 2112 Acquired Immune Deficiency Syndrome, AIDS

Adoption Date: November 13, 2000

STAFF SAFETY

All employees of this school district will be covered by Workers' Compensation Insurance for any accident while on official duty on or off school property. Employees will report any accident, however slight, in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained.

The supervisor will forward the report to the building principal or to the superintendent's office as soon as possible. The superintendent or the building principal will submit an Employee's Report of Industrial Injury to the State Compensation Office.

Employees who have filed for Workers' Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the Board.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4144

STAFF SAFETY: ASSAULTS

All cases of assault suffered by a teacher in connection with his/her employment shall be reported in writing by the teacher to the principal, who shall transmit the report to the superintendent. The superintendent shall acknowledge receipt of such report to the principal and the teacher. The teacher shall send a copy of the report to the president of the Bixby Education Association.

In any case of assault upon a teacher or a complaint or suit by third parties as a result of actions taken by the teacher while performing his/her duties, the Board will render assistance to the teacher in connection with the handling of the incident by law enforcement or judicial authorities. This assistance shall be limited to the assistance necessary in the filing of charges in connection with the incident. If criminal or civil proceedings are brought against the teacher alleging that he/she committed an assault in connection with his/her employment, such teacher may request the Board to furnish legal counsel to defend him/her in such proceedings. A decision to furnish or not furnish such legal counsel shall be determined by the Board of Education and shall be based on the circumstances surrounding each case. The Board shall determine any limits for time loss due to legal proceedings.

If an assault on a teacher, occurring from the performance of his/her teaching duties, results in loss of time, the teacher shall be paid in full for such time and said absence shall in no event be deducted from any sick leave to which such teacher is entitled.

REFERENCE: Board Minutes dated July 5, 1988
Negotiated Agreement

CROSS-REFERENCE: Policy 4116 Compensation for Lost Time

Adoption Date: November 13, 2000

HYGIENE AND SANITATION: BLOODBORN PATHOGENS

The Bixby Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

REFERENCE: 63 O.S. §1-502, et seq.
29 CFR Part 1910.1030, OSHA

CROSS-REFERENCE: Policy 4142 Health: Personnel
Policy 3110 AIDS Prevention Education for Students
Policy 2112 Acquired Immune Deficiency Syndrome (AIDS)

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 4146**

DRESS AND PERSONAL GROOMING: TEACHERS

It is the policy of the Bixby Board of Education that certified staff will dress in a fashion that is appropriate for an elementary and secondary school setting and promotes and maintains a professional image for the individual educator, all employees of Bixby Public Schools, and the school district.

The Board stipulates that certified staff are professional people and their dress should be a compliment to the educational profession and a positive example for the students in our schools and the community that supports our schools.

All certified staff shall dress appropriately considering the accepted custom and style of the community and the educational profession. Certified staff shall refrain from any style of dress, hairstyling, personal grooming, or the adornment of clothing and jewelry accessories that might subject the faculty or school to criticism, and is contrary to the high standard of professionalism. Immodest or suggestive clothing, styles or designs, are not acceptable.

The superintendent is authorized to provide and communicate to the certified staff in the district administrative regulations that are congruent with this policy and provide specific guidance to all certified staff concerning this policy. The district and school administration shall be held responsible for interpreting and implementing this policy and resulting administrative regulations for certified staff. As with all Board policy and administrative regulations, the requirements associated with the certified staff dress code are effective for all certified staff while at work, on school property, and/or while on duty at a school-sponsored activity.

Adoption Date: November 13, 2000; Modified by BOE Action on June 14, 2010

BIXBY PUBLIC SCHOOLS **POLICY 4147**

DRESS AND PERSONAL GROOMING: SUPPORT EMPLOYEES

The Bixby Board of Education recognizes that school personnel must always present the proper image and that employees are required to meet an acceptable dress code. The image an employee portrays through day-to-day contact with the public and with work colleagues has a direct bearing on how they judge the effectiveness of this school system. It is important that a positive image is portrayed. Cleanliness and personal grooming are important and expected.

Unacceptable Clothing

The following types of clothing are unacceptable in the workplace:

1. Muscle shirts
2. Bare shoulders
3. See-through (transparent) tops
4. Halter tops
5. Tops that do not touch the lower garment at all times, exposing the bare midriff skin
6. Tops with excessively low necklines
7. Clothing with writing or pictures which are suggestive or symbolic of drugs, alcohol, sex, or any illegal or immoral activity.
8. Biking shorts, boxer shorts

Shorts or trousers of knee length to 3" above the knee may be worn with the permission of the director of transportation/maintenance and/or assistant superintendent.

Food Service Employees

All food service personnel must be in uniform each day. If at any time, for any reason, an employee is unable to wear a uniform, prior approval must be received from the food service director. Food service employees should:

1. Always wear a clean, fresh, washable garment.
2. Wear clean, comfortable, well-fitting, low-heeled shoes, preferably oxford type. Sandals are not a professional-looking shoe and are not acceptable.
3. Keep hair clean and well arranged. Hair nets must be worn by all employees at all times in the kitchen.
4. Not wear jewelry with the uniform.
5. Change into a fresh apron before serving meals.
6. Wear disposable gloves while serving.
7. Comply with provisions set forth in the Child Nutrition employee handbook.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS **POLICY 4148**

ASSIGNMENT OF TEACHERS

It is the policy of the Bixby Board of Education that the superintendent and building principal shall cooperatively determine the assignment of teachers. Assignments shall be based upon the requirements of positions and the qualifications of teachers. Upon the receipt of a written request, current teachers may be considered for vacancies.

No new assignments will be made which places one member of a family in direct supervisory or evaluative relationship with another member of his/her immediate family.

Nothing in this policy shall be construed to prevent an existing staff member from being promoted to an administrative position, which would place him/her in a direct supervisory or evaluative relationship with another member of the immediate family. However, a transfer of the other family member will be made by the Board of Education as soon as possible.

All teachers shall be given notice of any change in their assignments for the forthcoming year. The superintendent may establish regulations governing the assignment of teachers and other professional personnel if he or she so chooses.

Throughout the school year, teachers shall be assigned to additional, temporary duties. Such duties may include but will not be limited to the following:

1. Hall duty
2. Playground duty
3. Gate duty
4. Cafeteria duty
5. Late bus duty
6. Other duties as directed by the principal

REFERENCE: Negotiated Agreement
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4149

TEACHER TRANSFERS

When vacancies or new positions occur in the Bixby Public Schools, teachers within the system are Entitled to apply for those positions through transfer request. Transfer requests are classified in two categories: voluntary requests and involuntary administrative transfers. Information regarding vacancies and impending vacancies is maintained in the office of the assistant superintendent of personnel and is available upon request to teachers desiring reassignment. Procedures for requesting a transfer are in accordance with administrative regulations.

Criteria determining **voluntary** transfer requests are as follows:

1. Teachers may request transfer after one complete year of assignment.
2. Transfer requests must be in writing, directed to the superintendent.
3. Requests must be submitted by May 30th.
4. Teachers must be certified in the positions requested.
5. Final assignment depends on a mutual agreement between both of the principals, the teacher, and the superintendent.

Involuntary administrative transfers may result because of the following:

1. Equalization of staff members due to increase or decrease in student population;
2. Specific needs of the school district.
3. Certification requirements.
4. Valuation of teaching records.
5. Balancing experience among the staff.
6. The best interests of the school environment.

An involuntary administrative transfer will be made only after a meeting between the affected teacher and the appropriate member of the superintendent's staff.

All transfer requests are subject to position availability.

Board of Education Approved: March 7, 2016

BIXBY PUBLIC SCHOOLS **POLICY 4150**

FACULTY MEETINGS

The Bixby Board of Education believes that the school administrators should schedule faculty meetings as necessary to insure the successful operation of the school program. However, the Board believes that administrators should evaluate faculty meetings carefully and schedule only those that are essential. When possible, building meetings, departmental meetings, and general faculty meetings should be scheduled far enough in advance to give employees ample notice so that plans can be made accordingly. If time and circumstances permit, this notice should be five working days in advance of the meeting. Meetings should generally be used to inform employees on significant matters requiring considerable explanation or discussion. Great care should be taken to conserve time by avoiding discussion of matters relating to only a few staff members.

It is the duty of the teachers to attend all meetings called by the superintendent, principal, supervisor, or department chairman. No excuse, other than one that justifies absence from school, shall be acceptable for absence from staff meetings.

REFERENCE: **Negotiated Agreement**
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4151

PLANNING PERIODS

All instructors, excluding vocational staff cooperating with the State Vocational Department, shall have an assigned period(s) within the student school day for preparation. The preparation period shall be used for the following duties: personal instructional preparation; planning, selecting and preparing materials for instruction; conferring with parents, staff, and administrators; keeping school records; supervising aides (if assigned); grading student papers and recording student grades; and study of current literature to keep abreast of developments within the subject matter taught by the teacher. The preparation period shall be utilized within the building of major assignment and for the purposes indicated. Teachers shall leave the school premises only to carry out functions relating to the above duties when permission to do so has been obtained from the building principal.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4152

PROFESSIONAL GROWTH

It is the policy of the Bixby Board of Education that teachers and other employees shall continue their professional growth through seminar and workshop attendance and membership in professional organizations.

When classes are dismissed for that purpose, teachers are expected to attend professional meetings or forfeit one day's pay for each day of the meeting unattended unless an emergency exists. A certification committee appointed by the Bixby Education Association will submit to each building principal a list of teachers in attendance at Board-approved meetings (workshops, fall convention, spring workshops, etc.). The list will be presented within two weeks following the approved meeting. Any teacher whose pay is withheld for non-attendance may file a written letter of appeal to the chairman of the appeals committee. The appeals committee will conduct a hearing and render a recommendation to the teacher and the administration.

Teachers are expected to adhere to the code of ethics established by the Oklahoma Education Association.

REFERENCE: Negotiated Agreement
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 4153

PROFESSIONAL DEVELOPMENT

The Bixby Board of Education believes that it has a responsibility to provide opportunities for the continual growth of its professional staff. Such opportunities shall include, within budgetary limitation, special in-service training courses and workshops as recommended by a staff development committee and/or the Board. Staff members are encouraged to seek additional and higher degrees, to obtain further certification, and to become more proficient not only in their subject area, but also in their ability to handle discipline, to motivate students, and to cope with both personal and job-related stress.

The professional development committee shall be composed of classroom teachers, administrator(s), and parents, guardians, or custodians of children in the district. The teacher members shall be selected by a designated administrator of the school district from a list of names submitted by the teachers in the district. The members selected shall be subject to the approval of a majority vote of the teachers in the district. The administrators shall be selected by the superintendent. Parents shall be selected by the committee from a list of volunteers provided by the administration and the staff development committee. At a minimum, once every four years the committee shall include at least one school counselor in its membership.

In accordance with Oklahoma Statutes and with the district's Professional Development Plan and Regulations, each certified employee must meet the minimum requirements related to earning professional development points. Failure to meet the minimum requirements by the certified employee may result in termination of the employee.

REFERENCE: 70 O.S. §3-104.2
70 O.S. §6-192, et seq.
HB 1467 (70 O.S. §6-194)

Adoption Date: November 13, 2000
Revision Date: September 11, 2006

TEACHER EVALUATION

The Bixby Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members shall be evaluated using a written and standardized evaluation instrument developed for the Board. Beginning with the 2012-13 contract year, the Board has adopted the Tulsa Teacher and Leader (TLE) model. (2012-13). The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall be evaluated at least twice each year. One evaluation shall occur on or before November 10, and another on or before March 15, each year. Career teachers shall be evaluated once each year, on or before April 30, unless circumstances require additional evaluations or teacher exemption is utilized. All formal classroom evaluations shall be conducted by designated building level principals or assistant principals using the Tulsa Model Evaluation System. (2016-17).

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

If a conflict exists between the teacher evaluation procedures contained in the negotiated agreement and the teacher evaluation procedures of the Tulsa (TLE) System, the evaluation procedures set forth in the Tulsa (TLE) System shall prevail. (2013-14)

Following appropriate observations, the administrator and teacher shall hold a post-evaluation conference at a mutually agreed upon time for the purpose of discussing, executing, and clarifying the written evaluation report and recommendations. At this time, a duplicate copy will be given to the teacher that is dated and signed by both teacher and evaluator. Within two (2) weeks after the evaluation, the teacher evaluated may submit a written response which shall be attached to the evaluation and will become part of the record.

If an administrator believes a teacher is doing ineffective and/or unsatisfactory (2012-13) work, the reasons will be set forth in specific written terms and specific ways in which the teacher is to improve will be identified. The administrator will make positive efforts to assist the teacher in successfully completing a Professional Development Plan (PDP) and will establish a reasonable time for improvement not to exceed 60 (sixty) days during the contract work year.(2011-12)

The evaluation report, response, and Professional Development Plan (PDP) if one is developed, will be filed in the teacher’s personnel file at the building site and shall be accessible to the teacher. Not more than one file shall be kept at the building site. A file will be maintained at the central administrative office. Evaluation forms shall be removed from the personnel file after three (3) years if requested by the teacher. If discharge of a teacher (including denial of career placement or demotion) is to be considered because of inadequacies observed in the teacher’s job performance, such actions must minimally be preceded by:

a. Observations of the teacher's ineffective and/or unsatisfactory (2012-13) performance by the building principal through the evaluation process described elsewhere in this agreement.
b. Clear written direction that the teacher must improve and consequences of failure to do so.
c. Adequate opportunity for the teacher to make improvements.
d. Intensive assistance from administrators and school district resources to help the teacher improve.

Adoption Date: November 13, 2000; Revised: December 12, 2016

BIXBY PUBLIC SCHOOLS **POLICY 4155**

EVALUATION OF ADMINISTRATIVE PERSONNEL

Except for the superintendent of schools, who shall be evaluated by the Board of Education, all certified and noncertified administrators shall be evaluated at least annually by the certificated personnel designated by the superintendent. All evaluations shall be made in writing.

Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator. The same evaluation form shall be used for both certified and non-certified administrators. The evaluator may omit any criterion or indicator on the evaluation form which is not applicable to the administrative position being evaluated.

The general areas of administrative effectiveness shall include the indicators which are included in the Oklahoma Minimum Criteria for Effective Administrative Performance or other minimum criteria developed by the State Board of Education and any supplemental indicators which are included on the approved evaluation form.

This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy.

All certified and non-certified administrators shall be evaluated and the evaluation form completed no later than April 30th of each school year.

The Board of Education shall evaluate and complete the evaluation form on the superintendent of schools at least 10 days prior to the Board taking any action to renew or not renew the superintendent's contract.

Nothing in this policy shall require as a condition precedent to dismissal of any administrator that a prior written evaluation be made of the administrator; provided, however, no action to nonreemploy a certified or non-certified administrator shall occur without a written evaluation of the administrator.

Adoption Date: November 13, 2000
Revision Date: February 8, 2018

PERSONNEL FILES: SUPPORT EMPLOYEES

At the time of initial employment, each support employee shall file with the district prior to the first day of employment a complete employment history and a complete record of education.

For the benefit and use of the school district and of the employee, the district will maintain a complete, up-to-date personnel file in the superintendent's office. Employees are requested to notify the Human Resources office of any changes. The file record shall include the following information:

1. Correct name, address, telephone number, and date of employment;
2. Data on education, including all institutes completed;
3. Additional data requested concerning health and/or medical examinations;
4. The name of a local contact person in the event of an emergency;
5. Record of assignments; and
6. Evaluations of performance.

Every employee shall be allowed to inspect his or her personnel file at any reasonable time in the presence of a staff member of the superintendent's office.

References regarding an employee received prior to employment with the district shall not be made available to the employee for inspection.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS **POLICY 4157**

PERSONNEL FILES: CERTIFIED STAFF

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the Bixby Public Schools. A file shall be kept for all resigned or retired employees, including such essential information as shall be deemed appropriate by the administration as specified by state and federal laws.

Confidentiality

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Types of Information

It shall be the responsibility of each certificated employee to see that there is filed with the district any record of prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the certificated employee to see that information that will maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested concerning the health of the employee, or medical examinations that the employee may have undergone;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the teacher.

Use of Personnel Records

All the contents of the personnel records file shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

Parental Notice

If the school district receives Title I funds, the No Child Left Behind Act requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

REFERENCE: 51 O.S. §24A.7.
70 O.S. §6-101.11
P. L. 107-110, No Child Left Behind Act of 2001
The Americans With Disabilities Act

CROSS-REFERENCE: Policy 5101, Open Records Act

Adopted Date: July, 2003

TERMINATION OF EMPLOYEES: TEACHERS

Suspension, dismissal, and nonrenewal of teachers shall be as provided by law and in accordance with applicable regulations of the OSDE.

REFERENCE: 70 O.S. §6-101, §6-101.20, et seq.
70 O.S. §6-103
70 O.S. §18-123
Adoption Date: November 13, 2000
Revision Date: September 11, 2006
Revision Date: December 13, 2010
Revision Date: October 10, 2011

BIXBY PUBLIC SCHOOLS POLICY 4159

SUPPORT PERSONNEL: SUPSENSION, DEMOTION, OR TERMINATION

1. Definitions

A. "Support Employee" shall mean an employee of the district who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the district.

B. "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the district for a minimum of 172 days per year.

C. "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B(1), below or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.

D. "Suspension with pay" may occur in those situations in which the superintendent or his or her designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the district's premises and the support employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.

E. "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.

F. "Termination" shall mean the discharge of the support employee from his/her employment with the district during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.

G. "Non-reemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contact under which the support employee is presently employed has expired.

2. Policy On Suspension, Demotion, Termination Or Non-Reemployment Of Full-Time Support Employees

A full time support employee who has been employed by the district for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the district for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3. Cause For Suspension, Demotion, Termination Or Nonreemployment

A. A support employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:

i. Violation of any rule, regulation or requirement issued by the office of the superintendent or board of education of the district; or

ii. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

B. The rules, regulations and requirements referred to above and the Rules for Conduct shall be furnished to each support employee at the time of his/her initial employment. In the event these rules are updated, a copy shall be timely distributed to support employees.

4. Procedures For Suspensions Without Pay, Terminations And Demotions

A. Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action the full-time support employee shall receive the following hearing rights:

i. The superintendent of schools or his or her designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;

ii. The superintendent of the district or his or her designee shall explain to the support employee the evidence against the support employee;

iii. The superintendent of the district or his or her designee shall allow the support employee an opportunity to present his or her side of the matter.

B. After the support employee is afforded the above hearing rights the superintendent of the district or his or her designee may take any of the following actions:

i. Suspension without pay for ten (10) working days or less as a disciplinary measure;

ii. Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;

iii. Demotion of the support employee;

iv. Termination of the support employee;

v. Conclude that no disciplinary action is appropriate.

C. The support employee shall have the right to appeal to the board of education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the board of education in section 6 below.

5. Procedures For Non-Reemployment

Prior to being non-reemployed, a full-time support employee who has been employed by the district for more than one (1) year shall be entitled to the following hearing rights:

A. The board of education or the superintendent of the district or his or her designee shall advise the support employee, in writing, of the board's intention to consider and act on the non-reemployment of the support employee for the subsequent fiscal year;

B. The written notification shall set out the cause(s) for such action;

C. The support employee shall have the right to contest his or her non-reemployment before the board of education as set forth in the Procedures for Appeal to the board of education in section 6 below.

6. Procedures For Appeal To The Board Of Education

A. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the support employee shall receive notice of his/her right to a hearing before the board of education as herein provided.

B. All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The postmark shall be used to determine the timeliness of the notice.

C. A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the clerk of the board of education of the district within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the board of education. If the support employee fails to notify the clerk of the board of education of the district in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.

D. Hearing before board of education:

i. Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the board of education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the board of education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled board of education meeting. At the request of the support employee or at the discretion of the board of education, the board of education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.

ii. At the hearing before the board of education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the district, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his or her rights at the hearing. Following this statement, the district administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the district administration. The support employee shall then have the right to present his/her side of the matter. After both the district administration and the support employee have fully presented their respective positions, the board of education shall deliberate on the evidence in executive session. The board of education shall announce its findings and decision

immediately in open session by individual voice vote. The decision shall be made by a majority of the board of education members present at the meeting.

iii. As to suspension as a disciplinary measure, demotion or termination, the board of education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.

iv. The decision of the board of education at the hearing shall be final and non-appealable.

7. Miscellaneous

This policy shall be effective immediately upon adoption by the board of education and shall supersede all previous policies regarding the subject matter contained herein. The board of education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal of support employees.

REFERENCE: 70 O.S. §6-101.40, et seq.
Adoption Date: November 13, 2000
Revision Date: July 14, 2003
Revision Date: October 10, 2011

SUPPORT EMPLOYEE RULES FOR CONDUCT

A support employee may be suspended, demoted, terminated or non-reemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
5. Unapproved or excessive absenteeism.
6. Chronic absenteeism for any reason.
7. Unapproved or excessive tardiness.
8. Chronic tardiness.
9. Wasting time or loitering during working hours.
10. Leaving work area during work hours, without permission, for any reason.
11. Possession of weapons on school premises, in school district vehicles or while on duty. Support personnel with a valid handgun license pursuant to the Oklahoma Self Defense Act may possess a handgun in the school parking lot but that weapon must be stored in the employee's vehicle pursuant to Oklahoma law.
12. Removing school district property or records from school district premises without proper authority.
13. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
14. Theft or misappropriation of property of employees or students of the school district.
15. Sabotage.
16. Distracting the attention of others.
17. Refusal to follow instructions of supervisor.
18. Refusal or failure to do work assignment.
19. Unauthorized operation of machines, tools, or equipment.

20. Threatening, intimidating, coercing or interfering with employees or supervisors.

21. Threatening, intimidating, coercing or exploiting students.

22. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.

23. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.

24. Creating or contributing to unsanitary conditions.

25. Actions or omissions that jeopardize the health, safety, life, or property of self or others.

26. Practical jokes injurious to other employees, students or school district property.

27. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.

28. Disregard of known safety rules or common safety practices.

29. Unsafe operation of motor driven vehicles or equipment.

30. Operating machines or equipment without using the safety devices provided.

31. Gambling, lottery, or any other game of chance on school district property.

32. Unauthorized distribution of literature, written or printed matter of any description on school district property.

33. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.

34. Poor workmanship.

35. Immoral conduct or indecency including abusive and/or foul language.

36. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.

37. Walking off job.

38. Clocking in or out on another employee's time card or time sheet.

39. Smoking or using tobacco products in an unauthorized area, including the use of e-cigarettes, personal vaporizes and other similar devices, regardless of whether those devices are used with cartridges containing nicotine.

40. Refusal of job transfer, if the transfer does not result in a demotion.

41. Abuse of "breaks" (rest periods) or meal period policies.

42. Insubordination of any kind.

43. Dishonesty of any kind, including withholding pertinent information from a supervisor.

44. Wrongdoing of any kind.

45. Violation of a law or regulation.

46. Sexual harassment of an employee, a student or a third party such as a patron or vendor.

47. Violation of a policy or rule enacted to ensure orderly and proper job performance or for the safety of self or others.

48. Misuse or abuse of any school district leave policy or guidelines.

49. Any intentional act or omission which constitutes a material or substantial breech of job duties, responsibilities or obligations.

50. Any conduct which the employee knew or should have reasonably known was a violation of school rules or policies.

51. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or non-reemployed.

52. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or non-reemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.

53. Conduct and/or participation with a student and/or minor in behavior that is a violation of Oklahoma law for a student and/or minor. Consensual or nonconsensual sexual relations of any kind with a student and/or minor is prohibited and shall result in the suspension, demotion, termination, and/or non-reemployment of the support employee.

Adoption Date: October 10, 2011; BOE Revised September 8, 2014

REDUCTION IN FORCE: CERTIFICATED PERSONNEL

It is the policy of the Bixby Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on the following conditions:

Decrease in revenue,
Decrease in student enrollment,
Changes in educational programs or curriculum,
Cancellation of programs, or
Any other circumstances determined by the board.

In the event of such a situation, effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Otherwise, reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.
2. The order of termination will be as follows:

A. A licensed teacher in an eliminated position will be terminated first.
B. A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, and the licensed teacher will be terminated.
C. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or licensed teacher.
D. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.
E. If there is more than one career teacher assigned to a like position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:

1. Certification in a retained teaching position which is open. A career teacher with standard certification for the retained position will be retained over a career teacher with provisional certification, and a teacher with provisional certification will be retained over a teacher with temporary certification or a license.
2. Seniority in continuous, full-time, contracted, certified employment in the district.
3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:

a. Years of teaching experience in the retained position in the local school district.
b. Academic degree status: A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a

teacher with a master's will be retained over a teacher with a bachelor's degree.

c. Recommendations of principal and/or superintendent.

F. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in E, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

Recognizing the importance of having qualified personnel to conduct extracurricular activities, the Board reserves the right, notwithstanding any other provision of this policy, to retain up to twenty percent (20%) of all teachers on any type of extra-duty contract.

The board reserves the right to select and employ all administrators regardless of factors listed above in determining which employees are to be reduced.

Personnel whose employment is terminated under the provisions of this policy shall be given priority for reemployment to fill subsequent vacancies in positions for which they have standard certification. Teachers whose employment is terminated from the district under the provisions of this policy shall be placed on a recall list for a period of (18) months in positions for which they have standard certification. Such employment shall be in reverse order of their termination.

1. Teachers shall be notified of recall by certified letter, restricted delivery, return receipt requested. From the date of the receipt of the recall notice, the teacher shall have ten (10) calendar days to respond by certified mail of his/her intention to return to employment. Failure to respond within the specified time shall constitute a rejection of the notice of recall.
2. The terminated teacher shall have the responsibility to continuously inform the district of any new areas of standard certification.
3. The teacher shall have the responsibility to keep the district informed of a current mailing address.
4. A teacher shall remain on the recall list for the time period specified above unless the teacher:

    a. Does not accept recall within ten (10) calendar days from the date of receipt of a recall notice;
    b. Waives recall in writing;
    c. Fails to comply with paragraphs 2 and 3 above; or
    d. Fails to pick up or claim the certified letter referenced in paragraph 1.

When returning to work after recall, the teacher shall be placed on the appropriate step on the teacher salary schedule earned, and retain seniority status as of the date of the reduction.

REFERENCE: Board Minutes dated September 8, 1987

Adoption Date: November 13, 2000
Revision Date: July 14, 2003

BIXBY PUBLIC SCHOOLS **POLICY 4162**

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

The Bixby Board of Education affirms the importance that each employee be in a position for which he or she is well suited and the one in which the employee's skills and abilities are well utilized. The following shall apply to transfers and reassignments of support personnel:

Transfer

1. When an employee desires to transfer from one job assignment to another within the school system, a request for transfer to a vacant position must be submitted in writing to the superintendent by the close of the fifth workday after the posting date. The employee's immediate supervisor should approve the request.
2. If an employee's request for a transfer is rejected, the employee shall receive the reasons for the denial in writing.
3. Support personnel currently employed in the school system shall be given first consideration over applicants from outside the district in the filling of vacancies, providing they are the best qualified. First consideration shall mean the right to be interviewed prior to candidates from outside the district. After qualifications, seniority in the district shall be the number one criteria in determining the filling of vacancies. No assignment of a new applicant will be made until all pending requests for transfer for vacancies have been considered.

Involuntary Transfers

1. Involuntary transfers may occur as staff is reduced in a program or building, due to loss of funds, the closing or opening of a building, or for disciplinary reasons.
2. In the case of staff reduction in a program or school, those employees with the least seniority shall be reassigned first or laid off.
3. An involuntary transfer will be effected only after a meeting between the employee and the administrative supervisor.

The superintendent will report all reassignments and transfers of support staff personnel to the Board of Education at the next regular meeting following the transfer or reassignment.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

SUBSTITUTE TEACHING

The Bixby Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers. In recognizing that need, the Board has decided that substitute teachers shall be paid at the rate determined by the Board. Any person applying for employment as a substitute teacher shall be required to have a National Criminal History Record Check for the current school year unless the prospective substitute teacher who has been employed by the district or provided services as a substitute to the district through an independent employment contractor during the last year. Any person employed as a full-time teacher by a school district in this state in the five years immediately preceding an application for employment as a substitute teacher may not be required to have a NCHRC, if the teacher produces a copy of a NCHRC completed within the preceding five years and a letter from the district in which the teacher was last employed stating the teacher left in good standing.

All substitute teachers, certified and noncertified, shall have an application on file with the substitute provider or the district.

LENGTH OF ASSIGNMENT

A substitute teacher may not be employed for a total period of time in excess of 90 school days during a school year except in the following situations: .

- A substitute teacher holding an expired certificate or who has a bachelor's level college degree may be employed for 100 school days.
- A substitute teacher holding a valid certificate may be employed unlimited days during the school year.
- A substitute teacher may not be employed in the same assignment for more than ~~20~~ 35 school days during a school year unless the substitute teacher holds a valid certificate for the grade and subject matter of the assignment.

SPECIAL EDUCATION SUBSTITUTE TEACHERS

EXCEPTION TO LENGTH OF ASSIGNMENT FOR SPECIAL EDUCATION SUBSTITUTE TEACHERS

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for students with physical disabilities or students with mental retardation shall not be subject to the restrictions on total time a substitute teacher may be employed or the restrictions on time in the same assignment if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed.

INSERVICE TRAINING FOR SPECIAL EDUCATION SUBSTITUTE TEACHERS

Beginning with the 2007-2008 school year, any substitute teacher employed to teach special education for the same assignment for more than fifteen (15) consecutive or thirty (30) total school days during a school year who does not hold a valid certificate to teach special education shall be required to complete in-service training as prescribed by the State Board of Education. The training shall be provided at no cost to the substitute teacher. Availability of certified teachers shall be determined after the school has consulted the State Board of Education and any other resources for filling the vacant position with a certified teacher.

A certified substitute teacher may be employed on a monthly or annual basis in accordance with the terms of a written employment contract in the same manner and under the same conditions as regular

teachers. Such substitute teachers will be employed pursuant to a temporary employment contract or a "Duration of Need" employment contract.

REFERENCE: 70 O.S. §6-105 and 70 O.S. § 5-142
Atty. Gen. Op. No. 80-112 (June 16, 1980)
Negotiated Agreement
Adoption Date: November 13, 2000
Revised Date: July 14, 2003T
Revised Date: July 18, 2011
Revised Date : September 12, 2016
70 O.S. §6-105 Substitute Teachers - Payments

BIXBY PUBLIC SCHOOLS POLICY 4164

QUALIFICATIONS: TEACHERS

The Bixby Board of Education shall employ teachers on a professional basis without regard to age, religion, race, color, sex, national origin, disability or veteran status.

Every teacher employed in this school system must possess a valid license or certificate and shall execute a written contract with the board of education. Teacher contracts shall be considered for renewal on or before the first Monday in June each year.

Applications shall be considered by the principal and the superintendent. Selected applicants shall be interviewed by the administration and a recommendation shall be made to the board of education who shall make the final employment determination.

All teachers teaching in core academic subjects within this school district are required to be "highly qualified." The No Child Left Behind Act defines "highly qualified" as an elementary or secondary school teacher who has obtained full state certification and has not had certification requirements waived on an emergency, temporary, or provisional basis.

Elementary teachers who are new to the profession must hold at least a bachelor's degree and have demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary curriculum. Middle and secondary school teachers, new to the profession, will be deemed to be highly qualified if the individual teacher holds at least a bachelor's degree and has demonstrated a high level of competency in each of the academic subjects in which the individual teaches by passing a rigorous state academic subject test in each such academic subject; or has successfully completed a graduate degree with coursework that is equivalent to an undergraduate major, or advanced certification or credentialing for each academic subject that the individual teaches.

Veteran teachers currently employed by the district will be identified as highly qualified if they:

1. Hold at least a bachelor's degree; and
2. Have met the applicable standard for a teacher who is new to the profession, which includes an option for a test; or
3. Demonstrate competence in all the academic subjects in which the teachers teach, based upon a high objective uniform state standard of evaluation.

Additional qualifications and terms of employment for teachers may be found in the standard teacher contract. Specific duties may be found in the teacher job description found elsewhere in this manual. Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

REFERENCE: 70 O.S. §6-101.20, et seq.
P. L. 107-110, No Child Left Behind Act of 2001
CROSS-REFERENCE: Employment Practices and
4158 Termination of Employment, Teachers
Revision Date: September 13, 2004
Revision Date: August 10, 2009

BIXBY PUBLIC SCHOOLS POLICY 4165

EMPLOYEES CHARGED WITH CRIMES

Pursuant to Okla. Stat. tit. 70, § 5-144, if it is discovered that a person charged in an Information or Indictment with a felony or violent misdemeanor is a student or employee of a school district or a public school in the state, or an employee working on school property for an entity that provides services to a school district or a public school on school property, the district attorney shall notify the superintendent of the school district of the charges filed against the student or employee.

It shall be the policy of this School District that if such information is ever received by the Superintendent, the Superintendent or designee will promptly investigate the information and take whatever reasonable actions are deemed appropriate to best protect the interests of the School District and its students.

Upon receipt of such notification from the district attorney, the Superintendent or designee shall:

1. Make effort to verify the accuracy of the information through any means accessible;
2. Ascertain whether or not the person or persons reasonably pose any threat to the students and staff of the School District by their employment or presence on school property; and
3. Take any reasonable steps appropriate to ensure the safety of students and staff and protect the interests and goals of the School District, including but not limited to dismissal of the employee or whatever measures will reasonably be in the best interest of the School District, its students, and staff.

Upon adoption of this policy, the Superintendent shall send a letter to the district attorney for every county in which the School District operates, notifying the district attorney of the obligations under Oklahoma law.

Pursuant to Okla. Stat. tit. 70, § 6-101.48(A), no person or business having a contract with a school or school district to perform work on a full-time or part-time basis that would otherwise be performed by school district employees shall allow any employee to work on school premises if such employee is convicted in this state, the United States, or any other state of any felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the criminal offense.

Further, Section 6-101.48(B) provides that every person or business performing services on the property of a school or school district shall at the time of contracting be required to sign a statement declaring that no employee working on school premises under the authority of such business is currently registered or currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.

Pursuant to Okla. Stat. tit. 70, § 6-101.48(A) and (B), at the time of contracting with a business or entity to perform services on School District property, the Superintendent or designee may require that the business or entity sign a District-provided affidavit.

References: 70 O.S. §5-144
70 O.S. §6-101.48(A) & (B)

Adoption Date: September 12, 2005
Revision Date: September 14, 2009

BIXBY PUBLIC SCHOOLS POLICY 4166

CLASSIFICATION OF EMPLOYEES AND RIGHTS AND RESPONSIBILITIES INVOLVING NON-EXEMPT EMPLOYEES

It is the policy of Bixby School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or non-exempt employees and also addresses the rights and responsibilities of the District and non-exempt employees in areas related to the authorization necessary for overtime work, and related record keeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that non-exempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel. An exemption is determined for the respective categories based upon application of either the long or short tests described below.

A. Executive Employees

The Long Test for Executive Employees

An executive employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily management of the agency, department or subdivision.
2. Supervision: Customarily and regularly directs two or more other employees.
3. Authority: Possesses the power to hire or fire employees, or makes suggestions that are given substantial weight in such decisions, including promotions.
4. Discretion: Customarily and regularly exercises discretionary power.
5. Work Responsibility: Does not devote more than 20 percent of his or her hours in a workweek to the performance of activities not closely related to items (1) through (4).
6. Compensation: Is not paid less than $155 per week exclusive of board, lodging or other facilities (On a yearly basis, $155 per week equals about $8,060 per year).

The Short Test for Executive Employees

An executive employee must meet all of the following requirements to be exempt:

1. Compensation: Is paid not less than $250 per week exclusive of board, lodging or other facilities (On a yearly basis, $250 per week equals about $13,000 per year).
2. Duties: Primarily management of the agency, department, or subdivision.
3. Supervision: Customarily and regularly directs two or more other employees.

B. Administrative Employees

The Long Test for Administrative Employees

An administrative employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily consists of either:

   (a) non-manual or office work directly related to management policies or general business operations; or
   (b) performance of administrative functions in an educational establishment in work related to academic instruction and training.

2. Discretion: Customarily and regularly exercises discretion and independent judgment.
3. Supervision:

   (a) Regularly and directly assists a person employed in an executive or administrative capacity;
   (b) performs under only general supervision work requiring special training, experience or knowledge; or
   (c) executes special assignments and tasks under only general supervision.

4. Work responsibility: Does not devote more than 20 percent of work time to activities not directly or closely related to performance of administrative work.

5. Compensation: Is paid not less than $155 per week exclusive of board, lodging, or other facilities (On a yearly basis, $155 per week equals about $8,060 per year).

The Short Test for Administrative Employees

An administrative employee must meet all of the following requirements to be exempt:

1. Compensation: Is paid at least $250 per week exclusive of board, lodging or other facilities (On a yearly basis, $250 per week equals about $13,000 per year).
2. Duties: Primarily performance of office or non-manual work directly related to management policies or general business operations, or the performance of functions in the administration of an educational establishment, or a department or subdivision thereof, in work directly related to the academic instruction or training.
3. Responsibilities: Primary duty includes work requiring the exercise of discretion and independent judgment.

C. Professional Employees

The Long Test for Professional Employees

A professional employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily work requiring -
   - Advanced learning acquired by a prolonged course of specialized intellectual instruction, as distinguished from general academic education, apprenticeships or routine training; or
   - Original or creative work depending primarily on invention, imagination or talent; or
   - Teaching, tutoring, instructing or lecturing for a school system or educational institution.
2. Discretion: Work requiring the consistent exercise of discretion and judgment.
3. Work product: Predominantly intellectual and varied in character and which cannot be standardized in relation to a given period of time.
4. Work responsibility: Must devote not more than 20 percent of his or her hours to activities not essential, part of or necessarily incident to the work.
5. Compensation: Is not paid less than $170 per week exclusive or board, lodging or other facilities (On a yearly basis, $170 per week equals about $8,840 per year).

The Short Test for Professional Employees

A professional employee must meet all of the following requirements to be exempt:

1. Compensation: Is paid not less than $250 per week exclusive of board, lodging or other facilities (On a yearly basis, $250 per week equals about $13,000 per year).
2. Duties: Primarily consist of work requiring advanced learning or work as a teacher.

3. Discretion: Must include work requiring the consistent exercise of discretion and judgment or consist of work requiring invention, imagination or talent in a recognized filed of artistic endeavor.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties and criteria; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Non-exempt Employees

Non-exempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Non-exempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Non-RN school nurse
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Principals and Assistant Principals
- Directors of Computer Programming
- Assistant Superintendents

Exempt professionals include:

- Guidance counselors
- Certified public accountants in budget office
- School Board attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers

Noncovered positions include:

- Appointed members of the board of education
- Elected member of the board of education
- Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of those hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for assistance.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited.**

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and will be required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should immediately notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

Adopted Date: December 8, 2003

POLICY REGARDING MULTIPLE EMPLOYMENT ASSIGNMENTS

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one employment position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or whether the positions will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the long or short tests approved by FLSA for executive, administrative or professional positions.

Employees who are exempt will not be allowed to devote more than 50% of the hours worked in a workweek to activities which are not an essential part of nor necessarily incident to the work exempted from overtime by the FLSA and regulations promulgated pursuant to it.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. Authorized overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.

2. Overtime should only be allowed by supervisors under unusual or extraordinary circumstances and must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime, which is not properly authorized, in advance, in writing, by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including the possibility of dismissal or non-reemployment.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

VII. After-School Daycare Employees

Employees who work in an after-school daycare program operated by the District are employees of the District and included within the purview of this policy.

VIII. After-School Program Employees

Employees who work in an after-school programs operated by the District are employees of the District and included within the purview of this policy.

Adoption Date: December 8, 2003

BIXBY PUBLIC SCHOOLS POLICY 4168

COMPENSATORY TIME FOR OVERTIME POLICY

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Bixby School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a non-exempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required

Overtime will not be allowed to any non-exempt support employee unless prior approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt support employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including the possibility of dismissal.

II. Calculation of Compensatory Time

If a non-exempt support employee is properly assigned to work more than forty (40) hours in a workweek, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initialed by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operations of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District, at its sole option, may require an employee to use accrued comp time at certain times.

IV. Maximum Accrual of Time

Employees may accrue up to 240 hours of comp time. (Because comp time is accumulated at time and one-half, this is 160 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 480 hours of comp time (320 actual overtime hours).

V. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do "volunteer" work for the District. Although the District appreciates the occasional willingness of non-exempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when non-exempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual's child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer's activities or services must be unrelated to the employee's compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt support employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Non-exempt Employees

A copy of this policy will be provided all of the district's non-exempt employees along with a compensatory time agreement which employees will sign and which the employee's supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt support employees of the District.

Adoption Date: December 8, 2003

BIXBY PUBLIC SCHOOLS **POLICY 4169**

MENTOR/RESIDENCY TEACHER PROGRAM

Upon the employment of a teacher in a certified teaching position and upon employment of a teacher with an alternative placement teaching certificate, the District Board of Education shall appoint committee members for the residency/mentor program, as prescribed in the Oklahoma Teacher Preparation Act and this Policy.

The Bixby Public School Mentor/Residency Program

The Mentor/Residency Teacher Program was created as a collaboration between Bixby Public Schools and the Bixby Education Association. Site administration shall be utilized as a resource for resident teacher development. Administrators as members of the residency committee may be included in the meetings between Mentor and resident teacher.

Residency Teacher Defined

A. A resident teacher means any certified teacher who is employed by the District to serve as a teacher and the school district has elected to place under the guidance and assistance of a mentor teacher and residency committee. The resident teacher shall have completed and graduated from an education program from an accredited college or school of education and must have successfully completed the competency examinations in the areas in which he or she seeks certification.

Mentor Teacher Defined, Qualifications and Selection

A. A mentor teacher is a teacher holding a standard certificate who is employed by the District as a teacher and who has been appointed to provide guidance, support, coaching and assistance to a resident teacher employed by the District

B. A mentor teacher must have a minimum of two years classroom experience as a certified teacher.

C. A mentor teacher shall be selected by the principal from a list of qualified teacher volunteers who have submitted their names for that purpose. After compilation of the list, the principal shall provide opportunity for input from the bargaining agent. Membership or non-membership in a professional teacher organization shall not be considered as a factor in selecting a mentor teacher.

D. When possible, a mentor teacher shall have successfully completed a mentor teacher professional development institute and be assigned to the same school site and have similar certification as a resident teacher.

Residency Committee Defined, Qualifications (Mentor) and Duties (Mentor)

A. The residency committee means a committee in the District for the purpose of providing professional support, mentorship and coaching to the resident teacher. A residency committee may consist of ~~a~~ one or more mentor teachers, the principal or assistant principal of the employing school, one or more administrators designated by the District Board of Education, a teacher educator in a college or school of education of an institution of higher education, or an educator in a department or school outside the institution's teacher education unit.

B. If possible, qualified mentor teachers shall have expertise in the teaching field of the resident teacher and, if possible, the higher education members of the residency committee shall have expertise and experience in the teaching field of the resident teacher. However, in all cases, at least one member of the residency committee shall have expertise and experience in the teaching field of the resident teacher.

C. The mentor teacher shall meet with the resident teacher a minimum of fourteen (14) times throughout the school year using the timeline provided by the District. The residency committee and/or mentor shall assist the resident teacher using the following protocols:

    a. Open Door Policy: The residency committee and/or mentor teacher will make themselves available to the residency teacher. Both residency teacher and mentor agree to make time, planned and spontaneous, for each other as needed.
    b. Professionalism: The mentor will work to develop the professional skills necessary to be successful. Mentoring provides new teachers with opportunities to establish contacts, access support and personally reflect in order to meet content specific and pedagogical needs. Mentors will share resources and strive to create a mutually beneficial relationship in which both parties can learn and grow.

    c. Confidentiality: With the exception of seeking resources and/or support, mentors and resident teachers will not discuss any information from meetings with colleagues. The relationship is based on trust, honesty and positive professional interactions. This creates an environment in which mentor and new teacher can self-reflect effectively

    d. Promptness: In the teaching profession time management is very valuable. In order to foster a professional relationship, both the mentor and resident teacher will agree to on time to scheduled meetings and peer observations.

    e. Agendas: Agendas are provided as a suggested guideline for scheduled meetings in order to provide a beginning dialogue on specific topics (Site procedures/Great Expectations/Parent night procedures/Emergency procedures/Lesson Planning/PLC/Office staff, for example). Agenda items can be modified as needed by either mentor or resident teacher.

    f. The mentor teacher shall turn in a copy of meeting agendas and time sheets monthly to the BEA Mentor Program site rep or Site Principal. Mentors shall

keep an accurate and updated time sheet provided by the district either electronically or by paper/pencil.

g. Upon completion of the mentor/residency program AND submission of all required documents the mentor teacher will issued a stipend for the mentorship performed. Normally this will appear in the mentor teachers June payroll check.

h. The residency committee and/or mentor teacher may recommend a second year in the residency program to the site principal and if so shall provide the resident teacher with a list of reasons for the recommendation.

All resident years shall count toward salary, fringe benefit adjustments, probationary/career status, and retirement.

Reference: 70 O.S. §§ 6-182, 6-195 and HB 2885
Adoption Date: September 12, 2005
Updated Date: October 10, 2016

BIXBY PUBLIC SCHOOLS **POLICY 4170**

CPR AND HEIMLICH MANEUVER TRAINING FOR SCHOOL EMPLOYEES

Training

In accordance with 70 O.S. §1210.199 the district shall ensure that a minimum of one certified teacher and one noncertified staff member, at each school site, receives training in cardiopulmonary resuscitation (CPR) and the Heimlich maneuver each school fiscal year.

The training may be obtained through any reputable entity such as the American Red Cross, American Heart Association or others, including training provided by a school employee qualified to train others in basic life support including CPR and the Heimlich.

Documentation of Training

Each employee satisfactorily completing training mandated by this policy shall receive a card or other documentation of successful completion of a course in CPR and including the Heimlich maneuver. The District shall also maintain a list of all employees trained pursuant to this policy and the applicable law, including the date of training, the entity or qualified individuals providing training, and the date by which retraining should occur for a trained individual to adequately retain skills acquired through training.

Periodic Renewal of Training

Renewal courses shall be offered at least every two years to employees who have received training through the School District or through alternate sources.

Liability

There is no liability to the district or to individual employees for injury or death of a student, teacher, or other person resulting from CPR or choking incidents; however, neither this policy nor the applicable Oklahoma law regarding training of school employees eliminates liability, if any, under the Oklahoma Governmental Tort Claims Act.

Reference: **70 O.S. §1210.199**

Adoption Date: September 12, 2005

BIXBY PUBLIC SCHOOLS **POLICY 4171**

PROMOTION OF STUDENT TOURS AND TRAVEL ACTIVITIES

Employees of the Bixby Public School District will not engage in, or have financial interest in, any activity that raises a question of conflict of interest with their duties and responsibilities as members of the school staff.

Neither school facilities, school name, school logo, school system, staff, school website, internet, electronic mail, messaging services, nor any part thereof shall be used in any manner in promoting the interest of any such commercial activity, agency, or organization.

Action of staff members in promoting non-school sanctioned or authorized and/or private travel activities for students, staff, or parents of students, either conducted by staff members or commercial agents, is considered a commercial activity and is not authorized during the school day, school employee contracted work time, or at a school facility. The sanctioning and/or authorization of student travel activities through the school is provided by the school administration and by the Board of Education, for out of state travel by students. Only student travel activities specifically sanctioned and/or authorized by the school administration and/or Board of Education shall be promoted and conducted using school resources, equipment, facilities, employees, and materials.

Distribution of printed materials to students, staff, or parents of students to promote non-school sanctioned or authorized travel activities is prohibited. Promotion of travel activities thorough classroom discussion is prohibited.Use of district internet, electronic mail, or any district electronic communication or messaging system is prohibited.

All organizational meetings held for the purpose of discussing private or commercial travel activities, not approved as a school activity by the board of education, shall be conducted at locations other than a school facility and during non-school hours.

Promotion of non-school sanctioned or authorized tours and travel activities shall be limited to printed notices to students and/or staff which, with the building principal authorization, may be placed on a general information bulletin board at the school location or made available to the student population or parents in a location reserved for general distribution of materials. Such notices shall contain the name, address and telephone number of the sponsoring teacher or staff member. Such notice shall also contain information that explains that the tour or travel activity is not sponsored or authorized by Bixby Public Schools. The building principal shall designate the location where the notices may be placed, shall set limits on the size of notices, and shall set the length of time notices may be displayed or made available. Flyers or other promotional materials shall not be distributed to the students, parents or school staff via school mail, electronic mail, or general distribution.

Adopted on December 2011

BIXBY PUBLIC SCHOOLS **POLICY 4172**

PROFESSIONAL DEVELOPMENT CERTIFICATION REIMBURSEMENT PROGRAM

2017-2018 School Year

The School District, under limited circumstances, will provide subject area certification reimbursement to eligible employees. Reimbursement is limited to one subject area examination per individual. Prior to any employee wishing to be involved in this reimbursement program, the Superintendent must agree to sponsor the request at the local level. State Department of Education approval is based on information provided by the district and available funds for the program. Please note that taking and passing a subject area examination does not, in and of itself, constitute approval for providing direct instruction in any subject area. Districts must comply with current State law regarding certification requirements.

Once sponsored or approved by the Superintendent, it will be the employee's obligation to contact the Oklahoma State Department of Education Special Education Services (OSDE-SES) division for more information.

The OSDE-SES will reimburse districts for fees associated with subject area examinations as outlined below:

1. Teachers who are currently certified in Special Education (Mild-Moderate or Severe-Profound):

a. Early Childhood Education (105)
b. Elementary Education Subtest 1: Reading/Language Arts (050) and Elementary Education Subtest 2: Social Studies/Mathematics/Science/Health, Fitness, and the Arts (051)
c. English (007) or English (107)
d .Middle Level English (024)
e. Advanced Mathematics (Oil) or Advanced Mathematics (111)
f. Elementary Mathematics Specialist (082)
g. Middle Level/Intermediate Mathematics (025) or Middle Level/Intermediate Mathematics (125)
h. Chemistry (004)
i. Earth Science (008)
j. Middle Level Science (026)
k. Physical Science (013)
l. Physics (014)
m. Middle Level Social Studies (027)
n. Psychology/Sociology (032)
o. U.S. History/Oklahoma History/ Government/Economics (017)
p. World History/Geography (018)
q. Mild-Moderate Disabilities (029) or Mild-Moderate Disabilities (129)
r. Severe-Profound/Multiple Disabilities (031) or Severe-Profound/Multiple Disabilities (131)
s. Blind/Visual Impairment (028)
t. Deaf/Hard of Hearing (030)

2. General Education Teachers or Participants in the Non-Traditional Route to Special Education Certification program:

a. Mild-Moderate Disabilities (029) or Mild-Moderate Disabilities (129)
b. Severe-Profound/Multiple Disabilities (031) or Severe-Profound/Multiple Disabilities (131)
c. Blind/Visual Impairment (028)
d. Deaf/Hard of Hearing (030)

Reimbursements must be pre-approved. For pre-approval please email any OSDE-SES contact below using the subject line "Project 616". Provide a statement, on district letterhead, with the following details:

1) Names of individuals for whom the reimbursement is being sought.
2) Current teaching assignment for each individual. .
3) Justification for the necessity of each individual to take and pass the subject area examination.
4) Total cost.

Once pre-approval is obtained and an individual takes and passes the subject area examination, the district must submit a computer generated Expenditure Summary and Detail report and a copy of each individual's subject area examination results. If an individual does not pass the test, the district must obtain pre-approval again. The report and copies must be faxed (405-522-2380) or emailed to appropriate staff at the Oklahoma State Department of Education, Special Education Services division.
The amount of the reimbursement will be listed on the employee's W2 as taxable compensation in the year in which the reimbursement was received by the employee.

Adopted October 2018

BIXBY PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT I-004
TULSA COUNTY, OKLAHOMA

BOARD OF EDUCATION

POLICY BOOK

SECTION 5000

POLICY 5000
COMMUNITY RELATIONS

Policy

5100 PUBLIC INFORMATION PROGRAM
Release of public information

5101 OPEN RECORDS ACT
Policy regarding the Open Records Act

5102 NEWS MEDIA RELATIONS
Release of information to news media

5103 PUBLIC COMPLAINTS AND FEDERAL PROGRAMS COMPLAINT PROCEDURES
Process for addressing public complaints and complaints in federal programs

5104 GRIEVANCE PROCEDURE: PARENT-TEACHER
Process for addressing grievances between the parent and a teacher

5105 PARENT-TEACHER ORGANIZATIONS
Recognition of parent-teacher organizations within the district

5106 DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES
Policy regarding distribution of non-school related materials on school premises

5107 SCHOOL VISITORS
Policy regarding school visitors during the school day

5107A POLICY IMPLEMENTING THE PASS ACT
Policy regarding the Patriotic Access to Students at School Act

5108 CLASSROOM VISITATION
Policy regarding classroom visitation during the school day

5109 RELATIONS WITH POLICE, LEGAL AND OTHER GOVERNMENTAL AUTHORITIES – STUDENT RIGHTS IN CASES OF INTERROGATION
Policy regarding student interrogation on school premises

5110 USE OF SCHOOL PROPERTY
Policy regarding use of school property by non-school personnel

5111 STUDENT TEACHERS
Policy regarding placement of student teachers in BPS classrooms

5112 PARENT RIGHT-TO-KNOW POLICY
Parent's right to know regarding information related to teacher qualifications

5113 COMPLAINT PROCEDURES UNDER PART B OF THE INDIVUALS WITH DISABILITIES EDUCATION ACT
Procedure for notification of complaints relating to Part B of the Individuals with Disabilities Education Act (IDEA)

5114 DISTRICT WIDE PARENTAL INVOLVEMENT
Parent's Bill of Rights Policy

BIXBY PUBLIC SCHOOLS **POLICY 5100**

PUBLIC INFORMATION PROGRAM

The superintendent, as a representative of the district, is given the responsibility of informing the public as to the purpose, goals, methods, and progress of the educational program. Accuracy, reliability, and leadership in this area will develop confidence and understanding, thereby creating better relationships between the school district and the community. All school personnel are responsible for good public relations.

Therefore, all written notices, bulletins, newsletters, and matters pertaining to students are to be submitted to the principal prior to release. Matters that pertain to the district will be submitted to the superintendent of schools prior to release.

Non-school-originated material of a commercial, political, or religious nature shall not be disseminated. Notices from community organizations, such as Camp Fire Girls, Boy Scouts, PTA, etc., that directly effect the children of the district may, in the discretion of the principal, be forwarded to parents via the students.

The policy is not intended to interfere with the responsibility of district personnel to communicate with the parents or legal guardians of a particular student. It is intended to insure that prompt, reliable, and accurate information is provided to parents and patrons of this district.

Adoption Date: November 13, 2000

OPEN RECORDS

The board of education adopts this policy in connection with the Oklahoma Open Records Act (the "Act").

District's Philosophy

The school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The school district strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the school district, except those records designated as confidential in this policy, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the school district as directory information and (ii) parents have been notified of and have not exercised their non-release rights.

7. Instructor lesson plans, tests and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the school district.
11. The home telephone number of any person employed or formerly employed by the school district, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Records Custodian

The board of education hereby designates the Board Deputy Clerk as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Under Oklahoma law, the board clerk (and deputy clerk) is the custodian of the district's copy of required school board election and financial related filings.
Copies of these documents, filings, and open records requests in general can be obtained by making a request through the Board's Deputy Clerk at 918-366-2200 or 109 N. Armstrong, Bixby, OK 74008.

Fees for Records and for Search for Records

The following fees shall be charged for records reproduction and any compensable search for records:

Paper Production:

8 ½" x 11"	$.25 per copy
8 ½" x 14"	$.25 per copy
11" x 17"	$.50 per copy

Electronic Production:

Document conversion, if available (TIFF or PDF) $.25 per page

In addition to the costs noted above, when a request for public records would clearly cause excessive disruption of the district's essential functions or is solely for commercial purpose the district will charge a reasonable search fee equaling the actual hourly cost to the district. The requestor will be charged this hourly rate for all search time, review time, and, if necessary, time spent redacting records prior to production.

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine

whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request or a request that involves an outside cost to the district, the district may request a deposit, to be set by the records custodian, to be made at the time of the request.

Request for Records

Requests for public records shall be made to the attention of the superintendent or the Board's Deputy Clerk, the District's records custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the records custodian may request that the requestor provide a more precise explanation or description of the records requested. The district shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of school district business.

An individual requesting public records, pursuant to the Oklahoma Open Records Act, is requested to use the district's request form to expedite the processing of the open records request.

Appeal of Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the superintendent of schools.

Adoption Date: November 13, 2000; Revision Date: September 13, 2004, April 10, 2017

OPEN RECORDS ACT SCHEDULE OF FEES
FOR BIXBY PUBLIC SCHOOLS

Black & white copy (not exceeding 8.5 x 14" in size)	*.25 per page*
Color copy (not exceeding 8.5 x 14" in size)	*Actual cost*
Certified copy	*$1.00 per page*
Oversized copy (exceeding 8.5 x 14")	*Actual cost*
Video tape or DVD copy [2]	*$10.00 per tape*
Audio tape or CD copy [3]	*$10.00 per tape*
Mailing fee (if mail delivery is requested)	*Actual cost*
Research fee (for research, review, and redacting which exceeds 15 minutes)	*Actual cost*
Electronic data conversion (TIFF or PDF)	*$.25 per page*

[2] For each video tape or DVD copy requested, requestor must supply a new, blank standard VHS tape or DVD.

[3] For each audio tape copy requested, requestor must supply a new, blank standard audio cassette tape(s) or CD. No mini-audio cassette tapes will be accepted.

BIXBY PUBLIC SCHOOLS **POLICY 5102**

NEWS MEDIA RELATIONS

The Bixby Board of Education recognizes its responsibility to provide accurate information concerning the school district to the community and seeks to establish a good working relationship with the news media.

Therefore, it is the policy of the Board of Education to cause any information which is to be released to the media to be carefully monitored. Such monitoring is intended to insure accuracy and to prevent any potential liability for the unauthorized disclosure of confidential information. The school district will comply fully with the Freedom of Information Act and Open Records Act.

Any issue which appears to be sensitive or which may involve confidential information shall be cleared through the superintendent or the superintendent's designee. It may, in the superintendent's discretion, be necessary to submit issues which could lead to community disruption to the board of education.

The welfare of our students and the community is important and information which could cause embarrassment to either should be carefully reviewed prior to release.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 5103

PUBLIC COMPLAINTS AND FEDERAL PROGRAMS COMPLAINT PROCEDURES

The Bixby Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the Board has confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual Board members have no authority to resolve complaints, other than by formal Board action, administrators are expected to follow up on all complaint referrals and to advise the Board members of the nature of the complaint and the action(s) taken. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the Board members.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc. Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board of Education. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the superintendent.

In addition to the above, the Board will request written reports be provided to the Board prior to the meeting from the following:

1. The person against whom the complaint is made,
2. The principal of the school involved,
3. The superintendent, and
4. The complainant.

Generally, all parties involved will be asked to attend the Board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues.

The Board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include Board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. The Board's decision is final.

ESEA/NCLB Federal Programs Complaint Procedure

Any parent, teacher, individual, or organization with a complaint with regard to Federal Programs covered under the reauthorized *Elementary and Secondary Education Act* (ESEA) at BPS may make the complaint known to the superintendent of schools or designee or with the State Department of Education. Within thirty (30) days of receipt of the complaint, BPS will conduct an investigation of the allegation and resolve the complaint. The investigation shall include opportunities for the complainant or the complainant's representative to present evidence and question witnesses (where appropriate and allowed by law).

Bixby Public Schools is required to review all complaints made concerning a covered program if:

1. the complaint is in written form and alleges that Federal Program requirements have been violated;
2. the complaint is signed;
3. the complaint includes the facts on which the statement is based and the specific program requirement alleged to have been violated; and
4. the complaint includes information supporting the allegation along with the allegation.

If the complaint has not been resolved to the satisfaction of the complainant, a hearing shall be conducted by the Board of Education within 30 days of receipt of written request for such a hearing. The hearing shall include opportunities for the complainant or complainant's representative to present evidence and question witnesses.

The complainant has the right to appeal the decision of BPS to the State Department of Education.

Adoption Date: November 13, 2000; Revision Date: September 13, 2004; Revision Date: November 10, 2014

BIXBY PUBLIC SCHOOLS **POLICY 5104**

GRIEVANCE PROCEDURE: PARENT-TEACHER

The Bixby Board of Education realizes that parents have a fundamental right to discuss any grievances they might have with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance.

If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal.

If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004

BIXBY PUBLIC SCHOOLS **POLICY 5105**

PARENT-TEACHER ORGANIZATIONS

The Bixby Board of Education wholeheartedly encourages and supports organized PTA units, as well as a coordinating city council PTA. Assistance in formulating well-organized units, cooperating in planning activities, projects, and school programs, and in general stimulating good parent-teacher relations is a function shared by each certificated teacher in the school system.

Parent-teacher associations will be given prime consideration in scheduling events and may be permitted rent-free use of school facilities. (See Policy G.11 Use of School Property)

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 5106**

DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES

Instructional materials should not be submitted for distribution to the schools through the central office distribution system until they have been approved by the assistant superintendent of instruction.

Materials from sources outside the school system should have approval of the superintendent of schools or designee prior to distribution through the school delivery service to the individual schools.

Materials from bona fide professional organizations may be distributed to the individual schools through the main office delivery service when these materials have been approved by the superintendent of schools or designee. Approval will be based on judgment as to the professional nature of the materials. It is expected that no organization will request the distribution of promotional membership material more often than is reasonable in view of the limited facility of the distribution service.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 5107

SCHOOL VISITORS

It is the policy of the Bixby Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than $500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months.

Any person who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the Board of Education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual ("Complainant") may request a hearing before the Board of Education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the Complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the Complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning why the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the Complainant no later than ten (10) days prior to the date set for hearing before the Board of Education.

Hearing

The hearing shall be conducted by the Board of Education as follows:

1. The administration shall present each of the Board members with a copy of the written summary provided to the Complaint;

2. The Complaint shall present each of the Board members with a copy of a written response to the administration's paperwork;

3. Members of the Board of Education shall be afforded the opportunity to ask questions related to the summary and response;

4. The Board of Education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to Complainant.*

The decision of the Board of Education shall be final and un-appeaable.

*Agenda language will need to reflect the individual's name.

REFERENCE: 70 O.S. §24-131

Adoption Date: November 13, 2000
Revision Date: July 9, 2001

BIXBY PUBLIC SCHOOLS **5107A**

POLICY IMPLEMENTNG THE "PATRIOTIC ACCESS TO STUDENTS IN SCHOOLS ACT (PASS ACT)"

Pursuant to Enrolled House Bill Number 1715 creating the "Patriotic Access to Students in Schools Act (PASS Act)" enacted during the 2017 regular session of the Oklahoma State Legislature, beginning with the 2017-2018 school year, the school district is required to permit use of school facilities by any youth group listed as a patriotic society in Title 36 of the United States Code ("Patriotic Youth Society").

Under the PASS Act, the District is required to permit, during non-instructional time, a Patriotic Youth Society the use of any school building or property to provide services allowing students to participate in activities provided by the Patriotic Youth Society.

Additionally, the PASS Act requires the principal of each public school to allow representatives of a Patriotic Youth Society the opportunity to speak with and recruit students to participate in their organization during school hours to inform students of how the Patriotic Youth Society may further the students' educational interests and civic involvement to better their school, communities and themselves. No student shall be required to attend such a presentation and any presentation scheduled during school hours shall occur only during non-instructional periods.

The Patriotic Youth Society shall provide oral or written notice to the principal of a school district site regarding its intent to speak to students during non-instructional periods during school hours, and the principal shall provide oral or written approval of the specific day and time and place for the Patriotic Youth Society to address the students.

The superintendent is directed to prepare regulations and/or procedures which support this policy.

Reference: OKLA. STAT. tit. 70, § 5-130
OKLA. STAT. tit. 70, §1210.229-7

Approved by Board of Education: September 11, 2017

BIXBY PUBLIC SCHOOLS **POLICY 5108**

CLASSROOM VISITATION

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the Bixby Board of Education to restrict classroom visitation to a minimum.

Any person who needs to visit a classroom or other school facility must obtain permission from the building principal's office. Visitors on school property without permission may be asked to leave the premises.

The building principal is directed to establish appropriate procedures to ensure compliance with this policy. Such procedures will include posting notices at the entrance to each school building. The notices will require visitors to report to the principal's office before visiting any classroom or other facility.

The principal is authorized discretion in permitting visitation, and the Board of Education declares its support of any decision made by a principal in denying visitation to any person.

Resource or guest speakers will not be scheduled without approval of the building principal. Request for guest speaker forms may be obtained in the building principal's office and must be submitted for approval at least five days prior to the date requested.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 5109**

RELATIONS WITH POLICE, LEGAL AND OTHER GOVERNMENTAL AUTHORITIES – STUDENT RIGHTS IN CASES OF INTERROGATION

The policy of Bixby Public Schools concerning relations with police, legal and other governmental authorities shall be one of cooperation. Such cooperation is necessary in the interest of the larger welfare of all citizens. To carry out this responsibility, school officials shall observe the following procedures.

The police, legal and other governmental authorities will inform the school principal or his/her designee before interrogating a student enrolled in the Bixby Public Schools on school district property. The term "police, legal and other governmental authorities" does not include agents, officers or employees of the school district, including Bixby police officers when they are serving as security officers for the school district.

Students must be released to police officers who have proper arrest authority and a valid arrest warrant. Identification of the arresting officers shall be recorded.

In child abuse investigations, at the request of appropriately identified investigators of DHS or the district attorney's office, the school principal or designee will permit the investigators access to a student about whom DHS has received a child abuse or neglect report. The school principal or designee will arrange the interview in a manner that minimizes embarrassment to the student. School personnel will not contact the parent, guardian or other person responsible for the child's health or welfare prior to the interview.

Unless the student makes a written request that school officials not be present, the principal or designated counselor or teacher will be present but will not participate in the investigator's interview with the student.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 5110**

USE OF SCHOOL PROPERTY

The Bixby Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property in such amounts and in such manner as may be determined.

The superintendent is directed to establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of insurance coverage.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 5111**

STUDENT TEACHERS

The Bixby Board of Education believes that the student teaching program is important to the future of education in Oklahoma. The Board, therefore, supports the student teacher program.

The superintendent may prepare regulations governing the placement and supervision of student teachers. Such regulations should include provisions which insure the placement of student teachers with qualified, experienced teachers who will serve as their supervisors.

The Board further recognizes that its primary responsibility is to the students in this district. The Board reserves the right to discontinue services of a student teacher if his or her work becomes unacceptable.

REFERENCE: 70 O.S. §1-116(6)
Negotiated Agreement

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 5112

PARENT RIGHT-TO-KNOW POLICY

The Bixby Board of Education establishes the following policy in compliance with the regulations and requirements of the federal legislation known as "No Child Left Behind" or NCLB. At the beginning of each school year, any school in the Bixby School District that receives funds under NCLB Title I shall notify the parents of each student attending that school that the parents may request, and the school will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum the following:

(i) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
(ii) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request and a school shall provide to each parent:

(i) information on the level of achievement of their child in each of the state academic assessments as required under NCLB; and
(ii) timely notice that the child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Adoption Date: July 16, 2007

BIXBY PUBLIC SCHOOLS **POLICY 5113**

COMPLAINT PROCEDURES UNDER PART B OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

To comply with the requirements of state and federal law, the district has established the following procedures for filing and resolving formal written complaints regarding alleged violations of the requirements under Part B of the Individuals with Disabilities Education Act (IDEA), amended.

Formal written complaints filed with the district should be addressed to the superintendent or a district administrator. The complaint must include a statement that the district has violated a requirement under Part B of the IDEA, the facts on which the statement is based, the signature and contact information for the complainant; and, if alleging violations with respect to a specific child, the name and address of the residence (or contact information) of the child; the name of the school the child is attending; a description of the nature of the problem of the child, including facts relating to the problem; and a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed. The complaint must allege that a violation occurred not more than one (1) year prior to the date the district received the complaint.

Upon receipt of a formal written complaint alleging violation of Part B of the IDEA, the district will acknowledge receipt of the complaint in writing and provide the complainant with a copy of *Parents Rights in Special Education*. The district will provide the complainant an opportunity to voluntarily engage in mediation with the district in an effort to resolve the formal written complaint.

The district will promptly investigate formal written complaints. As part of the investigation, district personnel will give the complainant an opportunity to submit additional information, either orally or in writing, about the allegations in the complaint. District personnel will review all relevant information and make an independent determination whether it is violating a requirement of Part B of the IDEA.

Within 60 calendar days from receipt of the formal written complaint, the district will issue a written report to the complainant. The decision will address each allegation in the complaint and contain findings of fact and conclusions and the reasons for the final decision. The decision will include procedures for effective implementation of the decision, if needed, including technical assistance activities and corrective actions to achieve compliance. The district will extend the time limit for the decision only if exceptional circumstances exist regarding a specific complaint or the complainant and the district agree to extend the time to engage in mediation or other available alternative means of dispute resolution.

In the decision, the district will advise the complainant of the right to request review of the district's decision by the Oklahoma State Department of Education (SDE) and how to request SDE review.

A complainant may choose to file his or her complaint directly with SDE rather than filing with the district.

Adopted Date: October 10, 2011

BIXBY PUBLIC SCHOOLS POLICY 5114

DISTRICT WIDE PARENTAL INVOLVEMENT (Parent Bill of Rights)

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation and state testing. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the school site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:

   - Parent teacher conferences
   - Back to school / meet the teacher nights
   - District sponsored webpages with class information available to parents
   - School newsletters

2. The district will inform parents about their children's course of study by disseminating this information:

   Examples include:
   - During annual enrollment
   - In student handbooks
   - On the district's webpage
   - In enrollment guides

   Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.

4. The district offers sex education (aka human growth and development per the State of Oklahoma) in grade 5 and the science of sexual and asexual reproduction in Life Science in the middle school and Biology at the High School. Elective courses, such as Health, Vocational Agriculture, Anatomy & Physiology, and Family

and Consumer Sciences also include units of instruction in animal husbandry, reproduction, and human growth and development. Parents who object to their minor child participating in the district's sex education program or other related course materials must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be permitted to study in the school library or office with an alternative assignment during sex education instruction.

5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents 10 days in advance of the presentation. A teacher shall gain approval from the site principal prior to providing instruction or presentations regarding sexuality apart from approved sex education program. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office with an alternative assignment during the presentation.

6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and on the district's website.

7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:

   A. The district provides sex education to students in grade 5 and courses identified in item 4 above. Parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.

   B. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office and on the district's website.

   C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.

   D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child. Information related to immunizations is available to students and parents via the school nurse or the district's website.

   E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent's office.

   F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).

   G. The district provides AIDS education for students in grades 7 and 12. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the

building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library or office during the scheduled instruction.

H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.

I. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's office and the district's website.

J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.

K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.

L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.

M. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.

N. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.

O. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.

P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.

Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent's office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

OKLA. STAT. tit. 25 § 2001; BOE Approved: August 11, 2014

BIXBY PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT I-004
TULSA COUNTY, OKLAHOMA

BOARD OF EDUCATION

POLICY BOOK

SECTION 6000

POLICY 6000
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Policy

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Compliance of the district with the Fair Labor Standards Act
6149 ENERGY MANAGEMENT CONSERVATION POLICY
Policy establishing an energy management conservation policy within the district
6150 DISTRICT LOGO/REGISTERED TRADEMARK
Policy regarding use of the district logo
6151 SURETY BONDS FOR SUPERINTENDENT & FINANCIAL OFFICERS
Acquisition of surety bonds for the superintendent and financial officers of the district
6152 DOCUMENT RETENTION
Policy for retaining documents within the district
6153 SCHOOL DISTRICT RECORD RETENTION CHART
Policy and guidelines for retention of records within the district
6154 ELECTRONIC SIGNATURE/DATA ACCESS
Policy for access to electronic student record
6155 CREDIT/PURCHASE CARD USE AND ACCOUNTING PROCEDURE
Allowed uses of District credit card(s) and purchase card
6156 BPS EMPLOYEE VOLUNTARY BEREAVEMENT PROGRAM
Voluntary bereavement program for employees in cases of death.
6157 STAFF RECOGNITION PROGRAMS
Policy allowing donations for staff recognition programs

BIXBY PUBLIC SCHOOLS **POLICY 6100**

AUTHORIZED SIGNATURES

General Fund, Building Fund, Sinking Fund, and Bond Fund

The following Board officers are authorized and required to sign all checks on the Bixby Board of Education General Fund, Building Fund, Sinking Fund and Bond Fund.

1. President of the Board;
2. Clerk of the Board; and
3. District Treasurer

Oklahoma law provides that the deputy clerk of the board is authorized to perform all duties of the clerk of the board.

These Board officers are limited in authorizing checks from these funds to the following purposes:

1. To pay the Board approved district expenses and personnel costs according to federal and state law and regulations and local policy;

2. To make investments with school district funds per Board policy and federal and state laws and regulations.

Activity Fund Account

The school deputy treasurer, superintendent, and/or chief financial officer and the president of the Board are the only officers required and authorized to co-sign all checks drawn on the activity fund account.

Computers are used to sign checks using facsimile signatures of those authorized by Board Policy. Checks will be signed with the Board approved signatures by a computer image and printer. The Chief Financial Officer is charged with establishing internal control and security acceptable to the District auditors over the production and distribution of signed checks. In the event of technical problems, the Superintendent is authorized to order the use of machines and stamps for the production of signatures on checks or secure actual signatures from Board members for checks.

Adoption Date: November 13, 2000; Revised by the BOE November 10, 2014

MANAGEMENT AND INVESTMENT OF FUNDS

It is the policy of the Bixby Board of Education that all general fund receipts shall be transmitted to the treasurer of the Board of Education. A receipt shall be issued by the person receiving the funds to the person depositing the funds, and a copy of the receipt shall be forwarded to the treasurer. All disbursements shall be issued by the treasurer in the form of legal warrants, bonds, or interest coupons.

The Board of Education, at its regularly scheduled meeting, shall set aside funds to an operating account and to an investment account. The Board may direct the treasurer to satisfactorily complete an investment education program approved by the State Board of Education and the State Board of Career and Technology Education. The treasurer shall invest the full amount of the investment account in:

1. Direct obligations of the United States government to the payment of which the full faith and credit of the Government of the United States is pledged; provided, a treasurer of a school district who has completed the appropriate training offered by the State Department of Education may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

2. Obligations to the payment of which the full faith and credit of this state is pledged;

3. Certificates of deposit of banks when such certificates of deposit are secured by acceptable collateral;

4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;

5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

6. County, municipal, or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof;

7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the Untied States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6;

8. Warrants, bonds, or judgments of the school district; or

9. Qualified pooled investment programs, the investment of which consists of those items specified in paragraphs 1 through 8 as well as obligations of the United States agencies and instrumentalities, regardless of the size of the district's budget. To be qualified, a pooled investment program for school funds must be governed through an inter-local cooperative agreement formed pursuant to 70 O.S. § 5-117b and the program must competitively select its investment advisors and other professionals. Any pooled investment program must be approved by the Board of Education.

Any interest received from investments may be placed in the fund from which the investment was made, the general fund, the sinking fund, or the building fund.

The treasurer shall place primary emphasis on safety and liquidity in the investment of funds. Taking into account the need to use sound investment judgment, prior to purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies or instrumentalities, the school district shall utilize competitive bids, to the extent practicable. All investments shall be designed to maximize yield within the class of investment instrument, consistent with the safety of the funds invested.

To determine that school funds are properly secured, the treasurer shall, on a monthly basis, obtain from each bank where funds are deposited a listing of collateral pledged, setting forth the par value and market value of such collateral. The Board shall utilize said documents in reviewing the investment performance of the treasurer.

The Board of Education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer is making informed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

REFERENCE: 62 O.S. §471
70 O.S. §5-115

Adoption Date: November 13, 2000

ANNUAL BUDGET

The school budget is a written document which presents the Board's plans for the allocation of resources into an explicit expenditure plan to sustain and improve the educational function of the Bixby school district. The budget shall be based on the educational needs and financial ability of the district, as cooperatively identified by the superintendent, school staff, the Board of Education, and the community. The budget shall be balanced and shall provide for adequate reserves.

On or before July 31, each year, the Bixby Board of Education shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on June 30. The Board will post a copy of the statement in the administrative office of the Board in an area accessible to the public and in at least one public library within the district within five days after the statement is prepared.

Prior to September 1, each year, the Board shall submit the statement of income and expenditures to the county excise board and shall file the itemized expenditure budget and request for state appropriated funds for the ensuing fiscal year, and an estimate of revenues to be received by the district with the State Board of Education.

Not later than 45 days after the estimate of needs is approved by the county excise board, the Board of Education shall adopt a final budget for the current fiscal year. The Board will schedule a public hearing at least 15 days prior to the adoption of the final budget for the purpose of taking public comment on financial matters, including past and future expenditures, of the district.

The Annual Budget (or Operating Budget) serves three purposes: (1) it is the financial plan for the district for the fiscal year, reflecting goals and priorities at the individual, departmental, and district level, (2) it is a management tool for the administrative staff and provides primary control to direct and limit expenditures, and (3) it represents planned fiscal activities of the district to the employees, students, and citizens of the district.

Each year, the Board of Education shall adopt Operating Budgets for the appropriated funds. The budget is adopted on a fund (or total) basis, with supporting detail provided at the function, object, and project level. Responsibility for departmental budgets will be at the project level, with a budget manager designated as the employee responsible for expenditures charged to the budget. Such expenditures will not exceed appropriations for the project, nor shall expenditures exceed appropriations at the bold function code on the fund level.

Budget amounts will be within the legal appropriation limit as initially established by the Temporary Appropriations and finalized by the Estimate of Needs. As circumstances require, or new laws or regulations become effective, the Board of Education may amend the Operating Budget. If such amendments exceed the appropriation established by the Estimate of Needs, the assistant superintendent of finance (or designee) shall be responsible for completing and filing requests for supplemental appropriations as may be required by law.

Overall responsibility for the budget rests with the assistant superintendent of finance, at the direction of the superintendent. The assistant superintendent of finance will develop procedures for budget control and reporting in accordance with state and federal laws and regulations, Board policy, and proper internal controls.

Budget transfers may occur with the approval of the assistant superintendent of finance or superintendent provided that the total appropriations within each fund remain unchanged. Budget managers may request such transfers of unencumbered balances among non-salary or non-benefit object codes. Budget proposals, transfers, and amendments for grant-funded programs shall be subject to approval as required by the funding source.

REFERENCE: 68 O.S. §3002
70 O.S. §5-129, §5-133, §5-134.1

CROSS-REFERENCE: Policy 1121 Executive Officer-Superintendent
Policy 6107 School Finance
Policy 6111 Auditors

Adoption Date: November 13, 2001
Revision Date: March 12, 2002

ANNUAL BUDGET - FUND BALANCE

In order to meet the district's financial obligations and provide a contingency for emergencies or unexpected expenditures, the Board of Education establishes an acceptable range for the general fund year-end fund balance. Based on an analysis of the district's cash flow and the need for a contingency, the targeted minimum annual fund balance for the general fund is 6% of annual revenue with a maximum fund balance of 8%. For purposes of this policy, the term annual revenue refers to the total amount of annual general fund collections, excluding the previous year's fund balance, as of June 30.

The annual fund balance for all other funds will be based on an analysis of cash flow requirements, the need for a contingency, and any legal or program requirements as may be established by state law or regulations.

Adoption Date: June 11, 2001

PRELIMINARY ESTIMATE OF NEED

Not later than December 31 of each year, the Bixby Board of Education shall prepare, on a form prescribed by the State Board of Education, a preliminary estimate of the amount(s) of money and tax rate(s) which it then believes will be required for the district for the ensuing fiscal year; and, if such preliminary estimate shows an estimated need for a levy requiring the approval of the school district electors of the district under Section 9 or Section 10, Article X, of the Oklahoma Constitution, as amended on April 5, 1955, such preliminary estimate shall contain a call for an election to be held on the second Tuesday in February, or on such other date as may be provided for the election of the members of the Board of Education, to vote on the question of making such levy or levies. The preliminary estimate shall be published in one issue of a newspaper having general circulation in the district at least ten days before such election.

REFERENCE: 70 O.S. §5-134
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 6105

ANNUAL STATISTICAL/FINANCIAL REPORTS

The Bixby Board of Education shall make annual statistical and financial reports to the State Board of Education in a timely manner. The statistical report shall be made as of June 30. Each of such reports shall be filed with the State Board of Education as soon as information is available following the effective date of such reports.

REFERENCE: 70 O.S. §5-128
Adoption Date: November 13, 2000

EXPENDITURE CATEGORIES

All expenditures of the district will be budgeted under the categories most accurately describing the purpose for which the money was spent. All expenditures will be controlled by the Bixby Board of Education.

Transportation Expenditure Categories

Payments for transportation costs shall be made by the school district. No part of such cost shall be charged to the students or their parents.

School Lunch Program Expenditures

District tax funds may be used to provide necessary physical plant facilities and equipment for the establishment and maintenance of the school lunch program.

Adoption Date: November 13, 2000

SCHOOL FINANCE

It is the policy of the Bixby Board of Education that the superintendent of schools shall work with the school auditor and the Board in the preparation of both a financial estimate and the annual budget, and to publish these documents, as well as any other necessary publications as required by law. The superintendent or designee shall report to the Board monthly on the status of the budget.

The superintendent shall make to the Board such fiscal recommendations as deemed necessary and shall furnish to the Board all information pertaining thereto.

After recommendations made by the superintendent have been considered by the Board, the Board shall adopt those recommendations which it deems advisable.

Minor purchases may be made by school employees and charged to the school, provided such purchases are previously approved by the superintendent or made in accordance with procedures established by the superintendent.

The superintendent shall cause to be prepared all claims against the school district for consideration by the Board. The superintendent shall furnish explanations of such claims.

When claims are approved by the Board for payment, the Board encumbrance clerk shall issue warrants in payment with the school district treasurer. The clerk shall insure that a record of such warrants is made in the school district warrant register, and that the warrants are distributed to the proper creditors.

The superintendent shall make such financial reports as may be required by the State Department of Education and such other financial reports as the Board may require. The superintendent shall present to the Board in July a financial statement reflecting the fiscal condition of the district as of the close of the previous fiscal year and an itemized statement of estimated needs and the probable income including ad valorem tax for the current fiscal year. These financial statements and estimates shall be published in one issue of a newspaper of general circulation in this area and shall be filed with the county excise board on or before September 1 of each year.

REFERENCE: 68 O.S. §3002
70 O.S. §5-128, §5-128.1
70 O.S. §5-134, §5-134.1
70 O.S. §5-135

CROSS-REFERENCE: Policy 6102 Annual Budget
Policy 6111 Auditor

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 6108

ACTIVITY FUNDS

The Bixby Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year, the Board shall approve all school activity fund sub accounts, all sub account fund raising activities and all purposes for which the monies collected in each sub account can be expended. The Board will approve any activity fund raising events during the fiscal year.

The superintendent shall cause the activity account to be audited annually by a certified public accountant that will be selected by the Board. The audit shall be furnished to the Board and the cost of the audit shall be paid from the general fund.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and signed by the custodian of the activity fund and countersigned by a person designated by the Board.

All activity monies shall be deposited with the office of the superintendent. The custodian of such funds shall cause the funds to be deposited daily.

The principal shall cause to be kept complete and accurate accounts of all activity funds, and shall see that monthly reports are made to appropriate parties.

The Board of Education shall establish a petty cash account to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges; provided that no single expenditure from the petty cash account will be made in excess of seventy-five dollars ($75.00), and the total expenditures during any one fiscal year will not exceed two thousand five hundred dollars ($2500.00).

The school activity fund custodian will be appointed by the Board of Education. The custodian will provide a surety bond in an amount determined by the Board, but not less than one thousand dollars ($1000.00).

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the Board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association. The superintendent is directed to establish a regulation governing activity funds. Such regulation, when approved by the Board of Education, shall be incorporated into this policy and shall become a part hereof.

REFERENCE: 70 O.S. §5-129, §5-129.1
70 O.S. §5-135

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 6109

FUND RAISING ACTIVITIES

It is the policy of the Bixby Board of Education that fund raising activities will be permitted on or off school premises only when connected with specific school activities approved by the board of education. The purpose of this policy is to establish guidelines regarding raising funds and selling products, using school supported organization names, the school's name, or involving students, faculty, and outside groups whose main purpose in fund raising is to promote a school organization.

All fund raising activities for the above-stated purposes must receive prior approval from the Board of Education.

Procedures to be followed prior to Board approval are:

1. The faculty sponsor or outside organization must select the desired fund raising activity best suited to the students, organization, or school.

2. A fund raising activity request form must be submitted to the principal for review.

3. In conference with the organization sponsor, the building principal will determine the appropriate limitation and number of fund raising activities sponsored by the organization.

4. The fund raising activity request forms will designate the sponsor, class, organization or team who is to benefit from the funds, the kind of fund-raiser, the beginning and ending dates, and how the funds are to be used.

5. After the fund-raiser is approved by the building principal and activity director, the fund raising request form will be forwarded to the superintendent's office for placement as an agenda item at the July regularly scheduled Board meeting.

6. No fund raising activities, including the purchase of items to be sold, may occur before the Board has approved the requested activity.

7. No fund raising activity shall be approved that will interrupt or take away from class time either in the conduct of the activity or in training students for their participation in the activity.

8. No company or outside organization representatives shall be permitted to visit the schools during school hours for the purpose of training students in the fund raising activity, selling to students or faculty, or in assisting in the fund raising activity.

9. No fund raising activity shall be approved which will induce or require elementary or middle school students to go door-to-door.

10. A faculty or staff member must assist with any fund-raisers requested or authorized by the Board.

11. Outside organizations that sponsor fund raising activities for school-related purposes, such as the parent-teacher organizations, athletic booster clubs, or academically talented organizations, must coordinate all fund raising activities through a faculty advisor or school administrator. Proceeds from all fund raising activities shall be deposited in the Student Activity Fund, except parent-teacher organizations funds which shall remain the property of the parent-teacher organizations.

<u>RAFFLES</u>

Student groups or organizations and parent-teacher associations affiliated with the school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within the district. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization.

FUND RAISING BY PARENT OR BOOSTER ORGANIZATIONS

The Bixby Board of Education recognizes the importance of parent-teacher organizations {P.T.A. or P.T.O.} and an extra-curricular parent booster club {Spartan Club, Football Booster Club, Baseball Booster Club, etc.} in fostering the community-school relationship.

The district also recognizes that from time to time these organizations hold fund raising events. Before the parent organization conducts a fund raising event on school premises or on behalf of a student organization, an approved 'Application to Conduct a Fund Raising Event' must be on file in the administration office. This application will be forwarded through appropriate channels and approved by the Bixby Board of Education.

All funds raised during these events shall remain the property of the support organization. No funds may be expended for the school district's benefit without approval of the Board of Education. If the PTA/PTO/Booster Club donates funds or property to the district, such funds or property will lose the organization's identity. The funds or property become district-owned.

REFERENCE: 70 O.S. §5-122, §5-129, §5-135

Adoption Date: November 13, 2000
Revision Date: June 11, 2001
Revision Date: July 11, 2005

BIXBY PUBLIC SCHOOLS POLICY 6110

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with district policies. After receiving the superintendent's recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the Board of Education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the Board of Education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:

   A. Officers and their duties;

   B. Election of officers and term limits;

   C. Purpose and goals;

   D. Dues structure, if any;

   E. Intended use of funds generated by the organization.

2. The organization must include one representative from the school faculty as a sponsor.

3. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate during regular class periods.

4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the Board. (See Policy G.11 Use of School Property)

5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.

6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the Board of Education, annually or upon request, a complete set of financial records or detailed treasurer's report.

7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the Board of Education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.

8. In no manner will Board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

9. The Board of Education reserves the right to revoke the sanctioning of any organization if it is found that the organization's operations and purpose are not consistent with the policies and procedures adopted by the board of education.

REFERENCE: 70 O.S. §5-129.1
Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

CROSS-REFERENCE: Policy 6108 Activity Funds
Policy 6109 Fund Raising Activities

Adoption Date: November 13, 2000

AUDITOR

It is the policy of the Bixby Board of Education to employ an auditor for the district. The Board shall select an auditor experienced in municipal accounting approved by the State Board of Education. The auditor shall serve at the discretion of the Board and for such compensation as the Board may determine. The auditor's duties will be to assist the Board in preparing district budgets and to make such reports as may be required.
The Board of Education will provide for and cause to be made an annual audit of this school district for each fiscal year. The audit shall be a financial audit and a compliance audit of all school district funds. Audits will be made at the end of each fiscal year at a minimum and may be required by the Board at more frequent intervals.

A written report of the audit shall be furnished to the Board by the auditor. The Board will conduct a final exit interview with the auditor at an open Board meeting.

REFERENCE: 70 O.S. §22-103, et seq.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6112**

DISTRICT ACCOUNTING

The Bixby Board of Education, or its designee, shall ensure that an accounting system is implemented for initiating, recording, and paying for all purchases, salaries, wages, and contractual obligations due from funds under its inherent managerial control. The accounting system shall provide for greater accountability in determining, tracking, and reporting district expenditures and revenue. The accounting system shall provide all information needed to construct a balance sheet and to make a revenue and expenditure statement in accordance with the laws of Oklahoma and rules and regulations of the State Board of Education.

Adoption Date: November 13, 2000

SALARY DEDUCTIONS

Federal and state income tax and social security deductions are mandatory by federal and Oklahoma law. Other deductions may be authorized by the Bixby Board of Education upon request and authorization of the employee. However, the Board may require a minimum of five employees to request deductions for any one specific payee. Deductions may include tax-sheltered annuities, professional association dues, political contributions, additional insurance programs, charitable organizations with 501(c)3 status, and Tulsa Teacher's Credit Union deposits.

REFERENCE: 70 O.S. Sec. 3905
Negotiated Agreement

NOTE: 70 O.S. Sec. 3905 is permissive. The statute identifies certain specific deductions that may be authorized, but the statute also includes "other programs authorized by such institutions, agencies, and boards." Therefore, payroll deductions are discretionary with the Board of Education.

Adoption Date: November 13, 2000; modified by BOE August 10, 2009.

BIXBY PUBLIC SCHOOLS POLICY 6114

PROFESSIONAL ORGANIZATION PAYROLL DEDUCTIONS

Any employee may request the District to make payroll deductions for either or both professional organization dues and political contributions. The District shall transmit deducted funds to the designated organization. Deductions shall be on a ten-month basis unless otherwise designated by the employee organization.

An employee may request in writing at any time for the District to immediately terminate or initiate payroll deductions to a professional organization. After such request, the District will initiate or terminate deductions within five (5) business days or by the next pay period, whichever is earlier, and will notify the professional organization of the initiation or termination within fifteen (15) business days. If the request is to terminate a deduction, the District shall not make any advance payments to any professional organization of any future dues on behalf of the school employee.

Reference: 70 O.S. § 5-139**.**
Adoption Date: September 12, 2005

BIXBY PUBLIC SCHOOLS POLICY 6115

PURCHASING AND DISTRIBUTION

It is the policy of the Bixby Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to a principal or teacher. Written delegations of authority should contain specific limitations imposed by the Board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization.

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so.

No expenditure involving an amount greater than $500.00 shall be made except in accordance with a written contract or purchase order.

REFERENCE: 70 O.S. §5-123
70 O.S. §5-129
70 O.S. §5-135
SB 331 (21 O.S. §355; 62 O.S. §371; 70 O.S. 5-124)
Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6116**

PURCHASING DEPARTMENT

The objective of the purchasing department is service to and for the district. To accomplish this purpose, the following fundamental functions must be fulfilled:

1. Buy the proper product for the purpose required;

2. Have the product available when needed;

3. Buy the correct amount of the product;

4. Pay a suitable price;

5. Buy without favor or prejudice.

Only district officials authorized by the Board may sign purchase orders and other purchase or contractual obligations.

The purchasing department shall:

1. Establish practical and efficient office procedures, reports, records, and systems for the proper conduct of the department.

2. Conduct or supervise all purchase transactions for the district.

3. Conduct all transactions in accordance with federal and state laws, rules, regulations, and policies of the Board.

4. Prepare and keep up-to-date a simple and standard stock catalog.

5. Act as a center of information on sources of supply.

6. Maintain a file of current trade catalogs which shall be available to all departments.

7. Coordinate with other business department functions relative to the maintenance of a system of warehouse inventory control to account for availability of equipment and supplies to ensure that sufficient materials are on hand for the proper functioning of the district.

8. Establish a purchasing calendar to consolidate orders; buy seasonal items at the appropriate time of year; and seek price benefits through proper timing and quantity buying.

9. Arrange for the disposal of all surplus, obsolete, or scrap materials, as authorized by the Board.

Adoption Date: November 13, 2000

BIDS AND QUOTATIONS

No expenditure involving an amount greater than $500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than $25,000.00 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a forced account basis.

Public construction contracts less than $50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building. If a public construction contract for minor maintenance or minor repair work is less than $25,000, a contract may be negotiated with qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

Public construction contracts for less than $2,500 for minor maintenance or minor repair work may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The term "forced account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of $50,000 shall be split into partial contracts involving sums below $50,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purpose of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;

2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;

3. Roofs placed over existing roof structures; and

4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the public Competitive Bidding Act, where total payments of principle and interest are anticipated to exceed $50,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

REFERENCE: 70 O.S. §5-123
61 O.S. §102, §107, §131
62 O.S. §430.1

Adoption Date: November 13, 2000
Revision Date: August 14, 2006

BIXBY PUBLIC SCHOOLS POLICY 6118

VENDORS

It is the policy of the Bixby Board of Education that the following shall apply to vendor relations and purchasing:

1. All vendors must contact the assistant superintendent for business management for approval prior to calling on any schools.

2. The purchasing department shall conduct all price adjustment negotiations when necessary.

3. Visitation to suppliers shall be a part of the purchasing agent's practice.

4. Activity fund purchases must be requisitioned through the sponsor with the approval of the principal.

5. Purchasing procedures must be in accordance with the rules and regulations of the purchasing department.

CROSS-REFERENCE: Policy 6115 Purchasing and Distribution

Adoption Date: November 13, 2000

PROVISION OF REFRESHMENTS, ADMINISTRATION BUILDING

By resolution of the members of the Bixby Board of Education, authorization is given for reasonable expenditures of general funds for the provision of coffee and tea for school district Board of Education meetings and for the administration building offices. The purpose of the resolution is to provide refreshments for visitors, guests, employees, and Board of Education meetings.

It is the position of the Board of Education that the cost of the refreshments will be returned to the school many times over in benefits derived for hospitality extended those who visit the administration building for individual and group meetings.

The Board authorizes the superintendent of schools to encumber the monies need for the provision of refreshments from the general fund of the school district.

REFERENCE: Board Minutes dated August 3, 1987

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6120**

DISPOSAL OF SURPLUS SCHOOL PROPERTY

Certain school-owned equipment and furniture may be declared surplus by the Bixby Board of Education and disposed of by public sale or discarded if determined to be of no value. The superintendent shall advise the Board when such property is no longer needed for public school purposes.

Surplus property which has a saleable value shall be sold by written, sealed bids after notice of such sale has been posted in a local newspaper, or by public auction. Every attempt will be made to obtain a commercially reasonable value.

REFERENCE: 70 O.S. §5-117(A)(11)

Adoption Date: November 13, 2000

DISPOSAL OF REAL PROPERTY

The disposal of real property will be made in accordance with Oklahoma law. When the Bixby Board of Education decides that school-owned real property is no longer needed for public school purposes, the superintendent will cause the property to be appraised. The results of the appraisal will remain confidential until the property is sold. Following appraisal, the superintendent will cause a public announcement of the Board's intention to dispose of the real property through a public sale or bid. Such announcement will include a description of the property, an invitation for bids, and a reservation of the Board's right to reject all bids. Additional procedures, including bid deadlines, minimum bids, etc., will be decided by the Board on a case-by-case basis.

REFERENCE: 70 O.S. §5-117

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6122**

SAFE SCHOOL COMMITTEES AND HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES

Due to the growing concern of safety and the ever constant threat of violence in the public schools, the Oklahoma Legislature has enacted certain statutory mandates to assist in combating this rising problem. This policy will implement the legislative mandate for the establishment and operation of safe school committees in this School District as follows:

1. The principal at each school site within this District where students are regularly present during the school day shall establish a Safe School Committee for the principal's school site to be composed of at least seven members, with an equal number of teachers, parents and students and a school official who participates in the investigation of reports of harassment, intimidation, bullying and threatening behavior. All members of each Safe School Committee shall serve until the following June 30 unless earlier removed from the Committee by the principal for any reason. The principal who appoints the Safe School Committee members shall advise the superintendent of schools, in writing, of the names, addresses and phone numbers of the committee members. In case of a resignation, death or removal of any committee member, the principal shall immediately appoint a successor committee member so as to maintain the composition of the committee as set forth above. Committee members are eligible to serve consecutive terms.

2. Each Safe School Committee shall study and make recommendations, in writing, to the school principal regarding:

   - unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;

   - student harassment, intimidation and bullying at school;

   - professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation and bullying; and

   - methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.

   As part of the process, each committee shall review traditional and accepted harassment, intimidation and bullying prevention programs utilized by others states, state agencies or school districts.

3. Each Safe School Committee shall meet at least once each semester. Each Safe School Committee shall appoint its committee chairperson who shall maintain written minutes of each meeting. The committee chairperson will be responsible for notifying all committee members of meetings, preparing agendas for each meeting, and posting such agendas in the principal's office for a reasonable period prior to the date and time of each meeting. All agendas, minutes and other documents related to each Safe School Committee shall be retained by the principal of each respective school site.

4. Prior to the last day of school of each school year, each Safe School Committee shall make a written report to the school principal. The school principal shall transmit a copy of the report to the superintendent of schools. The superintendent of schools shall maintain the reports in the records of the School District and shall transmit a copy of each Safe School Committee report to each School District Board Member.

Healthy and Fit School Advisory Committees

The District also establishes *Healthy and Fit School Advisory Committees* which shall be combined with the District's Safe Schools' Committees. The Healthy and Fit School Advisory Committees are established pursuant to *Okla. Stat. tit. 70, Section 24-100a* which created the *Healthy and Fit Kids Act of 2004*.

The Committees shall be composed of no fewer than 6 individuals who may be the same individuals appointed to the District's Safe Schools' Committees. The composition of the Advisory Committees may include teachers, administrators, parents of students, health care professionals and business community representatives.

The Advisory Committee at each school site shall study and make recommendations to the school principal regarding:

1. Health education;

2. Physical education and physical activity; and

3. Nutrition and health services.

School principals shall give consideration to the recommendations of their respective advisory committees. The Advisory Committee, for purposes of timelines, shall follow the same schedule as established for the District's Safe Schools' Committees.

REFERENCE: 70 O.S. § 24-100.5, § 24-100b

Adoption Date: November 13, 2000
Revision Date: September 12, 2005
Revision Date: August 11, 2008

BIXBY PUBLIC SCHOOLS **POLICY 6123**

CONFLICT OF INTEREST IN FEDERAL PROGRAMS

Bixby Public Schools maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the bidding, quoting, contracting, and purchasing of goods and services for Bixby Public Schools via federal programs and grants. No employee, officer, or agent of Bixby Public Schools may participate in the selection, awarding of, or administration of goods, services, or contracts if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract (or for the District to purchase goods and/or services).

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontractors and/or suppliers of goods and services.

Any real and/or potential conflicts of interest found or suspected shall be reported to the superintendent and/or the President of the Board of Education. In cases where a conflict of interest is possible or found, the employee with the conflict of interest shall reduce the conflict to writing, recuse himself/herself from the issue, and make a report to the superintendent. All employees involved in the process and chain of action of purchasing goods and services via federal programs and/or grants, shall sign a statement acknowledging receipt of this policy.

Those in positions specifically required to sign a statement acknowledging receipt of this policy are as follows:

> Bixby Public School Employees responsible for the requisitioning, bidding, quoting, encumbering, purchasing, receipting, and paying for goods and services at the District level: Superintendent, Associate Superintendent(s), Assistant Superintendent(s), Chief Financial Officer, Treasurer, Encumbrance Clerk(s), Deputy Encumbrance Clerk(s), Accounts Payable Clerk (s), Executive Director(s), Directors, and Coordinators.

The violation of the requirements in this policy may result in the employee's termination of employment with Bixby Public Schools.

My signature below confirms my receipt of Bixby Public Schools Policy 6123.

_____ _____

Signature Date

Approved by the BOE: October 12, 2017

BIXBY PUBLIC SCHOOLS POLICY 6124

WARNING SYSTEMS: INCLEMENT WEATHER

It is policy of the Bixby Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. A tornado watch is issued by the weather bureau when conditions are favorable for the development of tornadoes. School will not be dismissed because of a tornado watch. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. A tornado warning is issued by the weather bureau when a tornado has been sighted. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school, and appropriate safety measures shall be taken.

Should the superintendent or designee decide to dismiss school because of weather conditions, the following media sources should be requested to make appropriate announcements: Radio stations KRMG 740 AM, KRAV 96.5 FM, and KAY107 106.9 FM and television stations KJRH (9), KTOV (6), and KTUL (8). Absent such announcements, students should assume that school will be in session.

Should it become necessary to dismiss school during a school day, the radio stations and all bus drivers will be notified by the administration. Students will be dismissed in an orderly fashion once buses have arrived.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 6125

SAFETY DRILLS

Each school site will conduct ten (10) safety drills each school year. Each site principal shall be responsible for ensuring that all ten (10) drills are appropriately conducted at each year. The superintendent shall monitor and ensure that all ten (10) drills are appropriately conducted at each site each year. It shall be the duty of the principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The ten (10) drills shall consist of the following:

1. Security Drills: A minimum of four (4) security drills shall be conducted at each school site each school year. No security drill can be conducted at the same time of day as a pervious security drill in the same school year, and no more than two security drills shall be conducted in the same semester. One security drill shall be conducted within the first fifteen (15) days of a semester. Security drills are conducted for the purpose of securing students, staff, and school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. Security drills shall address issues and procedures associated with providing safety to students and staff in situations involving intruders, weapons, violence, etc. on or near campus.
2. Fire Drills: Each school site shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Tornado Drills: Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
4. Other Drills: Each school site shall conduct a minimum of two (2) additional drills per year that shall consist of any of the aforementioned drills.

Documentation Requirements:

1. The site principal shall be responsible for completing and maintaining records of all safety drills.
2. Records of each FIRE DRILL shall be preserved in writing for a minimum of (3) three school years and made available for inspection to the State Fire Marshal or the marshal's agent upon request.
3. All other safety drills shall be documented in writing and preserved for a minimum of three (3) school years.
4. Safety drill records shall be maintained at the school site. Copies shall be forwarded to the Associate Superintendent and the Oklahoma School Security Institute.
5. Emergency preparedness shall be discussed with teachers and students at least once per semester or as deemed necessary by the school principal.
6. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and emergency procedures. Teachers will discuss these procedures with each class using the room during the first fifteen (15) days of the school year.
7. All teachers and staff members shall make themselves familiar with safety procedures. During an actual emergency or a safety drill, teachers and staff members are responsible for following all procedures as well as other tasks specifically assigned, such as ensuring doors and windows are closed appropriately, electrical circuits and gas jets are turned off, order is maintained, and all students are either accounted for or reported missing to the building principal.

Note: In cases of building evacuations, all meeting places shall be a minimum of 50 feet away from buildings and driveways.

Reference: 70 O.S. Section 5-149; OAC 210:35-13-115

Adoption Date: November 13, 2000; Revised July 15, 2013; Revised August 8, 2016

REFERENCE: 63 O.S. §176

BIXBY PUBLIC SCHOOLS **POLICY 6126**

EMERGENCY SCHOOL CLOSINGS

Abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include inclement weather (ice and snow storms); failure of power, gas, or water supply; breakdown of the heating system; etc. The safety, welfare, and health of students and employees are the basic factors to be considered. The superintendent shall have the responsibility to continue or suspend the normal school day activities.

To assure the orderly suspension and resumption of school activities, the following procedures shall apply:

1. The superintendent shall announce the decision to continue or suspend activities during an impending emergency. In case the superintendent is unavailable, the superintendent's designee shall act in announcing the decision.

2. The decision to continue or suspend activities is to be communicated by the superintendent or a designee to all commercial broadcasting media which serve the school district area.

3. The decision to continue or suspend activities is to be announced, if possible, by 6:30 a.m. of the day involved. A decision is to pertain to one day unless otherwise specifically stated.

4. If an emergency occurs after schools have begun activities for the day, every possible consideration shall be given to the continuance of school activities until the regular dismissal hour. In the event an early dismissal becomes probable, the decision to dismiss school early or to continue operations is to be communicated to the local radio stations with a request that announcements be made at least every 30 minutes from the time of the decision until 1:00 p.m. or until the time of dismissal, whichever is earlier. In the event there is less than one hour of warning time prior to an extreme emergency, staff and students will be retained at the school buildings, as many parents may not be at home. Parents may come to the school premises to pick up their children, if they so desire.

5. The superintendent or a designee will immediately notify the director of transportation who shall make all necessary arrangements regarding bus transportation.

6. Decisions pertaining to the suspension of activities are to be relayed immediately to building principals.

7. The absence of a publicized decision is to be interpreted as a decision to continue operations.

8. All 12-month employees are expected to be on duty when activities are suspended in the schools. If one or more 12-month employees cannot report for work, excuses for the day will be a matter of individual request for consideration. Principals have a responsibility for their schools, and emergency conditions require that principals be available to handle unanticipated situations. Principals should report to their schools if possible. A decision about early dismissal of 12-month employees shall be made on the basis of the needs of the system.

9. Compensatory time or additional pay is not authorized for services performed while activities are suspended.

10. If fewer than 180 teaching days remain after the days of suspended activity are deducted, the time lost is to be made up as directed by the superintendent. Normal school hours and duties are to be observed on makeup days.

11. If at least 180 teaching days remain after days of suspended activity are deducted, students will not be required to make up days lost.

12. If it is required that the days be made up in order to meet state requirements of planning days, all teachers and other school assigned personnel are to report and observe regular hours for the designated makeup days.

CROSS-REFERENCE: Policy 6124 Warning Systems: Inclement Weather
Policy 3102 School Day

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6127**

BOMB THREATS

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are recommended:

1. Upon receiving a threat the building principal will secure the building and alert the administration.

2. All hallways and restrooms are to be cleared and students kept in their current classroom until the all clear is given.

3. School personnel will search their assigned areas for suspicious items.

4. If a suspicious item is found the principal will evacuate the building to a pre-designated area. The police will be notified of the situation. The building will not be reoccupied until the police have determined that the building is safe.

5. If there is nothing suspicious found, the principal will announce the all clear and return to normal activity.

6. The police shall be called to investigate the threat.

7. If the principal has additional information, that may give him/her reason to believe a device has been placed and a detonation is imminent, he/she may order an immediate evacuation.

Any decision concerning the dismissal of school and subsequent action after the above procedures have been followed is the prerogative of the superintendent.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6128**

TOBACCO USE PROHIBITED

The Bixby Board of Educating recognizes that the use of tobacco has been shown to be linked to illness and disabilities and that federal and state law prohibits smoking in an indoor facility, or the grounds thereof, which is used to provide educational services to children.

Therefore, smoking, chewing or any other use of tobacco by staff, students and members of the public is prohibited on, in or upon any school property " 24 hours a day, 7 days a week including non-school hours."

Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campuses.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district including but not limited to the following:

   a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.

   b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.

   c. All vehicles used by the district for transporting students, staff, visitors or other persons.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking.

3. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including , but not limited to cloves, bidis, kretks, and vapor smoking with or without nicotine.

4. "Use" is defined as lighting, chewing, dipping, inhaling or smoking any tobacco as defined within this policy.

5. "Staff" includes, but is not limited to, full-time, part-time, and contract employees.

- Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

- Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, or simulated tobacco products, the item or items will be confiscated and necessary action taken.

- Students will not be permitted to use tobacco, simulated tobacco or any tobacco products while they are participants in any class or activity in which they represent the school district.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

REFERENCE: 63 O.S. §1-1522, et seq.
20 U.S.C. §6083, Federal law does not allow any indoor facility utilized for educational services to have designated smoking areas.

Adoption Date: August 9, 2004
Revision Date: Novemeber 11, 2013

BIXBY PUBLIC SCHOOLS POLICY 6129

HAZARDOUS MATERIALS

The Bixby Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of education requirements. The Board also recognizes that with the use of hazardous materials, responsibility must be taken to ensure personal safety and to protect the environment during the use, storage, and transportation of such materials.

Therefore, this school district shall establish and maintain conditions of work which are reasonably safe and healthful for our employees. The school district's safety standards and safeguards shall be those which are reasonably necessary for the protection of the life, health and safety of our employees.

The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive, or health hazard (such as blood borne pathogens). Examples are common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, gasoline and other fuels, and all other materials for which a "material safety data sheet" (MSDS) has been prepared. The U.S. Occupational Safety and Health Administration maintains complete listings of hazardous substances and materials.

The superintendent will develop regulations and/or procedures which govern the purchase, storage, handling, transportation, and disposal of hazardous materials for school facilities and operations.

Such regulations will establish an ongoing process by which each location in the district will have a program of identifying and managing hazardous material. District personnel will be encouraged to substitute non-
hazardous material for hazardous material to the extent possible and to minimize the quantities of hazardous substances used and stored on school property.

CROSS-REFERENCE: Policy 4145 Hygiene and Sanitation (Blood borne Pathogens)

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6130**

HAZARD COMMUNICATION

It is the policy of the Bixby Public Schools to provide in-service training on an annual basis concerning hazard communications (Right To Know Law) and the Maintenance, Operation of Plants (MOPs) workshops by the Oklahoma State Department of Education.

1. MOP Workshop in-services will be mandatory for district employees, custodial staff, appropriate support personnel, and student workers and any other employees who work during the summer.

2. Hazard communications in-service will be conducted by district personnel or outside consultants. Employees to attend are custodial staff, appropriate support personnel, lunchroom personnel, and student workers.

All employees will be compensated to attend these workshops. Meals will be paid for or the employees will be reimbursed after submitting receipts to the assistant superintendent's office.

Certificates of attendance will be maintained in the employee's personnel file on an annual basis.

Adoption Date: November 13, 2000

BUILDINGS, EQUIPMENT, AND GROUNDS

The Bixby Board of Education believes that the education of children is dependent upon many factors including a proper physical environment that is safe, clean, attractive, and smoothly functioning.

The care, custody, and safekeeping of all school district property are the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

Citizens of the district, students, and members of the police department are encouraged to cooperate in reporting to the chief of security any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Every employee of the district shall report to the principal of the school - and the principal in turn to the chief of security - any incident of vandalism known to them, and, if known, the names of those responsible.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property. The superintendent is further authorized to delegate, as seen fit, authority to sign such complaints and to press charges.

The superintendent shall have authority to let contracts for minor repair work not exceeding $25,000. Contracts beyond minor repair shall require Board approval.

For public use of school property, see the policy on the community use of school property located elsewhere in this manual (Policy 5110).

The school district shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under 18 years of age, living with the parents at the time of the act, who commits any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the school district. The amount of damages awarded shall not exceed $2,500.00.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 6132

EQUIPMENT ACCOUNTABILITY

It is the policy of the Bixby Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher. School equipment and/or related items are not to be loaned by the teacher to any person, group, or organization without written consent of the building principal.

Maintenance and custodial items are not to be loaned without written consent of the building and grounds supervisor or the assistant superintendent of business management and support services.

Inventories will be made of all equipment, books, furniture, and supplies at the beginning and close of the school year. The inventory will be filed in the office of the superintendent.

No school property or equipment may be removed from the school for non-school use without the approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession.

CROSS-REFERENCE: Policy 6132 Equipment Accountability
Policy 5110 Use of School Property

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6133**

BUILDING AND GROUNDS MAINTENANCE

The Bixby Board of Education believes that adequate maintenance of buildings, grounds, and property is essential to efficient management of the district.

The Board directs a continuous program of inspection and preventative maintenance of school buildings and equipment.

The superintendent shall develop and implement a maintenance program that will include:

A regular program of repair and conditioning,

Critical spare parts inventory,

An equipment replacement program, and

A long-range program of building modernization and conditioning.

The superintendent shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.

The superintendent shall develop a checklist that will be applicable to all buildings in the district. Each building principal, in conjunction with the maintenance supervisor in that building, shall conduct a physical inspection of the building on a monthly basis and submit a written report to the superintendent.

The superintendent shall report to the Board regarding the current maintenance and improvement program.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6134**

CRIME AWARENESS AND SCHOOL SECURITY

It is the policy of the Bixby Board of Education to provide security that supports the educational environment.

A regulation has been developed that will:

- Reasonably insure the security of district property.
- Minimize fire hazards.
- Provide for the safekeeping of records and funds.
- Provide reasonable protection against vandalism, burglary, and crimes against the person.
- Provide for the prosecution of persons who violate this policy.
- Provide for employee responsibility for all furniture, books, references, and other district materials, equipment, and supplies assigned to the employee's care.

REFERENCE: P.L. 101.542, Campus Security Act, 1990

Adoption Date: November 13, 2000
Revision Date: August 2, 2011

BIXBY PUBLIC SCHOOLS **POLICY 6135**

TEXTBOOKS: DISTRIBUTION AND CARE OF

The Bixby Board of Education believes that all employees and students are responsible for the proper care of school facilities, equipment, and property in their use or under their control.

Cooperation is expected from the professional staff regarding the care and distribution of school-owned textbooks. The superintendent may delegate authority to building principals for the care, custody, and distribution of textbooks, as well as other instructional material and equipment.

Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any lost or damaged books. If a misplaced book is returned, the student may be refunded any charges previously paid to the school for the book.

The school district may withhold transcripts or other school records relating to a student if the student fails to return a textbook or fails to make payment for the textbook if not returned. The superintendent is authorized to apply this provision on a case-by-case basis taking into consideration the student's (or parent's) ability to pay for lost textbooks and reasons for the non-return of such textbooks. For the purpose of this policy, transcript includes any record of a grade or grades given to a student by a teacher.

The school district will not - and the superintendent is not authorized to - prevent a student from receiving a grade to which the student is entitled, from graduating upon completion of graduation requirements, or from
obtaining any records or information supplied to the school or otherwise owned by the student.

REFERENCE: 70 O.S. §16-121

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 6136

SCHOOL BUS: EXTRACURRICULAR USE OF

It is the policy of the Bixby Board of Education to allow the use of school buses or other district-owned vehicles for the transportation of students participating in school-sponsored activities under the following conditions:

1. Bus or district-owned vehicle use for educational field trips and by student organizations is accepted as an extension of classroom activities.
2. When district-owned transportation is used, the student organization using the vehicles may be required to reimburse the district for all or part of the cost of the transportation.
3. Students participating in such activities must return in the same vehicle in which they departed unless permission is granted from the activity sponsors to return with parents.
    a. **Students will ONLY be released to their own parent/guardian**
    b. **Permission must be granted from the activity sponsor in charge of the event**
    c. **Parents/Guardians must sign the students out prior to taking the student with the activity sponsor. Prior approval may be given verbally or by email but before the student is released to the parent/guardian they MUST physically sign out the student before departing.** ***November 11, 2013***

4. School patrons will not be permitted to ride school buses on any activity trip unless they are assigned as sponsors by a principal for non-athletic events, or the athletic director for athletic program activities.

Adoption Date: November 13, 2000
Revised November 11, 2013

BIXBY PUBLIC SCHOOLS **POLICY 6137**

RENTAL OF SCHOOL BUSES

In an effort to promote visible and public support of the Bixby Community, school buses owned and operated by the Bixby Public School District may be rented by non-profit organizations and civic groups located within the Bixby School district boundaries. Rental requests must be for the benefit and goodwill of the community, and will be made subject to bus and driver availability. Each request for a rental will be checked individually to determine appropriateness as per established procedures and approved or disapproved by the superintendent or designee.

Adoption Date: January 14, 2002
Revision Date: August 2, 2011

BIXBY PUBLIC SCHOOLS **POLICY 6138**

TRANSPORTATION MANAGEMENT

The Bixby Board of Education recognizes that transportation is a necessary element of educational opportunity and, therefore, the Board shall grant appropriations for transportation. Transportation is a privilege extended to students in the district only when necessary for the accomplishment of one of the following purposes:

1. To transport children whose homes are more than a reasonable walking distance, as defined by regulations of the State Board of Education, from the school attended by such child. Transportation may be provided to children whose residence is within one and one-half miles of the school attended only within the limits of time, space, and funds. Such transportation privileges shall be withdrawn if the Board believes it to be in the best interest of the school district.

2. To allow, when practicable, the use of school buses for the transportation of students to school activities and on field trips which have been approved by the superintendent or designee. Expenses for such transportation shall be paid by the students transported or by the school activity or school organization requiring the transportation. Such costs may also be paid from other private sources. Any money so collected will not be chargeable to or become a part of the school district's finances.

3. To provide adequate education facilities and opportunities which otherwise would not be available.

4. To contract for the use of school buses and other school transportation for general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes, and to make a reasonable charge to cover the cost of the use of school buses and other school transportation.

5. For group movements within the state, for participants to and from contests, athletic games, or other school functions under the direct auspices of the Board of Education:
    a. Activity trips for children participating in regularly scheduled school activities within the state.
    b. Activity trips for children participating in educational contests and activities with neighboring out-of-state schools for normally scheduled inter-school functions.
    c. Transportation for school children participating in educational contests and activities outside the State of Oklahoma or outside the districts in which they reside upon request from the State Director of Cooperative Extension Work in Agriculture and Home Economics (Service), or the State Director of Career and Technology Education, or the State Supervisor of Vocational Agriculture.
    d. Trips, in state, for purposes connected with summer youth activities, upon approval of the School Board.
    e. Transportation for adults enrolled in adult and community education class.

Buses used for purposes other than the transportation of children to and from school should be accompanied by the appropriate coach, organization sponsor, teacher, or principal.

District-owned vehicles will not be used for the following:
1. Out-of-state excursions without permission of the Board.
2. Transportation for students to and from night programs, contests, athletic games, or other school functions at without specific approval.
3. Transportation for adults to and from programs, contests, athletic games, or other non-sanctioned school functions.

When requesting school bus transportation, these procedures shall be followed:
1. The coach or sponsor should obtain the building principal’s approval to remove students from the school district.

2. Appropriate forms should be completed, obtaining the final approval of the superintendent or designee.
3. The coach, sponsor, or principal should apply for any needed school bus transportation at least five school days prior to the planned excursion.
4. The director of transportation shall arrange for transportation and notify the principal immediately if there is a scheduling conflict. Approval of the request for school transportation will be based upon the availability of school busses and drivers.

REFERENCE: 70 O.S. §5-130
70 O.S. §9-101
70 O.S. §9-108

Adoption Date: November 13, 2000
Revision Date: August 2, 2011

BIXBY PUBLIC SCHOOLS POLICY 6139

TRANSPORTATION RESPONSIBILITIES AND DUTIES

Student transportation shall be provided to those day school students who live beyond the area subscribed by the superintendent as the distance for walking to their schools. The purpose of providing transportation for such students is to assure, as nearly as possible, an equal and a maximum opportunity to all of the children of the district to obtain their education.

Transportation for students of grades K through 12 shall be under the general direction of the assistant superintendent of support services, and under the direction and immediate control of the director of transportation.

The director of transportation shall establish bus routes and stops with regard to safety and serving the greatest number of students. Stops may be changed as conditions warrant. In cases of necessity, however, the director may provide that students may have to walk a distance to board their bus. The director shall see that a school bus not arrive at a stop ahead of schedule and may require that students should be at the bus stop at least five minutes ahead of the scheduled arrival of the bus.

Principals of schools have complete authority over their students from the time they board the bus on the way to school to the time they leave the bus upon returning home, and to this degree, bus drivers and the director of transportation will report to them on matters which are related to servicing, scheduling, or conduct of such students.

Bus drivers have immediate authority for students at all times while being transported to and from school and on trips.

The responsibility of students as passengers shall be that they maintain the same standards of conduct while in a school bus that prevail in the classroom. Students may be denied the privilege of bus transportation for breach of this policy.

CROSS-REFERENCE: Policy 6138 Transportation Management
Policy 2121 School Bus Program
Policy 2122 School Bus Safety Program

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 6140

USE OF SCHOOL OWNED VEHICLES

It is the policy of the Bixby Board of Education to provide various vehicles for use in different programs or for purposes other than student transportation. Regulations applying to the use of such vehicles are as follows.

School-owned/leased vehicles may be used by school employees to conduct school-related business or activities. These vehicles shall be kept or garaged on school property overnight or on weekends unless the conducting of school business requires an overnight stay outside a 50-mile radius of the school. No vehicle will be kept or garaged at an individual's private residence unless approved by the superintendent or designee, except for maintenance vehicles assigned to be on twenty-four hour emergency service call by the director of transportation/building maintenance.

Employees of the district wanting to utilize a school-owned vehicle for school purposes must apply to the director of transportation, specifying the date, time(s), and purpose of the request. Use of a school vehicle may be approved by the director of transportation, assistant superintendents, and the superintendent. Whenever possible, the request must be received one week before the scheduled activity. Vehicles will be assigned on a priority basis.

School personnel requesting the use of a school vehicle must have a good driving record and be subject to the approval of the school's vehicle insurance company.

This policy does not apply to the use of school buses.

REFERENCE: Board Minutes dated September 12, 1994

Adoption Date: November 13, 2000
Revision Date: August 2, 2011

BIXBY PUBLIC SCHOOLS POLICY 6141

CHILD NUTRITION PROGRAM

The Bixby Public Schools will operate a school lunch program which will include lunch, and may include breakfast, through participation in the Child Nutrition Programs. The superintendent, in conjunction with the food service supervisor and with the approval of the Board of Education, will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the Board prescribes that:

School lunch is made available to all students.

Free and reduced price lunches are made available for students who meet the federal income guidelines.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, religion, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

Students who desire to do so may bring lunches from home and purchase beverages. Those students may eat their lunch in the school cafeteria or a designated area.

The superintendent is directed to prepare rules and regulations to support this policy.

REFERENCE: 70 O.S. §1-107, §3-104
Adoption Date: November 13, 2000

BIXBY SCHOOLS CHILD NUTRITION SERVICES PROCUREMENT PLAN for CHILD NUTRITION PROGRAMS

The Bixby Public Schools School Food Authority (SFA) will purchase food and other items for use in the Child Nutrition Programs (CNP) in compliance with 7 CFR Part 3016 and State Law, using the procedures outlined as follows and the attached Chart of Procedures.

The primary purpose of this procurement plan is to assure that open and free competition exists to the maximum extent possible. The procurement procedures practiced by the SFA must not restrict or eliminate competition nor should any description of goods, equipment, or services to be procured contain features that unduly restrict competition. The objective of the policy is to ensure the SFA secures the highest quality products, equipment, goods, or services at the lowest possible price.

A. Small Purchase Procedures – Small purchase procedures may be used to purchase goods, equipment, and services where the aggregate cost is less than $150,000.

1. When small purchase procedures are used, he following conditions, stipulations and terms must be considered:
    a. The SFA can set a lower threshold than $150,000.
    b. The goods, equipment, or services to be purchased must be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service. These specifications must be verbal or written and must be documented.
        1) Specifications will be sent by fax, e-mail, telephone, or delivered in person to at least three vendors.
        2) Responses from vendors can either be written or verbal. Verbal quotes will be documented.
    c. Price quotes shall be obtained from an adequate number of qualified sources whenever possible. The USDA defines an adequate number as three.
    d. Price quotation records must be retained three years plus the current year or until audit findings are resolved.
    e. Small purchases may include fresh produce as long as the aggregate amount is $150,000 or less.

B. Competitive Sealed Bids (Formal Advertising) – Bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and condition of the Invitation to Bid (ITB), is the lowest in price.

1. Sealed bids are feasible if the following conditions are met:
    a. Complete, adequate, and realistic specification or purchase description is available.
    b. Two or more responsible bidders are willing and able to compete effectively for the business.
    c. The procurement lends itself to a firm fixed-price contract and bidder is selected principally on price.
2. Sealed Bids/Requirements:
    a. The ITB must be publicly advertised.
    b. Bids shall be solicited from an adequate number of known suppliers (at least three).
    c. All vendors shall be provided sufficient time prior to the date set for the bid opening.
    d. All specifications and pertinent information shall define the items or services in order for the bidder to properly respond.
    e. All bids will be publicly opened at the time and place prescribed in the ITB.
    f. A firm, fixed-price contract will be awarded to the lowest responsive and responsible bidder.
        1) Where specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest.

2) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts have been used in the past.

g. Any or all bids may be rejected for a sound reason and must be documented.

C. Competitive Proposals – Procurement by competitive proposals: The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement-type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids.

1. Competitive Proposals/Requirements:

a. A Request for Proposal (RFP/ITB) will be publicized and will identify all evaluation factors and their relative importance. Any response to publicized RFPs shall be honored to the maximum extent practical.

b. Proposals will be solicited from an adequate number of qualified sources (at least three).

c. SFAs will have a method for conducting technical evaluations of the proposals received and for selecting awardees.

d. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

e. Architectural/engineering professional services (A/E):

1) Competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.

2) Lowest price is not a factor when selecting an A/E firm; however, purchasing of an A/E firm's services is the only procurement where price is not considered.

D. Noncompetitive Proposals will be used only when the procurement is not feasible under small purchase procedures, competitive sealed bid (formal advertising), or competitive proposals. The decision to use noncompetitive negotiation will be justified in writing and be available for audit and review. Circumstances under which procurement may be by noncompetitive negotiations will be limited to the following:

- The merchandise or service is available only from a single source.
- An emergency exists, and the urgency for the requirement will not permit the delay involved with competitive sealed bids (formal advertising) or competitive proposal.
- After solicitation from a number of sources, competition is found to be lacking.

E. Oklahoma's State Prime Vendor-Food Distribution Contract

Bixby Public Schools SFA may choose to purchase food and food service supplies using a statewide contract established by the Department of Central Services, Central Purchasing Division for the State of Oklahoma with the following possible exceptions: Milk, Fresh Bread, Snack Items (including Drinks), Chips, Fresh Produce, Quantity purchases with Special Pricing, and Commodity Processing. When the State Prime Vendor cannot provide a product, the SFA may purchase from a different vendor.

F. Oklahoma Farm to School Program

Bixby Public Schools chooses to participate in the Farm to School programs being promoted by the USDA and the state of Oklahoma. As the program expands and changes, the SFA will allow the representative from the Oklahoma Department of Agriculture, Food, & Forestry to match us with interested local farmers. "One Time" purchases may be made at the discretion of the SFA.

G. All purchases will be conducted in accordance with the attached Chart of Procedures.

H. The following records will be maintained for a period of three years after the end of the fiscal year to which they pertain or until the findings of audits are resolved:

- Records of all phone quote
- Logs of all emergency and noncompetitive purchases
- All written quotes and bid documents
- Comparison of all price quotes and bids with the effective date shown
- Price comparison showing Vendors
- Log of approved substitutions

I. **Cost-plus-a-percentage of cost method** of purchasing is prohibited.

J. **Code of Conduct.** The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by CNP funds.

- No employee, officer, or agent of the Bixby Public School SFA shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.
- Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
    - The employee, officer, or agent
    - Any member of his/her immediate family
    - His or her partner
    - An organization which employs or is about to employ one of the above
- The Bixby Public School SFA employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of material/monetary value from contractors, potential contractors, or parties to sub-agreements.
- The purchase during the school day of any food or service from a contractor for individual use is prohibited.
- The removal of any food, supplies, equipment, or school property, such as official records, recipe books, and the like, is prohibited. Meals are allowed to be transported from one school facility to another. A school bus will be considered a school facility.

K. **Protest Procedures:** See Attachment A for procedures.

Changes in this Procurement Plan will be made as conditions warrant upon the approval of the SFA.

This plan adopted by the Board of Education of the Bixby Public School District at the regularly scheduled meeting on this, the _____ Day of _____ in the year _____.

Signatures: _____
(SFA Official)

_____
(Superintendent)

_____
(President of the Board)

Bixby Public Schools Child Nutrition Services
Procurement Plan

CHART OF PROCEDURES

Bixby Public School District will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. Purchase period is defined as the time frame for which bids or quotes are obtained and awarded.

ITEM CATEGORY	PURCHASE PERIOD	PROCUREMENT METHOD	BID/QUOTE REQUEST	BOARD APPROVAL
Milk/Dairy Products	Annual	Comp. Sealed Bids	May	June
Bread Products	Annual	Comp. Sealed Bids	May	June
Food including Meats, Fruits/Vegetables Frozen & Canned, Staple foods	Annual	Comp. Sealed Bids	April	June
Fresh Produce	Annual	Vendor assigned by USDA's Commodity DOD* Fresh Produce Program.	N/A	N/A
Pizza	Annual	Comp. Sealed Bids	May	June
Small Equipment	As needed	Small Purchase Procedures	As needed	Not Applicable
Large Equipment	As needed	Comp. Sealed Bids	As needed	As needed
Chemical Supplies	Annual	Small Purchase Procedures	April	June
Paper Supplies	Annual	Small Purchase Procedures	April	June
Office Supplies	As needed	Small Purchase Procedures	As needed	Not Applicable
Equipment and/or Professional Services	As needed	Most Feasible	As needed	As needed

ATTACHMENT A
PROTEST PROCEDURES

A. Any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Bixby Public Schools may formally protest to the _____ (Responsible Person) of Bixby Public Schools. Such protests must be made in writing and received by the _____ (Responsible Person) of Bristow Public Schools. The protesting party must mail or deliver copies of the protest to the Bixby Public Schools, the State Agency, and other interested parties.

B. In the event of a timely protest, the Bixby Public Schools shall not proceed further with the solicitation or award of the contract.

C. A formal protest must be sworn and contain:
   1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
   2. A specific description of each action by Bixby Public Schools that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
   3. A precise statement of the relevant facts.
   4. A statement of any issues of law or fact that the protesting party offers in support of the protest.
   5. A statement of the argument and the authorities that the protesting party offer in support of the protest.
   6. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interested parties.

D. Bixby Public Schools may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. The Bixby Public Schools may solicit written responses to the protest from other interested parties.

E. If the protest is not resolved by mutual agreement, the Bixby Public Schools shall issue a written determination that resolves the protest.
   1. If the Bixby Public Schools determines that no violation of statutory or regulatory provisions has occurred, then the Bixby Public Schools shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for the determination.
   2. If the Bixby Public Schools determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the Bixby Public Schools shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.
   3. If the Bixby Public Schools determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then the Bixby Public Schools shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.

F. The Bixby Public Schools shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Bixby Public Schools.

Adoption Date: November 11, 2000; Revised: January 15, 2015

MAIL AND DELIVERY SERVICE

A mail service system shall be maintained within the district so that communications may be delivered in the most practical manner. Each faculty member will have a mailbox in the workroom at each school site.

The use of district mail facilities and personnel shall be restricted to materials and communications that further school business and the educational purpose of the district. Such materials and communications may include student lists and daily and weekly bulletins. The superintendent may authorize certain exceptions within the intent of this policy.

The district is not liable for items lost or opened or for any damage or injury incurred as a result of the use of the mail service.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 6144

TELEPHONES

The Bixby Board of Education recognizes that telephone communications by staff and students are occasionally necessary. However, classes must not be interrupted for routine telephone calls.

Therefore, the superintendent is directed to establish a regulation to provide reasonable access to telephones for both students and staff.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6145**

EMPLOYEE USE OF DISTRICT OWNED CELLULAR PHONES AND REIMBURSEMENT FOR CELLULAR CALLING CHARGES

Reimbursement for cellular phone calling charges shall be available to employees in the following classifications: Superintendent, Chief Financial Officer, Assistant/Associate Superintendent, Director, Assistant Principals, and Principals as approved by the superintendent. Other district employees may be approved individually by the superintendent. Calling charges will be reimbursed at a flat rate of up to $30 per month at a maximum of $300.00 per year for 10 month employees, $330.00 per year for 11 month employees, and $360.00 per year for 12 month employees, or based on charges for District business calls as documented by an itemized monthly statement. To receive reimbursement, a completed "Cellular Phone Reimbursement Form" and a copy of the monthly bill must be submitted to Accounts Payable.

The monthly service charges must be paid by the employee directly, who then must submit the above mentioned form and documentation when seeking reimbursement. The maximum monthly reimbursement cannot exceed the total amount of the paid monthly bill.

Unless specifically approved by the Superintendent, the cellular phone must be purchased and maintained by the employee. In the case of such exceptions, employees are required to submit the "Employee Use of District Owned Cellular Phones" statement, which requires approval by the immediate supervisor and Superintendent.

Board of Education Approved: July 14, 2008

BIXBY PUBLIC SCHOOLS
CELLULAR PHONE REIMBURSEMENT FORM

Instructions:

1. Employees who have been authorized by the Superintendent to maintain monthly cellular phone service will be reimbursed for business use of their phone up to $30.00 per month, or for actual charges for business calls. Itemized reimbursement is limited to calls made to conduct official school business only. If no business calls were made or received on the employee's cellular phone, the employee is not eligible for reimbursement of monthly allowable fees.
2. The reimbursement cannot exceed the total cost of the monthly bill.
3. To submit for the monthly service fee reimbursement per month, complete section "A" below. To qualify for itemized reimbursement (section "B"), circle the monthly service fee and all itemized business calls on your bill. Complete the reimbursement information below, attach bill to the form and submit to your supervisor for processing on a monthly basis.

A. Monthly Service Fee for Service Dates From _____ to _____ (Enter $30.00 or actual service fee if less than $30.00)	
OR	
B. Charges for Business Calls made From _____ to _____ (Attach itemized bill with business calls circled)	
Amount of Reimbursement (Not to exceed actual bill) From item A or B above	$0.00
Charge Reimbursement to Blanket P.O. # : _____	

SPECIAL CLAIM

Independent School District No. 4, Tulsa County, Oklahoma

I, Name the undersigned upon oath, do depose and say that I
(Print Name)
have full knowledge of the claim listed on this form, and that the amount thereof is true and correct and is needed for the lawful use of the above named school district of the purpose set forth in such claim.

Signature _____ Date _____

Site/Department _____

BIXBY PUBLIC SCHOOLS
EMPLOYEE USE OF DISTRICT OWNED CELLULAR PHONES

The use of district owned cellular phones by employees must be approved on an individual basis by the employee's supervisor and superintendent. The use of the district owned cellular phone is restricted for school business use only. Personal calls, personal text messaging, personal emailing, or other uses of a personal nature on the school owned cellular phones are prohibited.

STATEMENT OF AGREEMENT AND UNDERSTANDING

I, _____, the undersigned, do depose and say that I have full knowledge of, agree to, and understand the use of the school owned cellular phone policy as stated above. Furthermore, I understand that I must abide by and fully comply with this policy. The failure to abide by and comply with the above policy will result in the employee reimbursing the district for the total cost of the personal use of the cellular phone and may result in disciplinary action including but not limited to the non-renewal or termination of the employee's employment contract with the district.

_____ _____
Signature of Employee Date

Approval of Supervisor:

Comments: _____

_____ _____
Supervisor's Signature: Date

Approval of Superintendent:

_____ _____

BIXBY PUBLIC SCHOOLS **POLICY 6146**

WORKERS' COMPENSATION INSURANCE

It is the policy of the Bixby Board of Education that when an employee is absent from work due to a job-related illness and/or injury, compensation will be made to the claimant by the workers' compensation carrier.

It is further understood that neither earned vacation nor sick leave time will be used in lieu of workers' compensation benefits except as described below.

The school district will provide additional benefits to the employee, in addition to the workers' compensation benefits, by permitting employees to use a portion of accrued sick leave. When sick leave is used along with worker's compensation benefits, only that amount of sick leave may be used which when combined with worker's compensation benefits will provide a combined daily benefit equal to the employee's regular daily rate of pay. Any benefits above the worker's compensation benefits will be taxed at the particular employee's normal tax rate.

In no case will the combined payments to the claimant be in excess of 100 percent of the regular contractual salary for that employee.

Sick leave may be used for time lost to job-related injuries that do not qualify for workers' compensation insurance.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6147**

DISABILITY ACCOMMODATIONS

It is the policy of the Board of Education to take reasonable steps to accommodate our patrons and students with disabilities.

Each facility or part of a facility constructed by, on behalf of, or for the use of the district will be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect or could affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities.

This school district prohibits discrimination in any form against any person, persons, organizations or other entity based on disability. Employment opportunities will not be withheld from any qualified person solely because of a known disability. The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this school district. This school district does not require pre-employment medical examinations except for bus drivers.

For the purposes of this policy, the term "reasonable accommodation" shall mean making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment, modifications of examinations and training, the provision of qualified readers, and other similar and reasonable accommodation.

In determining whether an accommodation would impose an undue hardship, the district will consider:

a. the nature and cost of the accommodation needed;

b. the overall financial resources available to the district;

c. the number and nature of employees at the facility in question.

In order to disseminate the content of this policy to all school district employees, the superintendent is directed to post appropriate notices in those common areas where employees may expect to find such notices.

REFERENCE: Public Law 101-336, The Americans With Disabilities Act (ADA)
70 O.S. §13-101, et seq.

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS **POLICY 6148**

FAIR LABOR STANDARDS ACT

The Bixby Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

The superintendent is directed to prepare a regulation supporting this policy and implementing the provisions of the Fair Labor Standards Act subject to approval of this Board.

REFERENCE: Fair Labor Standards Act
State Department of Education, Outline for FLSA Policies

Adoption Date: November 13, 2000

BIXBY PUBLIC SCHOOLS POLICY 6149

ENERGY MANAGEMENT CONSERVATION POLICY

As the School Board of the Bixby Public Schools, we believe it to be our responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

The district will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The principal and/or director will be accountable for energy management on his/her campus/site with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus/site will be the joint responsibility of the principal/director and head custodian to ensure that an efficient energy posture is maintained on a daily basis.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. All district personnel will be expected to contribute to energy efficiency in our district. Every person will be expected to be an "energy saver" as well as an "energy consumer."
2. Energy management on his/her campus/site will be made a part of the principal and/or director's annual performance review.
3. Administrative Energy Guidelines will be adopted for implementing our energy program.

Further, to maintain a safer and healthier learning environment and to complement the energy management program, the district shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

Whereas the School Board bears responsibility for the best use of tax dollars, and

Whereas public education can provide leadership in developing a realistic energy ethic and awareness of energy needs and costs,

Therefore, the School Board of Bixby Public Schools directs the superintendent and/or his/her agents to develop short and long-range strategies in the areas of facilities management and preventive maintenance.

Adoption Date: May 9, 2005

BIXBY PUBLIC SCHOOLS POLICY 6150

District Logo/Registered Trademark

The Board recognizes the importance of protecting Bixby Public Schools' trademarks, service marks, and trade names from unauthorized use. It is, therefore, the policy of the Board to implement a trademark registration and licensing policy as follows:

All of the trademarks, service marks, trade name logos and/or symbols of Bixby Public Schools including, but not limited to, the names "Bixby Public Schools" and "Bixby Spartans" are registered trademarks with the Secretary of State of the State of Oklahoma, and are entitled to protection under the common law. It is the policy of the Board to actively defend the Bixby Public Schools' trademark status. Any use of a Bixby Public Schools trademark must have prior written approval of the Superintendent or designee and must be produced, manufactured, or sold under license by Bixby Public Schools.

BOE adopted: December 8, 2008; Revised 3/4/14

SURETY BONDS FOR SUPERINTENDENT AND FINANCIAL OFFICERS

Pursuant to Okla. Stat. tit. 70, §5-116a (2009), the superintendent and any financial officer of the School District are required to furnish a surety bond in the penal sum of not less than One Hundred Thousand Dollars ($100,000.00) or an amount otherwise set by law or set by the State Board of Education to assure the faithful performance of the duties of the superintendent and financial officers.

The Board finds that a reasonable definition of "financial officer" is any person whose job description or board policy or practice requires that he or she supervise or handle monetary receipts or disbursements on a reasonably consistent basis and any person who has oversight of funds or who actually transacts financial business on behalf of the District. In accord with this definition the Board defines "financial officers" to include the individuals holding in whole or in part the following positions or their functional equivalent: chief financial or business officer, encumbrance clerk, payroll clerk, treasurer, assistant treasurer, or activity fund custodian. Provided however, the bonding requirements of this policy shall not apply to the treasurer which requirements are specifically governed by Okla. Stat. tit. 70, Section 5-115 (1991).

The requirement as to the terms, conditions, penalty, amount or quality or type of surety for the referenced "financial officers" shall mean the furnishing of a separate bond or surety contract for each officer or employee, or the furnishing of a "blanket bond". The latter means a school district officer and employees' blanket position bond which covers all officers and employees up to the penalty of the bond for each officer and employee and the full penalty of the bond is always enforced during its term and no restoration is necessary and there is no additional premium after a loss is paid.

The surety bonds required by this policy shall be furnished by a company duly qualified to do business and doing business under the insurance laws of Oklahoma and shall be purchased by the School District. Each surety bond shall be payable to the District and require the referenced "financial officers" and the superintendent to faithfully perform their duties during their employment or term of office and properly account for all monies and property received by virtue of their position or employment.

In the event of a conflict between this policy and any opinion of a court of competent jurisdiction or an opinion of the Oklahoma Attorney General regarding who constitutes a "financial officer" of the District, the opinion will be deemed to control over any contradictory definition in this policy.

BIXBY PUBLIC SCHOOLS POLICY 6152

DOCUMENT RETENTION

This policy is adopted to ensure that the District complies in good faith with state and federal laws regarding the preservation of information and records. Records covered by this policy are those created or received by the District that involve: (1) the transaction of official business; (2) the expenditure of public funds; or (3) the administration of public property. This policy will be used as a guideline for the retention, preservation and disposal of certain records.

Definitions

As used in this policy, "record" means any document, book, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business, the expenditure of public funds, or the administration of public property. Record does not mean computer software, non-District personal effects, or (unless public disclosure is required by other laws or regulations), personal financial information, credit reports or other financial data obtained by or submitted to the District for the purpose of evaluating credit worthiness, obtaining a license or permit, or for the purpose of becoming qualified to contract with the District.

Records to be Retained

A. Permanent Records

Permanent Records are those records that possess continuing value because they document the organization, functions, policies, decisions, procedures and essential transactions of the District or protect the legal and financial rights of the District and persons directly affected by the District. They must be retained permanently.

B. Essential Records

Essential Records mean those District records necessary to the operation of the District during an emergency created by a disaster or necessary to protect the rights and interests of persons or to establish and affirm powers and duties of the District and its related entities in the resumption of operations after a disaster. Essential records are designated for permanent preservation, and the District should be careful to ensure that a minimum of two copies of the records are maintained at different locations to avoid loss or destruction.

C. Statutorily Required Records

Statutorily Required Records mean those District records that are required by state or federal law to be preserved for a finite period of time and in accordance with applicable record keeping requirements.

D. Other Records

Other Records mean those District records that are not Permanent Records, Essential Records, or Statutorily Required Records. Other Records should be retained, in the District's discretion, for so long as they are needed.

E. Convenience or Reference Copies

This policy does not apply to copies of records created for the user's convenience.

Format of Retained Records

Retention requirements apply equally to electronic and paper records. This Document Retention policy does not specify which format shall be used for records creation and retention. The objective of this policy is to provide the District with the discretion to maintain individual records in the most efficient and cost effective format consistent with sound records management principles or as required by law. To the extent the District decides to retain paper records, it will seek to retain original records instead of copies to the extent practical.

A. Microformat

The District may elect to maintain records on microforms or in electronic format, provided the following conditions are satisfied:

All microfilming and microfiching is performed in accordance with law, including guidance from the Archives and Records Commission;

The District retains at least one (1) user copy of all master negatives; and

The use of microformats is not prohibited by state or federal law.

B. Optical Imaging Systems

The District may elect to retain records in an optical imaging format, provided the following conditions are satisfied:

1. All optical imaging systems and applications are in compliance with guidance from the Archives and Records Commission; and

2. The storage of records in optical imaging format is not prohibited by state or federal law.

Storage of Records

A. Off-Site Records Storage

The District may store records at an off-site storage center. An off-site storage center may be used, provided:

1. Records can be removed from the office environment;

2. Access to records is limited to only authorized personnel;

3. Information retrieval services are available, including the ability to make copies; and

4. The storage of records in an off-site storage center is not prohibited by state or federal law.

B. On-Site Records Storage

The District may store records at an on-site storage center. An on-site storage center may be used, provided:

1. Records can be removed from the office environment;

2. Access to records is limited to only authorized personnel;

3. Information retrieval services are available, including the ability to make copies; and

4. The storage of records in an on-site storage center is not prohibited by state or federal law.

Electronic Recordkeeping Systems (Except Email Recordkeeping Systems)

If the District elects to store records in an electronic recordkeeping system, the following conditions apply:

1. All electronic records must be backed up on a regular basis, and all back-up media must be stored in separate locations under proper environmental conditions;

2. All data must be secured against accidental or unauthorized addition, modification, or deletions of records; and

3. The maintenance of records in an electronic format is not prohibited by state or federal law.

Email Systems

Electronic mail (e-mail) records that need to be preserved should be either:

1. Printed in hard copy and kept in the appropriate file;

2. Downloaded to a computer file and kept electronically or on disk as a separate file; or

3. Stored in an electronic recordkeeping system in accordance with this policy.

Responsibility for Oversight and Implementation and Additional Provisions

Responsibility for oversight and implementation of this policy is vested in the Superintendent or designee. Nothing within this policy prevents the Superintendent or designee from prescribing additional document retention and/or destruction requirements as the need arises.

Adoption Date: September 14, 2009

School District Record Retention Chart

Warning: If a record pertains to ongoing or anticipated litigation, do not destroy it!

RECORD DESCRIPTION	RETENTION PERIOD	LEGAL AUTHORITY
Student Cumulative Folders and Student Permanent Record Cards		
Original copy of individual scholastic and other permanent records relating to each student	Permanent	70 O.S. § 24-114
A record with each student's records indicating all individuals who requested or obtained access to that student's records, as well as the legitimate interest the individual had in obtaining the information	Permanent	20 U.S.C. § 1232g
Parent's written statement disagreeing with the decision to retain a student or not pass the student in a course	Permanent	70 O.S. § 24-114.1
Results of an individual student screening through a regional education service center	Must destroy when the information is no longer needed or when the student reaches 18, whichever is earlier.	70 O.S. § 1210.277
Records reflecting a report of child abuse	Must destroy when the student reaches 18 years of age	10 O.S. § 7109
Student disciplinary records, including those pertaining to a student assault, carrying weapons, illegal drug possession, and any incident posing a potential dangerous threat to other students or school personnel	Recommended: keep until the student reaches 18 and is no longer attending the educational institution	70 O.S. § 24-101.4
Student attendance record	Permanent	70 O.S. § 10-106
Teacher Grade Books and Teacher Plan Books		
Teacher grade books and teacher plan books	Recommended: keep until no longer needed	
Payroll Records		
Payroll statements and affidavits	Permanent	62 O.S. § 304.1(C)
Payroll records of employees to which the minimum wage and maximum hour laws apply, including all records containing the following information: 1. full name, 2. Social Security number, 3. identifying symbol or number used on payroll records in place of name, 4. home address, including zip code, 5. date of birth, if under 19, 6. sex and occupation in which employed, 7. time of day and day of week in which an employee's work week begins or the starting time and length of each employee's work period, 8. regular hourly rate of pay for any work week in which overtime compensation is due, including the basis of the pay by showing the amount paid per hour, per day, per week, or other basis,	Three years	29 C.F.R. § 516.2; 29 C.F.R. § 516.5

9. hours worked each work day and total hours worked each work week, 10. total daily or weekly straight-time earnings or wages due for hours worked during the work day or work week, exclusive of overtime, 11. total pay for overtime hours, 12. total additions or deductions from wages paid each pay period, 13. total wages paid each pay period, 14. date of payment of wages and pay period covered by those wages, and 15. if retroactive payment of wages is made, the employer must record and preserve as an entry on pay records the amount of payment to each employee, the period covered by the payment, and the date of the payment		
Payroll records of bona fide executive, administrative, or professional employees, including all records containing the information in items 1 through 7 and 12 through 15 above, plus the basis on which wages are paid, fringe benefits, and any prerequisites for pay or benefits	Three years	29 C.F.R. § 516.3; 29 C.F.R. § 516.5
Collective bargaining agreements	Three years	29 C.F.R. § 516.5
Employment contracts	Three years	29 C.F.R. § 516.5
Certificates of employment	Three years	29 C.F.R. § 516.5
Sales and purchase records	Three years	29 C.F.R. § 516.5
Basic employment and earnings records, including time sheets	Two years	29 C.F.R. § 516.6
Wage rate tables	Two years	29 C.F.R. § 516.6
Order, shipping, and billing records	Two years	29 C.F.R. § 516.6
Records of additions to or deductions from wages paid	Two years	29 C.F.R. § 516.6
Separated Employee Records (and also other employee records)		
Personnel or employment records, including but not limited to: requests for accommodation; applications; other records submitted during the hiring, promotion, demotion, transfer, or termination process; and rates of pay or other terms of compensation	Two years from the making of the record or from the date of the personnel action involved, whichever is later	29 C.F.R. § 1602.40
Personnel or employment records relating to a charge of discrimination filed with the EEOC	Keep through the final disposition of the charge	29 C.F.R. § 1602.40
Employee drug and alcohol testing record obtained from the Department of Transportation	Keep for three years from date employee first performs safety-sensitive duties	49 C.F.R. § 40.25(i)
Results of employee alcohol test indicating alcohol concentration of .02 or greater	Five years	49 C.F.R. § 40.333
Results of positive employee drug test	Five years	49 C.F.R. § 40.333
Documentation of an employee's refusal to take a drug and alcohol test	Five years	49 C.F.R. § 40.333
SAP reports	Five years	49 C.F.R. § 40.333
Results of follow-up drug and alcohol test	Five years	49 C.F.R. § 40.333
Negative drug and alcohol test results	One year	49 C.F.R. § 40.333
Information on drug and alcohol tests obtained from previous employers	Three years	49 C.F.R. § 40.333
Records of inspection, maintenance, and calibration of evidential breath testing apparatuses	Two years	49 C.F.R. § 40.333

Sick leave record	Recommended: ten years	715 Okla. Admin. Code 10-5-29, 10-5-30
Board Meeting Records		
Minutes	Permanent	25 O.S. § 312
Activity Account Records and District Financial Records		
Financial records, including claims, warrants, contracts, purchase orders, and any other financial records or documents	Five years	51 O.S. § 24A.4; 70 O.S. § 5-122
Activity fund records	Five years	70 O.S. § 5-122
Report of an audit conducted pursuant to the Oklahoma Public School Audit Law	Five years	70 O.S. § 22-108(C)
Records related to the Competitive Bidding Act, including both successful and unsuccessful bids and all resulting contracts and required bonds	Five years from the date of opening the bids or three years from the date of completion of the contract, whichever is longer	61 O.S. § 112
E-Rate records	Five years from the last date of service	Para. 47, FCC04-190
Federal and State Programs		
Records pertaining to federal funds, including records disclosing amount and disposition of funds, total cost of activity, share of cost from non-federal sources, and other records that would facilitate an audit	Three years after the completion of the activity for which the funds were used	20 U.S.C. § 1232f
Records pertaining to federal funds which are the subject of litigation, claim, negotiation, or audit ongoing at end of three year retention period	Keep until the issue is resolved	34 C.F.R. § 80.42
Records pertaining to the National School Lunch Program	Three years	7 C.F.R. § 210.23

Note: Other than permanent student records, records need not be maintained in original form.
However, as soon as the District suspects that there may be a claim or lawsuit in the future on a particular matter, the District has a duty to maintain all related records in their original form, even if those records were otherwise due for destruction.

Adoption Date: September 14, 2009

BIXBY PUBLIC SCHOOLS **POLICY 6154**

ELECTRONIC SIGNATURE/DATA ACCESS POLICY

This policy is adopted by Bixby Public Schools ("District") and defines the access to data and what transactions staff members are permitted to complete as outlined in the policy rules for electronic records and electronic signatures contained in paragraph 2 of the OAXC 317:30-3-4.1, also known as the "Uniform Electronic Transaction Act" and OAXC 317:30-3-15 regarding record retention.

Only staff members designated by the District may make entries in the student's medical record. All entries in the student's medical record must be dated and authenticated with a method established to identify the author. The identification method may include computer keys or Private/Public Key Infrastructure (PKIs).

Consistent with existing District Policy, all access to electronic systems will be immediately deactivated for any staff member who is terminated or resigns.

When PKIs, computer key/code(s), or other codes are used:

- A signed statement must be completed by each staff member documenting that the chosen method is under their sole control
- A list of PKIs, computer key/code(s), voice authentication systems or other codes can be verified by the District
- All adequate safeguards are maintained to protect against improper or unauthorized use of PKIs, computer keys, or other codes for electronic signatures
- Staff members will be sanctioned, up to and including termination, for improper or unauthorized use of computer key/codes(s), PKIs, voice authentication systems or other code types of electronic signatures.

The District will enact sanctions for improper or unauthorized use of computer key/code(s), PKIs, voice authentication systems or other code types of electronic signature.

The District will require that there be a specific action by the author to indicate that the entry is verified and accurate. The District will require computerized systems that require the staff member to review the document on-line and indicate that it has been approved by taking specific action to verify it using their authenticated access.

The District establishes that records must be authenticated by the original author prior to claims submission and that no edits may be made unless done so by a designated administrator within the facility. Edits must be in the form of a correcting entry so that the content of the original document is not altered. All edits must be completed prior to the time of claims submission.

The District establishes that the electronic signature, for clinical documentation, shall be deemed to constitute a signature and will have the same effect as a written signature on the clinical documentation. The section of the electronic record documenting the servicer provided must be authenticated by the staff member who provided the described service. If allowed by the State Medicaid Plan, therapists supervising aides will have the authority to approve, but not edit or change, the services documented by therapist aides.

Any authentication method for electronic signatures that the District adopts must:

(i) Be unique to the person using it;

(ii) Identify the individual signing the document by name and title;
(iii) Be capable of verification, assuring that the documentation cannot be altered after the signature has been affixed;
(iv) Be under the sole control of the person using it;
(v) Be linked to the data in such a manner that if the data is changed, the signature is invalidated; and
(vi) Provide strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

Adopted: 6/18/12

BIXBY PUBLIC SCHOOLS POLICY 6155

CREDIT/PURCHSE CARD USE AND ACCOUNTING PROCEDURE

To the extent possible and authorized by law, the Superintendent of Schools may make arrangements for the issuance and use of credit/purchase cards consistent with the provisions of this policy.

Definitions

Terms used in this policy are defined as follows:

1. "**Travel**" means transportation arrangements made or incurred by car, airplane, train, bus or other means and hotel accommodations. Travel may be within or outside of the School District. Travel does not mean transportation to and from the employee's residence or abode to the School District for employment.

2. "**Employee**" means any person employed by the School District or a member of the Board acting in his/her capacity as a Board Member on behalf of the School District.

3. "**Expenses**" mean any actual indebtedness incurred by the district after use of a credit/purchase card by an individual employee acting on behalf of the School District, for the benefit of the School District or for the purpose of advancing the interests of the School District with the intention of having the charge paid by the School District. Expenses may include, but are not limited to these items:

    a. air, bus, taxi , train fares and car rentals,
    b. hotel or motel accommodations,
    c. other travel related expenses when applicable,
    d. registration fees and meeting expenses,
    e. office and class supplies,
    f. educational materials,
    g. technology supplies and minor computer equipment purchases,
    h. supplies for facilities management,
    i. banquet supplies,
    j. other miscellaneous purchases for the benefit of the school district,
    k. expenses incurred by the Superintendent as are pursuant to his/her contract. The term “expenses” does not include the payment or costs of any meals.
    l. fuel expenses for school vehicles on out of town trips (Fuel Man Card)

4. "**Receipt**" means an invoice document issued by a vendor, which has been paid for with the use of the credit/purchase card by the employee of the district. A receipt does not constitute just a credit/purchase card slip with the amount charged to the credit/purchase card. A receipt must contain the following information:

    a. date of the purchase,
    b. amount of the purchase,
    c. who incurred the charge,
    d. method of payment,
    e. an itemized description of the goods or services purchased,
    f. the name, address and telephone number of the vendor.

5. "**Supporting documentation**" means an explanatory memorandum or note to the Chief Financial Officer or Treasurer explaining the reason for the expense and containing copies of the credit/purchase card slip and the supporting invoice/receipt. All charges for which Board approval and payment is sought must be attached to the memorandum.

6. "**Explanatory memorandum**" is a document prepared by the employee who made the charge, which contains the following information:

    a. dates entering and ending travel status,
    b. points of travel,
    c. air, bus or train fares when public transportation is used,
    d. parking fees, taxi fares, car rentals and turnpike fees,
    e. motel and hotel expenses,
    f. registration fees and meeting expenses,
    g. other school business expenses paid by credit/purchase card which properly occurs during the time an employee is in travel status,
    h. encumbrance to be charged for expense,
    i. by whom the travel activity was approved.

7. "**Credit/Purchase Card Slip**" is the customer's copy of the credit/purchase card charge form. A credit/purchase card slip alone is not a receipt. To qualify as a receipt, a credit/purchase card slip must be attached to a supporting invoice issued by the vendor, which contains all the information required of a receipt.

8. "**Credit/Purchase Card**" means any credit/purchase card method of satisfying a debt owed to a vendor coupled with a promise to pay the invoice amount to a third party. The third party is the "Credit/Purchase Card Company" which means the party that issued the credit/purchase card and sends monthly statements of credit/purchase card usage to the School District. Statements must be sent to the School District on a monthly basis and must contain an itemized explanation of the credit/purchase card's usage including the following information:

    a. date of use,
    b. vendor,
    c. amount charged,
    d. name of the person who used the credit/purchase card,
    e. signature of the person who used the credit/purchase card,
    f. description of goods or services charged. If more than one credit/purchase card is used, a monthly statement or report on the usage of each card must be made.

9. "**Vendor**" means the individual or entity that provided the goods or service to the School District for which the charge was made and a receipt for payment has been issued.

Types of Credit/Purchase Cards

Bixby Public Schools uses three different types of credit/purchase cards for the benefit of the school district and for use by approved district employees under the supervision of the Chief Financial Officer and Treasurer. The types of credit/purchase cards in use and explanations are as follows:

1. **"Vendor Cards" "** are specific charge cards directly tied to one specific vendor such as a Wal Mart card and Fuel Man Card. The district will have specific vendor cards which will be under the control of the General Fund Encumbrance Clerk as authorized by the Chief Financial Officer and Treasurer. The Encumbrance Clerk will check-out a specific vendor card to an authorized employee for use but only if a designated Purchase Order number has been established for such expense. The cards must be returned to the Encumbrance Clerk the same day or no later than the following day after check-out unless the check-out date occurs on a Friday of which the employee must return the card the following Monday morning. Cards will not be released over extended holiday weekends or holiday periods unless prior approval has been obtained from the Chief Financial Officer or Treasurer.

2. **"Visa Card – Citizens Security Bank or CSB Visa"** is the general Visa credit card for the benefit of the district and under the control of the Treasurer. There will be only one card for use and it will be under strict control of the Treasurer.

3. **"Visa Purchase Card – Bank of America"** is a general purpose Visa credit/purchase card that will be issued in the name of specific employees of the district as designated by the Superintendent. Bixby Public Schools, a political subdivision of the State of Oklahoma, is linked to this Visa card program via the State of Oklahoma's Department of Central Services, Central Purchasing Division, under contract SW200, Purchase Card Program, dated May 7, 2010 and expiring on June 6, 2014 with specific renewal options as set forth in the contract. The cards will be under the supervision of the Chief Financial Officer and Treasurer. Each card will have restricted use and none of the cards will have open credit/purchase limits. The Treasurer or Chief Financial Officer will set each card's limit for each occurrence or use only after an appropriate Purchase Order has been established in the system. The use of the card system is established after Board of Education approval of the Linking Authorization.

Usage and Accounting Policy

Whenever general or travel expenses are incurred for the School District and it is impractical to obtain a warrant for payment, an employee who is authorized to use a School District credit/purchase card may use the credit/purchase card to satisfy a vendor's invoice. Unless specific arrangements have been made with the Treasurer or Chief Financial Officer, the employee must return the vendor card or CSB Visa card the next business day along with supporting documentation explaining the charge(s) and purpose therefore. Failure to submit a timely claim may result in denial of the charge by the School District and may subject the person who made the charge to personal liability for the amount of the charge.

When the monthly statement is received by the School District from the Credit/Purchase Card Company, it will be reviewed and reconciled by the Treasurer for completeness and accuracy. The Treasurer will then present the supporting documentation and statement to the Chief Financial Officer for final review and both the Treasurer and Chief Financial Officer will sign off for payment authorization.

Other Issues

1. A School District credit/purchase card is not a credit/purchase card for the personal use of the bearer. The credit/purchase cards will be used only for School District purposes. Credit/Purchase cards must be checked in and out through the Chief Financial Officer or Treasurer.

2. When obtaining or renewing the credit/purchase cards, the Board Treasurer will only encumber funds for the Credit/Purchase Card Company in the amount necessary to obtain the cards (i.e., the annual fee, if any). The charges made on the credit/purchase cards will be debited against the encumbrance, which is appropriate for each particular charge.

3. The employee who uses the credit/purchase card and signs the credit/purchase card slip is personally responsible to the Credit/purchase Card Company or the School District for payment of that charge if the Board declines to pay the charge. If the Board declines to pay a charge the employee who made the charge will immediately issue payment to the Credit/purchase Card Company for the amount declined. Proof of payment will be provided to the Board Treasurer immediately. Nothing in this policy prohibits the Board from paying the Credit/purchase Card Company for a charge and then pursuing the employee who made the charge for reimbursement. Use of a credit/purchase card by an employee is acceptance of the terms of this policy, which is a public record, and authorization to deduct amounts for unapproved charges from the next available payroll warrant(s) to satisfy unapproved charges.

4. The credit/purchase cards shall be applied for and issued in the name of the "Bixby Public Schools." The Visa Purchase cards shall be issued to "Bixby Public Schools" with the name of the individual employee to whom the District has designated to use the card. Subject to the Board of Education, Superintendent and the Credit/Purchase Card Company's right to collect the cards and cancel the account, the individual to whom the credit/purchase card is issued must maintain exclusive custody and possession of the credit/purchase card. The CSB Visa Card will be under the control of the Treasurer while the Visa Purchase Cards issued to the designated employees may not be loaned to another individual. The person to

whom the credit/purchase card is issued is personally responsible for each charge made on the credit/purchase card.

5. The Board and Superintendent both have the right to cancel one or more of the credit/purchase cards or account and/or order immediate collection of one or more of the credit/purchase cards. Cancellation or collection may be made with or without prior notice.

6. Gasoline credit/purchase cards and turnpike passes will be kept under the Superintendent's control and will be under the supervision and responsibility of the Director of Transportation.

7. Any modification of this policy shall be made solely by the Board of Education and shall be binding in all respects.

8. Violation of any of the provisions of this policy may result in dismissal or nonrenewal.

Board Approved August 12, 2013; Revised September 9, 2013

BIXBY PUBLIC SCHOOLS **POLICY 6156**

BPS Employee Voluntary Bereavement Program (BEVBP)

The Board of Education authorizes the employees of Bixby Public Schools (BPS) to operate a voluntary bereavement program in the district's activity fund.

1. Membership in the program is limited to current full-time and part-time employees of the district and new full-time and part-time employees of the District, beginning October 1, 2015. Support and other employees on a short-term, temporary contract of employment are not eligible for this program. Certified staff employed by BPS on a first or second year temporary contract are eligible for this program. Persons conducting work for BPS via vendor contract and not paid through BPS payroll are not eligible for this program. Persons conducting work for BPS via a lay and/or volunteer contract and not paid through BPS payroll are not eligible for this program.
2. An employee's spouse is eligible for membership in the program.
3. The program is authorized to begin October 1, 2015.
4. No membership fee shall be collected by the District until the beginning date of the program, October 1, 2015. The membership fee must be paid by the employee member and the employee member's spouse, if applicable.
5. No pay out from the program shall be authorized until the beginning date of the program, October 1, 2015.
6. If any due date in this policy falls on a weekend day or a holiday, the next business day after the weekend day or holiday shall apply as the due date.
7. The failure to comply with due dates established in this policy constitutes the forfeiture of the qualification for membership and benefits in the program.
8. The BEVBP is a program designed and for the purpose of paying a benefit to the named beneficiary of a BEVBP member who dies while the member is employed at Bixby Public Schools.
9. Upon the effective date of the employee's termination date of employment with the district, membership of the employee and spouse (if applicable) in the BEVBP is likewise terminated.
10. In order for the benefit to a named beneficiary to be paid to the beneficiary, an official death certificate identifying the date and time of the death of the BEVBP member must be provided to Bixby Pubic Schools. Upon receipt of a valid death certificate and within sixty (60) business days, a check in the amount of the benefit will be produced for the beneficiary.
11. A BPS employee or employee's spouse, if applicable, is not considered a member of the BEVBP until the completed enrollment form is received by Bixby Public Schools.
12. The BEVBP program's only requirement for a payment to the beneficiary is the death of a BEVBP member and proof of death via an official death certificate. The cause of death is not relevant to the payment of the benefit to the beneficiary.
13. The beneficiary of a member who dies on or after October 1, 2015 shall be eligible for a benefit from the program.
14. Upon initial startup of the program all employees, current and new, of the District will have the option to participate in the program. A BPS employee must opt in/complete the initial enrollment in the program on or before October 1, 2015. During the initial year of the BEVBP, BPS employees hired after September 30, 2015 and on or before June 30, 2016, must opt in/complete

the enrollment form (including spouse enrollment, if applicable) and BPS must receive the enrollment form within the first 30 days of the employee's employment with BPS.

15. Beginning July 1, 2016 and thereafter, employees hired between July 1 and August 31 shall have until October 1 to option in/complete the enrollment form. For employees hired after August 31, the employee shall have 30 calendar days from the date of hire by the Board of Education to option in/complete the enrollment form.
16. If an employee chooses to option out of the program, the employee shall not be eligible to option in at any point of their employment with Bixby Public Schools. If an employee chooses to option out and the employee terminates from the district, the employee shall be eligible to option in the program upon re-employment with the District according to the timeline requirements identified in this policy for new employees.
17. Upon optioning in the program, a total of $10.00 (ten dollars) shall be deducted from the employee's next District payroll check. If the employee's spouse (who is not an employee of the District) also participates in the program, $10.00 (ten dollars) for the spouse's membership fee shall be likewise deducted from the employee's next District payroll check .
18. Thereafter, each time there is a death of a member and a qualified payout to a beneficiary of a member of the program from the BEBAFA, $10.00 (ten dollars) shall be deducted from the next District payroll check of each member of the BEVBP (and an additional $10.00 if the employee's spouse (who is not an employee of the District) is a member).
19. The Program membership dues (minus administrative fee) shall be deposited in the Bixby Employee Bereavement Activity Fund Account (BEBAFA). The BEBAFA shall be a sub-account in the BPS activity account. The BEBAFA shall not accrue interest.
20. A total of one percent (1%) of the membership dues of each BEVBP member (and spouse, if applicable) shall be payable to Bixby Public Schools as an administrative fee for operating the program. The one percent (1%) fee shall be transferred from the BEBAFA sub account to an account benefitting BPS at the time membership dues are paid by a member.
21. A member of the BEVBP may cancel their membership (and spouse's membership, if spouse is not an employee of the District) at any time during employee member's employment with BPS. Cancellation of membership must be completed in writing on the **Change of Information Form**. No refunds of membership fee(s) shall be available to a member (or spouse, if applicable) who cancels his/her membership. An employee member who cancels membership must also cancel the spouse's (if applicable) membership.
22. Upon initial enrollment in the program, a member may enroll his/her spouse (if the spouse is not an employee of the District) in the program according to the same timeline guidelines of this program for employees.
23. A member may cancel the membership of his/her spouse (if spouse is not an employee of the District) at any time. The employee's spouse shall not be eligible to option back in the program at any point during the continued employment of the member. If the employee member of the program terminates employment and is later employed by the District, the employee's spouse shall be eligible for membership on the program.
24. If a member is single at the time of initial membership in the program and marries and/or divorces and remarries while a member of the program, the member may enroll his/her non-District employee spouse in the program within 30 days of getting married.

25. A member who cancels his/her membership for any reason must also cancel the membership of their spouse (if applicable and spouse is not an employee of the District) and shall not be eligible for membership in the future unless upon terminating from BPS and later becoming an employee of BPS again.
26. A member's membership (and spouse's, if applicable) coincides with and automatically terminates when the employee member's employment with BPS is terminated. No refunds of membership fee(s) shall be available upon termination of employment or voluntary termination from the program.
27. At the conclusion of the tax year in which a payout is made from the BEBAFA to a beneficiary of a program member, an IRS 1099 tax form shall be completed by the District and provided to the beneficiary receiving a payout. Prior to receiving a benefit, the beneficiary must complete an IRS form W-9 with the District. The applicable federal, state, and/or local taxes, if any, due as a result of the beneficiary receiving the funds are the sole responsibility of the beneficiary receiving the funds.
28. Upon opting in the program, the member shall designate one primary beneficiary and may designate one secondary beneficiary, providing the full name, social security number, address, phone number, and email address (if available) of each beneficiary.
29. The employee member of the program may change and/or update beneficiary information using the **Change of Information Form**. Such change and/or update shall not be considered valid until received by the District on the **Change of Information Form**.
30. Management and recordkeeping for the program shall be the responsibility of the District's Employee Benefits Coordinator. Direct administrative oversight of the program shall be provided by the District's Chief Financial Officer.
31. Upon the death of a member, the named beneficiary of the member shall be eligible for a payment from the BEBAFA in the form of a check for the total amount of the $10.00 dues paid to and collected by the school from each member (less administrative fee). A payout to a beneficiary must be approved by the Superintendent, Chief Financial Officer, and Treasurer of the District as well as the Board of Education as an encumbrance.
32. The amount of the pay out to the beneficiary is dependent upon the amount of the balance of the BEBAFA. There is NO guaranteed amount of a payout. The payout is dependent upon the total number of members and the actual amount collected (less administrative fee) from members since the inception of the program or last payout upon the death of a member. The intent of the program is to collect $10.00 from each member of the program at the initial startup and after each death of a member in the program, resulting in a payout to a beneficiary of a member of the program of $10.00 (minus administrative fee) from each member to the named beneficiary of a deceased member.
33. Although the District shall attempt to collect the membership fee of $10 from each member by payroll deduction at the inception of the program and after each member death and benefit payout in the program, there is no guarantee that the District will be successful in collecting all membership fees. Therefore, only the amount successfully collected from members by the District (less administrative fee) shall be paid out to the member's beneficiary.
34. In the event of a member's death and the primary beneficiary of the member is deceased or does not respond to notification of benefit eligibility within ninety (90) days following notification of benefit eligibility, the benefit shall be paid to the secondary beneficiary.

35. In the event of a member's death, Bixby Public Schools will contact the named beneficiary via the information provided on the **Enrollment Form** or **Change of Information Form**. If the benefit is not claimed according to the requirements of this policy by the named primary beneficiary (or secondary beneficiary, if applicable) within 90 calendar days of notice of the benefit, the benefit shall be paid as a donation to the Bixby Education Endowment Fund in the name of the member.
36. In the event that multiple deaths occur in between payroll periods of employee members, no more than two dues deductions shall be made from one payroll period of an employee member. The amount of dues owed by the employee member shall be paid the program via payroll deduction over a prorated system of periodic payroll deductions in such situations.
37. In the event that multiple deaths occur in between payroll periods of employee members and multiple payroll periods are necessary in order to collect all dues from members for each death of a member, the beneficiary pay out of the program will be based on date and time of the application for a benefit of an eligible beneficiary, with the first to make application receiving the program pay out first, followed by another eligible beneficiary according to the order of application by date and time.

BOE Approved: August 10, 2015; Revised September 14, 2015

AR 6156: BIXBY EMPLOYEES VOLUNTARY BEREAVEMENT PROGRAM (BEVBP)
Enrollment Form

All employees of Bixby Public Schools are offered the opportunity to join the BEVBP, a voluntary employee program. The program's intent is to provide a fast infusion of money from participating employees to the family of an employee member who dies. Specifically, in the event of a death of a program member, the identified beneficiary of the member receives funds that were contributed by other members. Funds are collected from members by payroll deduction upon enrolling in the program. Upon the death of a member, the funds are paid to the beneficiary of the deceased member. Members then provide funds to the program again at the next payroll period by payroll deduction. Members are required to make a $10.00 initial contribution. Thereafter, a $10.00 contribution is made by each member upon the death of a member.

All employees may choose to participate or not participate in the program. An employee with a spouse who is also an employee will not include his/her spouse during enrollment. All employees complete the enrollment form. An employee with a spouse who is not a District employee may also enroll his/her spouse. Dues owed by the employee's spouse who is not a BPS employee will be deducted by payroll deduction via the employee's payroll.

All new and current employees have the option to enroll in this program at the time of initial enrollment: August 31, 2015 to October 1, 2015. Employees hired in the District between September 1, 2015 and June 30, 2016 will have 30 calendar days from the date of their employment with District to enroll in the program. Beginning July 1, 2016, employees hired between July 1st and August 31st each year, shall have until October 1st to enroll in the program. Employees hire after September 1st each year shall have 30 calendar days from the date of employment with the District to enroll in the program.

If participating in this program, please note that it is your responsibility to maintain the accuracy of the information provided on this form. For changes of information and for information related to program benefits, members should contact the BPS Employee Benefits Coordinator at (918) 366-2200.

Bixby Employee Voluntary Bereavement Program
Cut at the dotted line and keep the following information with your records.

Bixby Public Schools, 109 N. Armstrong, Bixby, OK 74008
(918) 366-2200 Phone (918) 366-4241 Fax

In the event of a death of a member, for questions related to the BEVEP program, to update beneficiary information, and/or to update other information, please contact the Bixby Public Schools Employee Benefit Coordinator at the address and phone number provided above.

Employee Name: _____

Circle ONE Category Below:

Category 1. I AM AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS AND I DO NOT WANT TO BE A MEMBER OF THE BEREAVEMENT PROGRAM.

I. Complete Sections A, B, and H only.

Category 2. I AM AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS, I WANT TO BE A MEMBER OF THE BEREAVEMENT PROGRAM AND I AM MARRIED. MY SPOUSE IS ALSO AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS

I. If you are an employee of Bixby Public Schools, you MUST complete this form to enroll in the Bereavement Program.
II. If you are an employee of Bixby Public Schools whose spouse is also an employee of Bixby Public Schools, your spouse must complete a separate form.
III. Complete Sections A, B, D, E (Optional) and H only.

Category 3. I AM AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS, I WANT TO BE A MEMBER OF THE BEREAVEMENT PROGRAM, AND I AM MARRIED. MY SPOUSE IS NOT AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS.

I. If you are an employee of Bixby Public Schools, you MUST complete this form to enroll in the Bereavement Program.
    a. Circle ONE of the following options:
        i. If you want to enroll your spouse in the Bereavement Program, complete Sections A, B, C, D, E (Optional, F, G (Optional), H, and I. Dues of $10.00 will be deducted from your payroll check upon my spouse's initial enrollment and subsequent to each payout to a Bereavement Program beneficiary.
        ii. If you DO NOT want to enroll your spouse in the Bereavement Program, complete Sections A, B, D, E (Optional) and H only.

Category 4. I AM AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS. I AM NOT MARRIED. I WANT TO BE A MEMBER OF THE BEREAVEMENT PROGRAM.

I. If you are an employee of Bixby Public Schools, you MUST complete this form.
II. To enroll in the program, complete Sections A, B, D, E (Optional), and H only.

Section A: BPS Employee

BPS Employee Name: _____

Circle ONE:

Yes, I want to enroll in the Bereavement Program. Dues of $10.00 will be deducted from my payroll check upon my initial enrollment and subsequent to each payout to a Bereavement Program beneficiary.

No, I do not want to enroll in the Bereavement Program.

Section B: Employee's Information

Date of Birth: _____ Social Security Number: _____
Home Address: _____, _____ _____ _____
Street City State Zip Code
Home Phone: _____ Cell Phone: _____

Section C: Employee's Spouse Information
Employee Member Spouse's Name: _____
Date of Birth: _____ Social Security Number: _____
Home Address: _____, _____ _____ _____
Street City State Zip Code
Home Phone: _____ Cell Phone: _____

Section D: DESIGNATION of BENEFICIARY by Employee

I hereby designate the following as the beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the beneficiary named below will remain the beneficiary of my membership unless and until my membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.

Beneficiary's Name: _____
Beneficiary's Address: _____
Beneficiary's Home Phone: _____ Cell Phone: _____
Beneficiary's Social Security Number: _____
Beneficiary's Date of Birth: _____
Relationship of Beneficiary to Member: Spouse Son/Daughter
Other: _____

Section E: DESIGNATION of SECONDARY BENEFICIARY by Employee (Complete this section only if you desire to name a secondary beneficiary)

I hereby designate the following as the secondary beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the secondary beneficiary named below will remain the secondary beneficiary of my membership unless and until my membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.

Beneficiary's Name: _____
Beneficiary's Address: _____
Beneficiary's Home Phone: _____ Cell Phone: _____
Beneficiary's Social Security Number: _____
Beneficiary's Date of Birth: _____

Relationship of Beneficiary to Member: Spouse Son/Daughter
Other: _____

Section F: DESIGNATION of BENEFICIARY by Employee's Spouse

I hereby designate the following as the beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the beneficiary named below will remain the beneficiary of my membership unless and until my membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.

Beneficiary's Name: _____
Beneficiary's Address: _____
Beneficiary's Home Phone: _____ Cell Phone: _____
Beneficiary's Social Security Number: _____
Beneficiary's Date of Birth: _____
Relationship of Beneficiary to Member: Spouse Son/Daughter
Other: _____

Section G: DESIGNATION of SECONDARY BENEFICIARY by Employee's Spouse
(Complete this section only if you desire to name a secondary beneficiary)

I hereby designate the following as the secondary beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the secondary beneficiary named below will remain the secondary beneficiary of my membership unless and until my membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.

Beneficiary's Name: _____
Beneficiary's Address: _____
Beneficiary's Home Phone: _____ Cell Phone: _____
Beneficiary's Social Security Number: _____

Beneficiary's Date of Birth: _____
Relationship of Beneficiary to Member: Spouse Son/Daughter
Other: _____

Section H**:** Employee's Name and Signature

Employee Printed Name: _____
Employee Signature: _____
Date: _____

Section I: Employee's Spouse Name and Signature

Printed Name: _____

Signature: _____

Date: _____

AR 6156: Bixby Employee Voluntary Bereavement Program Change Form

Member's Name: _____

Date of Birth: _____ Social Security Number: _____

Home Address: _____, _____ _____ _____
Street City State Zip Code

Home Phone: _____Cell Phone: _____

Please Circle the Change you are Requesting to Make:

I. I am a current member of the Bereavement Program and I want to cancel my membership.

II. I am a current member of the Bereavement Program and I want to cancel my spouse's membership (This option is only applicable to employee's with a spouse who is not an employee of the school).
   a. Spouse's Name_____
   b. Spouse's Date of Birth: _____
   c. Spouse's Social Security Number: _____

III. I am a current member of the Bereavement Program and I want to add my spouse (who is not an employee of the school). This option is available only to those whose marriage occurred after the initial enrollment period.
   a. Employee's Spouse Information
   b. Spouse's Name: _____
   c. Date of Birth: _____
   d. Social Security Number: _____
   e. Home Address: _____
   f. Home Phone: _____
   g. Cell Phone: _____

IV. I am a current member of the Bereavement Program and I want to change my designated beneficiary.
   a. New Beneficiary Information:
      i. I hereby designate the following as the beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the beneficiary named below will remain the beneficiary of my membership unless and until my membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.
         1. Beneficiary's Name: _____
         2. Beneficiary's Address: _____
         3. Beneficiary's Home Phone: _____ Cell Phone: _____
         4. Beneficiary's Social Security Number: _____
         5. Beneficiary's Date of Birth: _____
         6. Relationship of Beneficiary to Member: Spouse Son/Daughter Other: _____
   b. New Secondary Beneficiary Information (Complete this section only if you desire to name a secondary beneficiary):

i. I hereby designate the following as the beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the beneficiary named below will remain the beneficiary of my membership unless and until my membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.

1. Beneficiary's Name: _____
2. Beneficiary's Address: _____
3. Beneficiary's Home Phone: _____ Cell Phone: _____
4. Beneficiary's Social Security Number: _____
5. Beneficiary's Date of Birth: _____
6. Relationship of Beneficiary to Member: Spouse Son/Daughter Other: _____

V. Signatures:

a. Member's Printed Name: _____

b. Member's Signature: _____

c. Date: _____

BIXBY PUBLIC SCHOOLS **POLICY 6157**

STAFF RECOGNITION PROGRAMS

The Board recognizes that in the District are exceptionally gifted, professional, and accomplished staff members. The Board appreciates the hard work put in each day by our most dedicated employees. In order to recognize the achievements of staff members in the performance of their jobs, in working with students, and creating an improved environment in which to work, the superintendent or designee is directed to implement programs and regulations that support the spirit of this policy.

Recognition programs, such as the following, may be, among others, implemented in the District:

1. Employee, staff member, and teacher of the month program.
2. District and Site Teacher of the Year Program.
3. Good attendance program.
4. Good employee of the month program at the site/department level.

As part of the recognition programs, the superintendent and/or designees are authorized by the Board to seek, accept, and solicit donations for awards for the various recognition program honorees. Donations of money shall be receipted and deposited in a District account. No awards of money shall be given to honorees by the District. Gift cards donated to the District for use as an award for honorees are acceptable awards for honorees.

BOE Approved: October 12, 2017