

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, off the school property, or removal from school events and property wherein students of Bixby Public School District are competing 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.

Removal from an Athletic Event

Any person displaying poor sportsmanship at a BPS event may be removed from the event. Upon removal the adult will be required to participate in a sportsmanship class as outlined in the Athletic Handbook before returning to an athletic event(s). With cause as determined by a school official such as the Athletic Director, a parent or patron may be banned from athletic activities for a calendar year. A second offense may require the parent or patron to be banned from all athletic events indefinitely.

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 Complainant;
2. The Complainant 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-appealable.

*Agenda language will need to reflect the individual's name.

REFERENCE: 70 O.S. §24-131

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