

Bixby Public School End of Year Procedures for Families

It's our goal to make our end of year procedures as convenient as possible for families while ensuring the health and safety of our school community. BPS will follow all CDC guidelines as well as the procedures outlined in Gov. Stitt's reopening plan. School site principals will limit access to buildings both by area as well as the number of visitors.

<u>What</u>	<u>When</u>	<u>How</u>
Return of items TO school: Chromebooks/ textbooks/library books, etc.	Week of May 11th 10AM-1PM Mon-Fri	School sites will communicate specific procedures. This will include drop off of items only NOT access to school buildings to gather student items.
Collection of items FROM school: locker cleanout, band instruments, lost and found, etc.	Week of May 18th based on school site schedule	School sites will communicate specific procedures, schedule, etc.
Yearbooks	Varies by site	School sites have varying delivery dates for yearbooks. Principals will communicate details.
Fundraisers	Varies by site	School sites have varying procedures for fundraisers that are ongoing or set to be delivered soon. Principals will communicate details.
Grades	Grades were frozen as of March 13th. Grades for assignments submitted during distance learning for grade improvement will be finalized by May 15th.	Distance learning concludes on May 8th. Teachers will hold office hours on an individual, case-by-case basis the week of May 11th to assist individual students.
Report Cards	Week of May 18th based on school site schedule	PK-6th: School sites will distribute report cards the week of May 18th based on their schedule for collecting items FROM school. 7th-12th: Grades will be available through PowerSchool.
District Issued Chromebooks	Students may drop off Chromebooks at BHS May 11th-15th OR the 18th through the 22nd during locker cleanout, etc.	Seniors: need to return Chromebooks and chargers. Diplomas may be held due to any damaged or unreturned items. Sophomores: some sophomores will need to return their Chromebooks and will be notified individually.

Bixby Public Schools End of Year Procedures for Staff

<u>What</u>	<u>When</u>	<u>How</u>
Grades	Grades were frozen as of March 13th. Grades for assignments submitted during distance learning for grade improvement must be finalized by May 15th.	Distance learning concludes on May 8th. Teachers will hold office hours on an individual, case-by-case basis the week of May 11th to assist individual students with any necessary assignments for grade improvement. All assignments should be submitted and graded by May 15th.
Classroom Access/Teacher Check-Out	CE/CI: Week of May 4th by appointment All other sites: Week of May 11th by appointment	School sites will communicate specific procedures for appointments/schedule.
File Back-Up and Tech Procedures	Teacher check-out *CRITICAL*	Tech Check-Out Procedures File Sync/Back-up Instructions
Badge Access to Buildings	White card badge access will remain off for the time being.	Principals will return to buildings May 11th and will be available to provide access to buildings. Badge access will be turned on when CDC guidelines are loosened.

Important Reminders:

- All staff will sign in and out of school sites. Signature will be required indicating agreement with guidelines.
- BPS will observe all CDC guidelines.
- Gathering in common areas is prohibited.
- Face masks and gloves are recommended for any activities outside of a teacher's individual classroom.
- Teachers and staff should maintain social distancing at all times.
- Staff members should ensure they have no symptoms, no fever, no known exposure before coming to school.
- If a staff member suspects they have been in recent contact with someone who was exhibiting symptoms of COVID-19, they should remain under quarantine at home until they are certain they were not exposed.