

Elementary & Intermediate Student Handbook



2023-24

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender, (including pregnancy), national origin, disability, military status and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.)

Additionally, BPS is committed to establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result from and/or perpetuate racism. BPS will maintain a zero-tolerance policy relative to racism or discrimination of any kind.

Related BOE Policies:

[2100: Sexual Harassment of Students](#)

[3139 Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process](#)

If you suspect discrimination please contact one of our Title IX Team Coordinators:

Employment Issues	Lydia Wilson	Associate Superintendent	lwilson@bixbyps.org	918-366-2671
Student Issues	Jamie Milligan	Assistant Superintendent	jmilligan@bixbyps.org	918-366-2298
Additional Issues	Rob Miller	Superintendent	rmiller@bixbyps.org	918-366-2200

General questions about the District should be directed to 918-366-2200.

Bixby Public Schools
109 N Armstrong
Bixby, OK 74008

2020-2025 Strategic Focus

Ensuring that each student is able to thrive and pursue individual excellence is an exciting challenge for our school staff and community. Our community is on the precipice of the future, as expanding opportunities, new technologies, and innovations in teaching and learning push us to think differently about how to best prepare our children for success beyond graduation.

Our District Strategic Planning Team embraced the challenge to build on Bixby's long tradition of excellence by identifying critical opportunities for focus over the next five years. This strategic plan provides direction for achieving consistent, sustained excellence throughout our schools, while also promoting innovation and organizational agility to ensure we continue to meet the rapidly-changing needs of our students and community into the future.

IT BEGINS WITH OUR VALUES

Bixby Schools will provide opportunities for students to explore and develop the skills, capacities, and dispositions that support life-long learning, high achievement, and global citizenship. Our high expectations for all students are embedded in the district-wide focus areas, goals, and strategies of this plan.

Our value statements drive our aspirational culture because they act as reminders of the how, why, and what -- and our shared vision.

- A strong public education system benefits the entire community, teaches positive citizenship, and is a shared responsibility of all.
- Everyone is entitled to a safe, caring, and respectful learning environment.
- Education addresses the development of the whole child - academic, social-emotional, personal health and well-being, and prepares each student for life's transitions.
- Today's instruction must embrace a child's natural curiosity and creativity while developing critical thinking and problem solving skills for successful global citizenship. High expectations promote higher achievement in academics, athletics, and the arts.
- Education should be tailored to meet the needs of every child.
- Every student should take ownership of his or her education.
- Education should guide the student's development of positive and ethical behavior which is reflected in their actions and attitudes.
- Our schools should be adaptive, innovative, and forward-thinking to ensure our graduates possess the skills necessary for success in a diverse and changing world.





Strategic Focus Overview 2020-2025

OUR MOTTO:
encapsulates the beliefs or ideals
which guide our district.

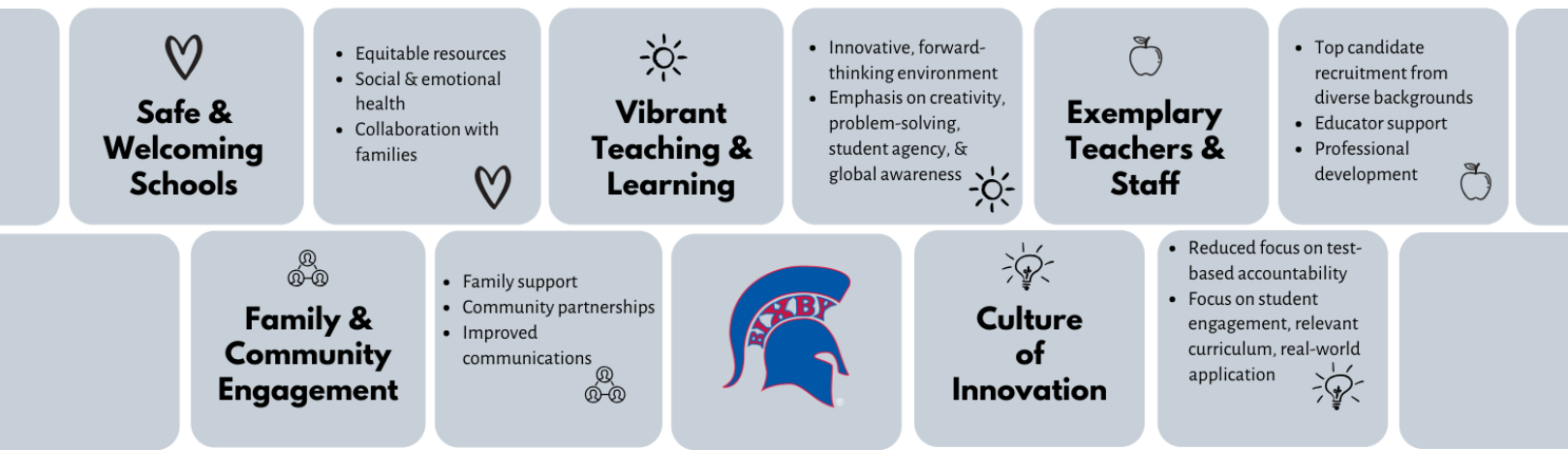
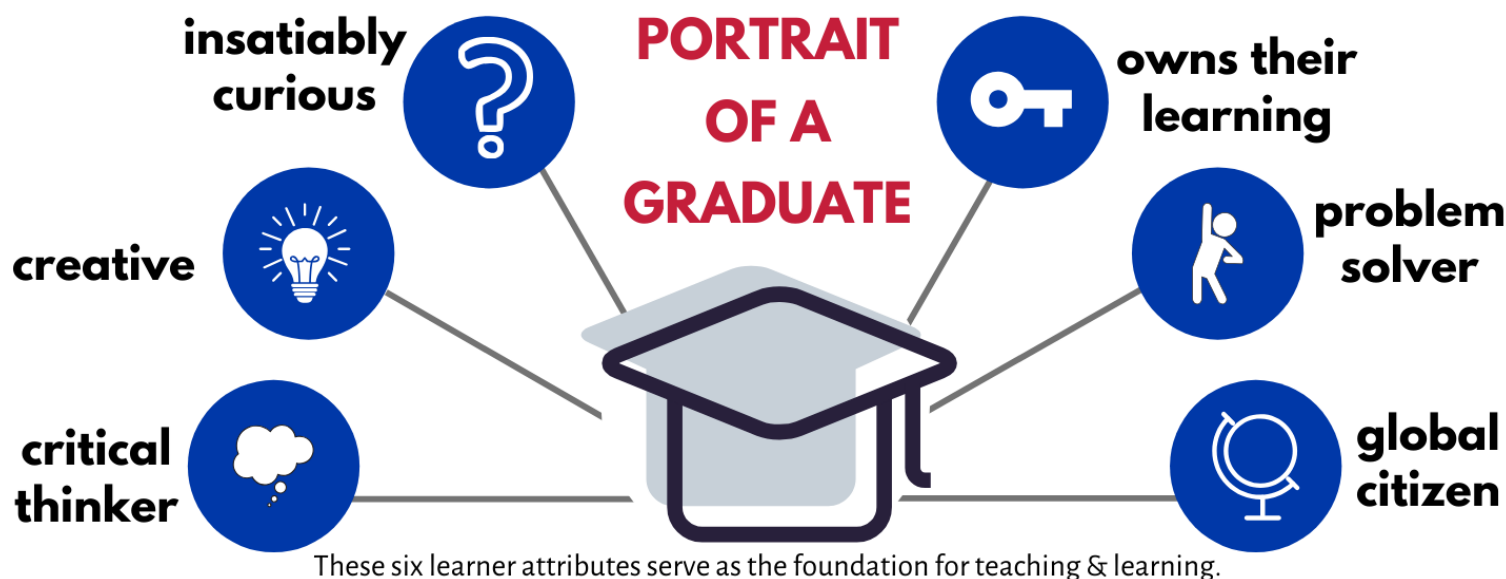
**The Spartan Way:
Learn Well.
Live with Honor.**

OUR VISION:
captures the future we hope to
create for our students.

Bixby Schools:
A place where all
learners believe in their
power to **LEARN, EXCEL,
& OWN** their future.

OUR MISSION:
explains our fundamental
purpose as a school district.

**“Ignite the
Potential of
Every Student.”**



Preface:

There are numerous school board policies that are linked or cited in this handbook. Currently all school board policy is on the BPS website at bixbyps.info/boardpolicy. Hard copies of BPS Student Handbooks and/or BOE Policy can be obtained from any school site office or by calling 918-366-2200.

Although we anticipate a normal school year, the district reserves the right to make changes to this handbook as needed. Please see [here](#) for BPS COVID Protocol.

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INTRODUCTION

SCHOOL CALENDAR

<u>CONTACT LISTS</u>	<u>DAILY SCHEDULE</u>	<u>ARRIVAL & DISMISSAL</u>
<u>Administration</u>	Hours: 8:00 AM-4:30 PM	-----
<u>Central Elementary</u>	<u>Central Elementary</u>	<u>Central Elementary</u>
<u>East Elementary</u>	<u>East Elementary</u>	<u>East Elementary</u>
<u>North Elementary</u>	<u>North Elementary</u>	<u>North Elementary</u>
<u>West Elementary</u>	<u>West Elementary</u>	<u>West Elementary</u>
<u>Central Intermediate</u>	<u>Central Intermediate</u>	<u>Central Intermediate</u>
<u>East Intermediate</u>	<u>East Intermediate</u>	<u>East Intermediate</u>
<u>North Intermediate</u>	<u>North Intermediate</u>	<u>North Intermediate</u>
<u>West Intermediate</u>	<u>West Intermediate</u>	<u>West Intermediate</u>

A GUIDE FOR STUDENTS, FACULTY & PATRONS

The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities, which include obeying the laws of the community.

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Bixby Board of Education, State Department of Education, and State and Federal Laws.

STUDENT RIGHTS & RESPONSIBILITIES

BOE Policy 2141: Student Rights & 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.

DAILY OPERATIONS

ABSENCES/TRUANCY

When a student is going to be absent, the parent should call the attendance office to report the absence and reason by 8:00 a.m. each morning. Upon returning to school, the student and/or parent should check in at the office with a written excuse from the parent if the parent has not already notified the school of the reason for the absence. It is the family/student's responsibility to contact his/her teacher(s) and obtain information regarding work missed.

If a child is absent four (4) or more days or parts of days within a four week period, the parents will be notified. If the child is absent from school five (5) or more days or parts of days in a semester without documentation the attendance office may immediately report the absences to the district attorney in the county where the school is located (OK Statute Title 70, Sec. 10-106).

ASSIGNMENT REQUESTS & MAKING UP ASSIGNMENTS

- Students will need to be absent at least two (2) consecutive days before assignments can be requested. Please call the office prior to 9:00 a.m. Assignments may be picked up the same day after 2:00 p.m. in the office for all requests made prior to 9:00 a.m. Assignment requests made after 9:00 a.m. can be picked up the following day after 2:00 p.m.
- The student may promptly make up work without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see what work needs to be made up. When students are absent, they will have the same number of days to make up the work as the number of days absent. Make up work not turned in on time will be recorded as a zero. All make up work must be in by the end of the grading period. Only in extreme cases, such as a prolonged illness, hospitalization, etc. will more than one week be allowed for work to be made up unless permission is granted by the administration. Assignments or projects that have been assigned in advance are due on the previously designated date unless arrangements with the teacher are made in advance.

ATTENDANCE

In order that the students obtain optimum education it is important that students attend school regularly, with at least 95% attendance record. Failure to maintain a 95% or more attendance record for each semester may be considered sufficient reason for failure. In order to maintain a 95% attendance record, students may NOT miss more than five (5) days of school in a semester. Parents are encouraged to validate absences with documentation. Examples may include doctor notes or funeral pamphlets. See [BOE Policy: 2105 Student Attendance](#).

BOOK BAGS

Students are encouraged to have a backpack or book bag to bring their school items back and forth to school. Book bags should be stored in the appropriate location.

CAFETERIA INFORMATION

- A free or reduced lunch is available to students who qualify. You may pick up a confidential application in the school lunch clerk's office or go to the Child Nutrition section of the BPS website at www.bixbyps.org.
- Due to concerns over seating capacities in several of our cafeterias, the district reserves the right to limit the number and frequency of parent visits during their child's lunch period. To

assist with managing our lunchrooms, parents are expected to contact the school office by 9:30 am if they wish to eat lunch with their child.

- Students are allowed no more than two (2) charges. After two (2) charges, students will be served a sandwich and milk.
- Breakfast and lunch are offered to students. Breakfast is served from 7:40 a.m. to 8:00 a.m. Students have approximately 20 minutes to eat lunch before going to recess. During inclement weather, students will go to their designated area.
- Students are expected to follow posted/taught cafeteria procedures.

CHECKING IN/OUT OF SCHOOL FOR STUDENTS

Students that are late to school must check in with the office before going to class.

- Students may enter the building at 7:30 a.m. for breakfast. Recommended arrival time is 7:30 a.m. for a student not eating breakfast.
- Students who are late to school or leaving prior to dismissal time must be signed out through the office.
- When it is necessary for medical appointments to be made during the school day, the parent/guardian must check out the student through the office. Please try to arrange for students to attend class the maximum amount of time during school hours.
- Students leaving campus for lunch with a parent must observe their regular lunch schedule.
- Students will not be allowed to leave school with anyone other than a parent/guardian without prior written permission from the parent/guardian.

See [BOE Policy 2107: Leaving School Grounds](#).

CLASS PARTIES (Pre-K to 3rd Grade)

Two school parties are scheduled each year: (1) Winter Break party and (2) Valentine's party. All holiday and birthday treats must be **pre-packaged, commercially prepared items. Students should not attend school events if they have been absent due to sickness, or any contagious condition, including fever, diarrhea, vomiting, pink eye, etc.**

Class parties are not permitted at the intermediate schools (grades 4, 5, and 6).

DISMISSAL

Please assume responsibility for your child upon dismissal from school. Arrange for your child to be picked up promptly. If your child walks home, please instruct your child in safety procedures and the route home. Walkers should use designated crosswalks. Please do not request that students be allowed to remain at school as adult supervision is only provided for children in the B&A Daycare program. Please do not tell children to call you at the end of the day for instructions. Children should be told in advance what their pick up arrangements will be and what to do on rainy days. Any change in routine should be routed through the school secretaries.

Dismissal Expectations:

Students have the responsibility...

- To be prepared to leave school when the bell rings
- To walk quietly to the appropriate area
- To only exit the building when told to do so
- To observe safety rules near cars, buses, and crosswalks

ARRIVAL & DISMISSAL PROCEDURES

- [Central Elementary](#)
- [East Elementary](#)
- [North Elementary](#)
- [West Elementary](#)
- [Central Intermediate](#)
- [East Intermediate](#)
- [North Intermediate](#)
- [West Intermediate](#)

DRESS CODE

Students shall follow [BOE Policy 2144: Student Conduct: Dress Code](#) for all dress code issues. 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. Appearances that interrupt classes or draw undue attention will not be allowed.

ENROLLMENT

To attend school in Bixby Public Schools, a student must reside with parents or legal guardians within the district boundaries. Proof of residence must be shown at the time of enrollment for all new students to the district. Evidence of residency may include, but is not limited to, proof of provisions of water, electric, or gas to the residence. A birth certificate must be presented for enrollment as well as current immunizations. Students entering the Pre-K program must be 4 years of age on or before September 1. See [BOE Policy 3102: School Day](#), [BOE Policy 2101: Residency](#) and [BOE Policy 2102: Enrollment Requirements](#), [BOE Policy 2108: Open Transfer](#), [BOE Policy 2131: Student Records](#).

EXPECTATIONS

HALLWAY Expectations

The student has the responsibility to...

- walk safely at all times.
- keep hands and feet to self.
- walk on the right side of the hall.
- be quiet in the hall.

PLAYGROUND Expectations

The student has the responsibility to follow posted/taught procedures on the playground.

GIFT AND FLOWER DELIVERY

Students may receive gifts and flowers at school. Gifts, balloons, and flowers will be kept in the office until the end of the day to reduce the interruption to the instructional day. Balloons or glass containers are not permitted on school buses.

GOING TO AND FROM SCHOOL

Community residents have a right to privacy, private property and freedom from abusive behavior. On the way to and from school and at bus stops, students shall not loiter, litter, trespass, assault another, or abuse or create nuisance conditions for residents of the community. While the district

does not assume responsibility for the acts of students to and from school, it may take disciplinary action if the circumstances warrant.

INCLEMENT WEATHER – SCHOOL CANCELLATIONS

On days when school is canceled OR a form of remote learning ([Brick to Click](#) or [Distance Learning](#)) is implemented due to weather or other emergencies, television and radio stations will be notified if school is to be CANCELED. They ARE NOT notified if school is going to be in session. Listen to your evening news, early morning news or radio stations to see if school has been canceled. Resources to use include:

- Television stations- Channels (Fox), (KOTV), (KTUL), (KJRH)
- Websites:
 - <http://www.fox23.com/default.aspx>
 - <http://www.newson6.com/>
 - <http://www.ktul.com/>
 - <http://www.kjrh.com/>
- School website: www.bixbyps.org
- Communication to families from District

INSIDE RECESS

Inside recess will be determined by inclement weather or outside temperature below 30° F wind chill and 100° F heat index and other weather conditions that might occur. BPS uses the TV station KOTV for temperature and other weather indicators.

Inside Recess Expectations:

The student has the responsibility

- To follow classroom rules and all directions given by the recess monitors
- To keep all body parts to self, and use classroom supplies and games appropriately
- To use an “inside voice” (talk quietly)
- To remain seated, and to clean-up quickly when recess has ended

LOST AND FOUND

Articles found outside or in the building are placed in the Lost & Found. Please label all articles of clothing and supplies. Parents and children are encouraged to check the lost and found collection for items lost at school. Unclaimed items are periodically given to charity.

PTO - PARENT/TEACHER ORGANIZATION

All parents are encouraged to join and take an active part in the parent/teacher organization of our school. You will be notified in advance of the time and dates of the meetings.

SCHOOL PROPERTY

All school property (including textbooks) belongs to the Bixby Public School District. The property is intended to be used by and for the benefit of all students and staff. Therefore, when a student loses, destroys, or damages school property, he/she is personally liable financially and subject to disciplinary action.

STAY-IN NOTES/NON-PARTICIPATION NOTES

A note signed by the parent/guardian or doctor is required for any student that is unable to participate in P.E. or activities. The request to stay inside more than one day may require a doctor's note.

STUDENT BIRTHDAYS

All holiday and birthday food or drinks must be commercially prepared or pre-packaged. Healthy alternatives to cupcakes, cookies, and donuts as birthday treats are strongly encouraged. Students may not have parties. The student will be recognized for a few minutes at the end of the day. **During class time, birthday invitations may only be delivered at school under the following conditions: all students, all boys, or all girls in order to avoid hurt feelings of students not invited.** Any flowers or balloons sent to a student will remain in the office until dismissal time. Balloons or glass containers are not permitted on school buses. Students may not attend school events if they have been absent due to sickness.

STUDENT ID NUMBER

Elementary and Intermediate students are issued a student ID number which must be used for library and cafeteria transactions.

TARDY / LEAVE EARLY

Punctuality is important, and the responsibility for being on time rests with the student and family. Class disruptions due to tardiness are to be discouraged. Missing the first minutes of class sets the tone for the day. Therefore, excessive tardies may result in disciplinary action. Students will be considered tardy if they arrive to class after the bell rings at 7:50 a.m. Students who are tardy must get a tardy slip in the main office before proceeding to their class. Students who habitually miss instructional time (due to late arrival or early check out) will be considered absent for the length of time they are out of class. These cumulative tardies or early check outs may be considered absences. We do provide transportation to those students who qualify to and from school on all regularly scheduled school days, which should allow for full day attendance. See [**BOE Policy 2106: Tardiness**](#)

TELEPHONE USE

- Students may not use personal cell phones during class time without permission from a staff member.
- Students may – with permission from the classroom teacher – use classroom phones. Use of the office phone is discouraged.
- Students should not call home because of P.E. equipment, books, homework, field trip permission slips, bus passes, or other items left at home.
- Students will not be called out of class for phone calls except in an emergency.
- Students may not use the office phone to call home to make arrangements to go home with other students.
- If students are ill, they will be referred to the nurse and will use the nurse's phone to contact the parent.

PERSONAL 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, Smartphones, laptops, 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 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.

THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY WHICH IS LOST OR STOLEN.

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). See [BOE Policy 2156: Wireless Telecommunication Devices](#)

TRANSPORTATION

Eligibility: Students who reside more than one and one-half (1 ½) miles from their designated campus are eligible for school bus transportation. Bus stops are set by the director of transportation. Other riders: Students who live less than a one and one-half (1 ½) radius may be permitted to ride the bus at the discretion of the district.

TRANSPORTATION CHANGES

When parents/guardians need to make a change in their child's transportation routine for any reason, we ask that the school be notified before 1:00 p.m. and on early release days please notify the school by 12:00 p.m. If you have a medical emergency or a death in the family, you may contact your child's school for an emergency bus pass.

STUDENTS MUST RIDE THEIR DESIGNATED BUS UNLESS APPROVED BY TRANSPORTATION

Contact the Transportation Department at **918-366-2247** for a permanent change in a student's transportation. You must provide the address where the student is to be transported. Please send a written note or call the school to implement a change in your child's regular routine, otherwise the student will be transported in his/her usual way. Because children often confuse information about a change in their routine,

WE WILL NOT RELY ON VERBAL INFORMATION FROM THE STUDENT.

TOYS AND UNNECESSARY ITEMS

Students are not to bring toys, games, electronic devices, or any other items to school or on the buses that are not directly related to the educational function of the school unless administrative approval is given. Laser pointers are specifically prohibited. Students are not to bring animals to school.

VISITORS DURING SCHOOL HOURS

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. Please refer to Bixby [Board of Education Policy 3114](#) for specific details of visitation requirements.

VOLUNTEER PROGRAM

We love to have volunteers in our building, and welcome them! However, the district does require training that each volunteer must attend before they can be in the classroom regularly. Your help in the media center, on the playground, in technology support areas and with student tutoring is appreciated. Bixby Education Support Team (B.E.S.T) invites parent and community participation and provides volunteer orientation.

WATCH D.O.G.S.

Watch D.O.G.S. is a program to encourage Dads to be involved in our school. Dads or other male figures must be BEST certified and pass a background check before volunteering.

WALKING STUDENTS TO CLASS

In order to maximize our instructional day, please make sure that you follow the guidelines when walking students to class:

- Please drop off students on time. Students may first come to their classrooms at 7:30 a.m.
- All parents must check in through our Safe School system.
- To protect instructional time please check out of the building by the tardy bell at 7:50 a.m.
- If you arrive after the bell you will not be allowed to walk your child to class.

While we certainly welcome families into our school, we cannot allow families to interrupt or delay our timely start to school. We appreciate your cooperation in this matter.

WATER BOTTLES AND ENERGY DRINKS

If water bottles are allowed in your child's classroom, **the bottle must be clear** so that the contents are visible. **Energy Drinks** should not be brought to school for breakfast, lunch or a snack.

WIRELESS/ELECTRONIC DEVICES

Students may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon written consent of both the student's parent or guardian, and principal. Students may have phones for safety reasons and phones must be in the "off position" during class time. Students may obtain a "Wireless Electronics Device Agreement" from the Principal's Office. A new form must be completed upon the transition to a new school site. See [BOE Policy 2156: Wireless Telecommunication Devices](#).

WITHDRAWAL FROM ENROLLMENT

Parents/guardians should notify the child's school at least one day in advance of their intent to withdraw their child. This will provide time for the necessary dismissal forms to be completed.

ACADEMICS

ACADEMIC STUDY TRIPS

Activity or study trips may be planned as an extension of the child's classroom experiences. Parental approval must be given prior to a student's participation in activity trips. If parents accompany their child on an activity trip and if they choose to take the child with them when the activity trip is over instead of the child returning to school, the parent must sign out (put in writing) that the child is being dismissed into his/her care. In order to devote complete attention to the students on the field trip, we ask that parents not bring siblings to the field trip.

CHEATING

Cheating is prohibited in any form. Cheating may result in the student receiving a zero as well as disciplinary action. Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. Cheating does affect a student's admission to honor organizations or positions of trust.

STUDENT INTERVENTION TEAM (SIT)

Student Intervention Team (SIT): The SIT process is established as a means of providing building level intervention support teams for students and teachers. When a student is having critical academic or behavioral problems he/she may be referred to the SIT team. The counselor will be the primary contact in the building for the SIT referral process. Students are identified by teachers, parents, achievement scores, and continued school difficulty. The counselor will conduct team meetings to assess and evaluate students' needs and the steps needed to improve their academic progress, which may include but are not limited to classroom interventions, support services available at the site, and specified assessment(s).

[Click here to view the OTISS Parent Newsletter](#)

GIFTED AND TALENTED PROGRAM

The program for the gifted and talented in Bixby ISD is designed to meet specific needs for qualifying students. The curriculum encompasses the concepts of higher level thinking techniques, leadership skills, and development of creativity.

GRADES AND PARENT PORTAL

Beginning in second grade, parents can access their student's grades and other educational records anytime by logging onto the Bixby Public Schools parent portal at <http://portal.bixbyps.org/public/> or by going to the Bixby Public Schools website and following the appropriate links. To obtain login information please contact the school office.

GRADING

In accordance with [BOE Policy 3118: Grading](#) the following grading system will be used for all subjects, including those taught in a special education setting:

Pre-Kindergarten, Kindergarten, First Grade, Second Grade, and Third 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. The evaluation key is listed below:

- “4” Exceeds standards/skills
- “3” Meets standards/skills or is on track to meet standards/skills
- “2” Progressing toward standards/skills
- “1” Area of concern
- Shaded box: Not evaluated at this time

First through Fourth 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:

- “4” Exceeds standards/skills
- “3” Meets standards/skills or is on track to meet standards/skills
- “2” Progressing toward standards/skills
- “1” Area of concern

Fifth and Sixth Grades (Core Academic Subjects)

- 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)

HOMEWORK

Homework is used as a part of the educational process. It will be related to the school’s aim and philosophy, but its primary objective shall be to aid in the development of the student. See [BOE Policy 3123: Homework](#).

INTERNET & OTHER COMPUTER – ACCEPTABLE USE

Privacy

Network and Internet access is provided as a tool for the education of students. 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.**

Failure to Follow Policy

The student’s use of the computer network and Internet is a privilege, not a right. A student 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 student who violates this policy by his or her own actions or by failing to report any violations by other students that come to the attention of the user. Further, a student 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 in such circumstances. See

[BOE Policy 3108: Internet and Other Computer Networks Acceptable Use and Internet Safety Policy.](#)

MEDIA CENTER

Each student will have the opportunity to check out books from the media center for a one-week period. The books can be rechecked if necessary. Each student is responsible for returning his/her book in good condition. If the book is lost, damaged, or destroyed, it is the student's responsibility to pay for the book.

[See here for Media Center Procedures relative to student checkout.](#)

PLACEMENT EXAMINATIONS

Students entering from non-accredited, private, or home schools may be tested for appropriate grade placement. See [BOE Policy 3122: Proficiency Based Promotion.](#)

PROGRESS REPORTS AND REPORT CARDS

Grades awarded to students will be based on percentages or a student checklist for all grading periods. Nine weeks reports of progress and the eighteen weeks semester grade reports will be given to all students. Student percentages will be cumulative for the semester grading period. A grade mark of 'I' is incomplete and will be changed when the course is completed within the time limit set by the school administration.

End of 9 Weeks Oct 18	Progress Reports Distributed 11/16/23
End of Semester 1 Dec 20	Report Cards Distributed on 1/11/24
End of 9 Weeks Mar 15	Progress Reports Distributed 03/28/24
End of Semester 2 May 23	Report Cards Available On-line on 6/3/24

PROMOTION & PROFICIENCY BASED PLACEMENT

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.

Proficiency based testing may be offered twice each year (once in August and once in May) per [BOE Policy 3122: Proficiency Based Promotion.](#)

RETENTION

Occasionally, it may be necessary for a student to repeat a grade. Typically, students who are retained should be retained only once during their educational experience in grades Pre-K through 6th grade.

The purpose of this policy is to establish the criteria and procedures involved in considering student retention and the appeal process. Students with disabilities will be advanced or retained in accordance with their Individual Education Program team's decision.

Students will be considered for retention based upon teacher or parent request. The RSA requirements require consideration of retention for 3rd grade students. Communication through conferences and written reports of progress should have clarified the teacher's and /or parents' concerns before any consideration of retention begins. When either party feels a student may find more success if they repeat the current grade, they will request a meeting of the building retention committee. The child's age, maturity, achievement level, and attitude will be discussed thoroughly along with sample work. This committee will make a decision regarding retention and convey that decision and rationale to the parents in writing. The parents have the right to appeal any decision to retain or promote their child to the building principal within five days of receiving the written decision. A second appeal can be made to the superintendent or designee within five days of receiving the principal's appeal decision in writing. The parent may request a review of the superintendent's decision by letter to the Board of Education within five days of the parent's receipt of the superintendent's decision. The Board of Education decision shall be final and non-appealable. See [BOE Policy 3126: Student Promotion & Retention](#).

SPECIAL EDUCATION

The Special Education Department of Bixby Public Schools actively seeks to find any student residing in the district who has a disability recognized under the Individuals with Disabilities Education Act. Special education provides an individualized program for students with disabilities. Students 3-21 in age with disabilities are eligible to receive services. Such students may be physically disabled, intellectually disabled, emotionally disturbed, learning disabled, developmentally delayed, traumatic brain injured, other health impaired, visually or hearing impaired, speech-language impaired, autistic, or have multiple disabilities. Referrals may be initiated by the parent of a child, the teacher, principal or other professionals who work with the child.

STUDENT SERVICES (EL, INDIAN EDUCATION, RSA, and TITLE)

Students who are in need of additional academic help may qualify for the following programs at qualifying sites and grade levels. Not all programs are offered at all schools.

- **EL** (English Learners): The purpose of this program is to support or to enhance the education of each student while appreciating their cultural differences. Staff assigned to each building complete assessments and determine the level of support for each student.
- **Indian Education**: This program is taught by a certified teacher and works on supporting students in all subject areas. Students qualify through teacher or parent referral upon verification of Indian heritage through a CDIB card or verification they are on the tribal roles.
- **RSA** (Reading Sufficiency Act): Students qualify for this program based upon their performance on the Amira Reading Assessment. Those students who are reading below the Amira benchmark are given an Academic Progress Plan that outlines strategies for improvement. Students who require intensive remediation may visit a reading tutor daily.
- **TITLE I**: Title I is a federally funded program designed to provide additional help to students. This program is designed to not only strengthen academic achievement, but to increase self-confidence in learning academic skills. The sites listed below are designated at Title I school-wide sites.

- a. [Bixby Central Elementary Title I Compact](#)

b. [Bixby Central Intermediate Title I Compact](#)

TEXTBOOKS

Textbooks used by the students are furnished free of charge by the school. Students will be responsible for any textbooks lost, stolen, or damaged. A fine may be assessed for lost, stolen, or damaged textbooks at the replacement cost.

SPARTAN CONNECTION ACADEMY(Virtual)

BPS uses state-of-the art software to provide one-on-one on-line instruction in core and elective courses. This program is designed to help students graduate. All course work is aligned to Oklahoma state standards and combines direct video instruction from highly-qualified teachers with interactive digital content. The interactive course content engages students in the learning process through animations, simulations, video-based presentations, online content, vocabulary, and exploration activities.

Please contact your site counselor for inquiries to enroll in Spartan Connection Academy.

As with any program or educational setting, there are certain guidelines and expectations for online students.

- Online courses are not self-paced. Students enrolled in on-line courses must achieve a weekly completion goal to meet eligibility requirements.
- Parents and students MUST attend an online orientation meeting.
- If at any time a student shows no activity for 5 consecutive school days, the student may be placed on a Virtual Attendance Contract.
- Failure to comply with the attendance contract will result in referral to Truancy Court and/or withdrawal or a return to sit-in class.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM

General Information:

- Bixby Public Schools does NOT teach Critical Race Theory. Rather, teaching and learning is consistent with Oklahoma Academic Standards.
- House Bill 1775 prohibits public schools and universities from teaching that "one race or sex is inherently superior to another, "and that "an individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive."

Important Links:

- [Video from Governor Stitt: HB 1775](#)
- [Oklahoma State Department of Education](#)
- [Oklahoma Academic Standards](#)

Please see [here](#) for BOE Policy 3139 and Complaint Process Form.

DISCIPLINE

BULLYING

BPS forbids bullying behavior in any form. The school will impose discipline, including suspension, for such behavior by students. “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. See [BOE Policy 2146: Student Bullying](#).

The designated individual(s) to investigate bullying reports at each school site will be the Principal and Assistant Principal(s) or any other person assigned by the site Principal.

DISCIPLINE OF STUDENTS

Discipline is a “must” if a positive learning environment is to be established. Therefore, in an effort to make our school(s) an institution of learning a high standard of behavior is expected. When students fail to conform to the expected behavior, the school will attempt to correct the behavior. The general rules of the school should be followed, as well as the rules of the individual classroom.

In addition, conduct occurring outside 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. These actions may include in school placement options or out of school suspension. See [BOE Policy 2158: Student Discipline](#), [BOE Policy 2162: Disciplinary Removal Of Children With Disabilities](#), [BOE Policy 2163 Student Discipline: Out-of-school Actions](#)

IN-HOUSE PLACEMENT (IHP)

Students found guilty of conduct warranting disciplinary action may be placed in a supervised in-house placement (IHP) program at the discretion of administration, who shall determine the length of such assignment. The supervised IHP program shall be conducted as an on-campus program of strict study supervision for students.

METAL DETECTOR USE/SURVEILLANCE

Persons entering BPS may be subject to a metal detector scan and camera surveillance. See [BOE Policy 2152: Metal Detectors](#).

SEARCH AND SEIZURE

This policy applies to dangerous weapons, controlled dangerous substances (as defined in the Uniform Controlled Dangerous Substance Act), intoxicating beverages, non-intoxicating beverages (as defined by Section 163.2 of Title 37 of the Oklahoma Statutes), or for missing or stolen property if said property is reasonably suspected to have been taken from a student, school employee, or the school during school activities. (70. Section 24-102). The scope of authority to detain and search shall include any student or property in the possession of the student when said student is on any school premises, or while attending any function sponsored or authorized by the school. See [**BOE Policy 2153: Search of Students**](#).

SUSPENSION

Suspension is used as a form of discipline when the infraction done by the student is considered serious or is a repeated infraction to the school rules. "Suspension" means an exclusion from school privileges. All suspensions or school attendance may be appealed through established channels.

Before a student is suspended out of school, the principal shall consider and apply, if appropriate, alternate in-house placement options that are not to be considered suspensions, such as placement in an alternate school setting, reassignment to another classroom, or in-school detention.

Students suspended for short-term will have the opportunity to make-up work missed by accessing Google Classroom. Students suspended for long-term will receive educational support through Spartan Connection Academy (virtual) during the suspension period.

Except in cases involving possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students and teachers, no out-of-school suspension shall extend beyond the current semester and succeeding semester. See [**BOE Policy 2161: Suspension of Students**](#).

WEAPONS AND DANGEROUS INSTRUMENTS

It is the policy of Bixby Public Schools that students will not knowingly possess, handle or transmit any object that can reasonably be considered a weapon or be a reasonable facsimile of one on the school grounds or off the school grounds at any school sponsored activity, function or event.

Examples of weapons or dangerous objects include but are not limited to:

- guns and rifles
- toy guns and toy weapons
- BB or pellet guns
- slingshots
- bow & arrows
- martial arts weapons
- clubs
- knives

or any other item that is considered dangerous by the administration. Violations of the above rule may result in recommendation for suspension from school. See [BOE Policy 2151: Student Possession Of Dangerous Weapons & Gun Free Schools Student Suspension](#).

HEALTH & SAFETY

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In response to the Asbestos Hazard Emergency Response Act, P.L. 99-5519, and the EPA regulations, we have completed the three year re-inspection of our buildings that contained asbestos building materials. As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems. The management plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Facility Director. Please call for an appointment.

COMMUNICABLE DISEASES

Oklahoma law states that any student who has a contagious disease or head lice may be prohibited from attending school.

HEAD LICE

See [BOE Policy 2110: Health - Students](#).

Rash: Students who develop unidentified rashes at school must be picked up for the remainder of the day. Students with unidentified rashes must have a physician's statement verifying that they are not contagious in order to attend school. In order to attend school after having chicken pox, all blisters must be crusted over. This may take a week or longer.

Diarrhea: Students who have diarrhea at school must be picked up for the remainder of the day. Students must be symptom free without medication for 24 hours prior to returning to school.

Fever: Students who have temperatures of 100 degrees or more must be picked up from school for the remainder of the day. For most childhood illnesses, temperatures are lower in the morning. Students must be fever free without medication for 24 hours prior to returning to school.

Vomiting: Students who vomit at school must be picked up for the remainder of the day. Students must be symptom free without medication for 24 hours prior to returning to school.

Conjunctivitis: (Inflammation or infection of the mucous membrane around the eye.) Students with thick white, yellow, or green discharge from either eye must be picked up for the remainder of the day. In order to return to school, students must have received medication for a minimum of 24 hours, be symptom free, or have a physician's statement verifying that they are not contagious.

Ringworm: Students who have ringworm on the face or scalp must have a physician's statement verifying receipt of treatment and that they are not contagious. Students who have ringworm on any other part of the body must be receiving treatment and have all lesions covered while at school.

Sick Students Returning to School: Students sent home or absent due to illness must be free of fever, diarrhea and vomiting for 24 hours without the use of medication. If placed on an antibiotic for

a contagious illness, the student must be on an antibiotic for 24 hours before returning to school. Parents may bring a note from the doctor to verify the absence. Should we add protocol for COVID (“shall be managed in accordance with current guidance from CDC and/or local health department”)?

COUNSELING PROGRAMS & GOALS

An elementary counselor is assigned to each of the elementary schools. The counselor works with individual children, provides group guidance, and participates in parent conferences when requested. All students in our school are entitled to unconditional positive regard in addition to having basic rights and needs met within the school environment. Our goals are:

- To provide appropriate placement for all students while identifying special needs which may exist.
- To provide appropriate individual and group counseling and guidance regarding decision making skills, problem solving, and interpersonal skills.
- To provide conflict resolution tools and education regarding positive communication which students may utilize for their benefit.
- To provide motivation tools and study skills to enhance the educational experience for students in our school.
- To provide crisis management and a supportive environment for students, faculty, parents and the community.
- To provide information and orientation for new students entering BPS.
- To provide career information to students.
- To provide a supportive environment as students confront personal concerns and learn to make appropriate choices.
- To provide parents with information to deal with their students in the most advantageous way possible.
- To review academic progress of all students to identify those who qualify for services or remediation.
- To provide assessment services.

The counselors at BPS collaborate in order to provide the most effective counseling services possible to the students in our school. This includes implementing various guidance and counseling programs for classroom guidance, small group guidance and individual counseling. These programs are evaluated for effectiveness according to the ages being served.

Classroom guidance is provided to all Kindergarten to 6th grade students within our schools. Topics include building positive self-esteem, interpersonal skills, communication, conflict resolution that includes dealing with bullying and teasing, effective learning skills and tools, and career information.

Small group counseling is available to all students in our school. Small group topics include anger management, social skills, self-control, and grief. Parent permission is required as a prerequisite in small group counseling. The goal of the small groups is to enable the students to deal with personal concerns and issues in an appropriate way.

Individual counseling is provided for students who request services from the counselors or through referrals from teachers as well as parents. Teachers and administrators may also request individual counseling for students. This service is offered to students in order to support them with personal concerns and issues, to deal with interpersonal concerns, academic needs and other needs which they may have or encounter.

Bixby Public Schools supports at-risk students who attend a residential facility within the school district boundaries through after school on-site tutoring.

The school counselors act as coordinators and liaisons for various services and activities. These may include Red Ribbon Week, meeting the needs of those students and families with unique needs during the holidays, SIT team meetings, parent conferences, and various assessments.

Counselors are responsible for filing and communicating test results to parents. Counselors participate in a variety of additional activities and services in the district, on site, and in the community.

DIABETIC MANAGEMENT PLAN

A personal health care team will develop a written Diabetes Medical Management plan for each student who will seek care for diabetes while at school. (Diabetes Management in School's Act: OK stat tit: 70 and 1210.196).

SAFETY DRILLS

As required by state law and local policy, Bixby Public Schools practices various safety drills for fire, tornado, and security situations. See [BOE Policy 6125: Safety Drills](#).

GROWTH & DEVELOPMENT

A Growth and Development class is part of the school curriculum and is scheduled for 5th grade. The lesson will focus on natural changes that a student's body will undergo. The lessons are given separately for boys and girls. The class is conducted by one of our district nurses and may include the Tulsa County Health Department. A parent/guardian preview session is available online on the BPS website at www.bixbyps.org. A parent/guardian 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. See [BOE Policy 3110A: Growth & Development](#).

IMMUNIZATION REQUIREMENTS

Immunization requirements are established by the State of Oklahoma and are state law. No student will be allowed to enroll in school without documentation of the required vaccines. Each time an immunization is given, a copy of the child's updated immunization record including the child's name, birth date and grade must be submitted. Exemptions from the immunization requirements are authorized for medical, religious and personal reasons. If you have questions, please call the nurse for your child's school. For assistance with immunizations, contact the Tulsa County Health Department. See [Required Immunizations](#).

MEDICATION

If it is necessary for a student to bring prescription, non-prescription or over-the-counter medicines to school, the "Parental Authorization to Administer Medication" form must be completed. The form

must be completed and signed each year to be kept along with the medication in the school office. The form is available in the front office, nurse's office or online. Medications, both prescription and non-prescription, must be brought to school in their original containers with the proper labeling and your student's name on the container. If your student takes daily medication, please contact the school nurse. In order for us to contact you, it is important that all telephone numbers be completed on the enrollment information sheet. The district retains the right to reject requests for administration of medication and to discontinue the administration of medication. Full medication administration guidelines can be found in the [BOE Policy 2116: Administration Of Medicine And Sunscreen To Students](#).

Prescription medication must have:

Student Name
Dosage and Directions for administration
Name and Strength of medication
Name of physician or dentist
Date and name of pharmacy

Non-prescription meds must have:

Student Name
Contain directions
Must be in original container/package

MENINGOCOCCAL DISEASE & VACCINES

In accordance with Oklahoma State Law, the Bixby School District must provide information to parents regarding Meningococcal Disease and Vaccines. Meningococcal disease is a rare but very serious disease. In the United States about 2,500 people are infected and about 300 people die every year, in spite of treatment with antibiotics. Of those who live, many have serious health complications. There is a vaccine for meningococcal disease and it is recommended for all children ages 11 through 18. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus housing. For complete information regarding meningococcal disease and vaccines, please contact the school nurse or visit the school website and choose the school nurse web page.

SCHOOL NURSE

School health services, as provided by a certified school nurse, supplement the efforts of parents and health care providers to maintain and promote the health of students. School health services do not replace the parents' responsibility for obtaining health care or the provider's responsibility for administering care.

The school nurse provides assistance in evaluating present or potential health problems, provides the essential liaison between the health and educational needs of pupils with chronic illnesses or disabilities, provides the direction for pupils who become ill or injured at school, assists school administrators to meet the health policies of the school district, and functions as a school team member to assist each pupil toward optimal health.

Health care in the school, as provided by the school nurse, includes identification of health problems, preventive health care measures, health maintenance care, and necessary campus therapeutic intervention. In the absence of the school nurse, treatment for minor injuries is administered by the school staff.

SEXUAL DISCRIMINATION

A copy of all Bixby Public Schools Board of Education policies and procedures is available at the Bixby Public Schools Service Center, 109 North Armstrong, Bixby, or on the internet at www.bixbyps.org. Any grievance may be filed, however, by contacting the Office of the Superintendent of Bixby Public Schools at (918) 366-2200.

SEXUAL HARASSMENT

Bixby Public Schools forbids discrimination against or harassment of any student on the basis of sex. The School District will impose discipline, including suspension, for such behavior by students. Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment shall report all such incidents to the superintendent, principal, assistant principal, school counselor, or any board member. It is preferred that all reports be made in person or in writing by the reporting party. However, in order to encourage full and complete 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. The report should state the name of the student involved, 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. Should you wish to contact a site counselor, please see the contact information above for your school site.

STUDENT INSURANCE

Bixby Public Schools does not provide health or accident insurance coverage for students who regularly attend school or participate in extracurricular activities. See [BOE Policy 2119: Accident Insurance - Students](#).

THREAT ASSESSMENT

Threat assessments will be conducted when safety is a concern. In conducting a threat assessment, school officials may interview relevant students and staff and review any documentation and records needed to assess the threat. School officials may also work with outside professionals, such as local law enforcement as deemed appropriate.

TOBACCO PRODUCTS, ALCOHOL AND DRUGS

The use of alcohol, drugs, tobacco products, simulated tobacco products, and vapor products will not be permitted on any BPS property. See [BOE Policy 2148: Drug-Free Schools](#), [BOE Policy 2149: Drug Testing](#), [BOE Policy 6128: Tobacco Use Prohibited](#).

PROBATION PROGRAM FOR STUDENTS SUSPENDED UNDER THE INFLUENCE

Students in violation of the district's policy on the use or possession or being under the influence of alcohol or illegal substances and/or non-prescription inhalants may be afforded the opportunity to participate in the district's "Probation Program" at the discretion of an administrator. This program may be offered to students when a student is under disciplinary action for violation of the district drug-free school policy regarding alcohol and/or illegal chemical substances. Participation is a voluntary action by the parents and the student. Both parents and students must comply with the terms and provisions of the probation programs.

Participation in the probation program will reduce the original out of school suspension issued to 10 days out of school. Details of the program will be explained by the administrator at the time of the infraction.

EVERY STUDENT SUCCEEDS ACT (ESSA)

PARENT RIGHT TO KNOW

As a parent you may request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. You may also receive notice if your child is taught for four or more consecutive weeks by a teacher who does not meet state certification or licensure requirements. In addition, you may request your student's performance level on state academic assessments for grades 3-8 and 11.

Parents may access the OSTP Parent Portal by going to: <https://okparentportal.emetric.net/login>.

You will need your student's ID (STN) to access the portal. You may contact the school site to request the student's STN. [BOE 5112: ESSA \(Every Student Succeeds Act\)](#)

FERPA

BIXBY PUBLIC SCHOOLS Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Bixby Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bixby Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bixby Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Student information beyond that listed below (address, phone, date of birth, attendance, student ID number), will be released upon request to other education agencies, such as technology schools and colleges and universities. In addition, two federal laws require local

educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Bixby Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within one week of the first day of attendance. Bixby Public Schools has designated the following information as directory information:

- Student’s name
- Names of the student’s parents
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received

Bixby Public Schools will publish a list of the items of directory information it proposes to designate as directory information in each student handbook, annually provided to each parent/student. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of School’s Office) if any or all of the items they refuse to permit the district to designate as director information about that student. This designation will remain in effect until it is modified by the written direction of the student’s parent or eligible student. Information identified as directory information will also be identified in school board policy on the school website.

BIXBY PUBLIC SCHOOLS

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Bixby Public School District, with certain exceptions, affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff, school resource officer, and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

PARENT BILL OF RIGHTS

Refer to Oklahoma Statute: [25 O.S. §2002.](#)

STUDENT SURVEYS

Surveys Without the Parent/Guardian's Prior Consent

No student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's family
2. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian
3. Sexual behavior or attitudes
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Mental or psychological problems of the student or the student's family
6. Critical appraisals of other individuals with whom the student has a close family relationship
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent/guardian. Any complaint by a parent/guardian regarding the parent/guardian's inability to inspect any such survey shall be addressed to the Superintendent, or his or her designee, who shall have final authority over the matter. The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

FORMS

OSTP TESTING

[BOE Policy 3134: Oklahoma School Testing Program – Opt Out](#)

STUDENT ACTIVITIES

BIXBY PUBLIC SCHOOLS

State law requires that public school sites notify parents of the school sanctioned student activity/ extracurricular groups at that site. Parents have a right to opt out of participation for their student. However, it is the parent's responsibility to notify the school and remove their child from participation.

This form may serve as written notification of a parent/guardian's desire to opt out of any student activity/extracurricular group for their student.

TO: Principal _____ SITE: _____

NAME OF STUDENT: _____

GRADE: _____

Please accept this as annual notification that I, the parent/guardian of the above named student, have reviewed the list of student activity/extracurricular groups and want this student to not participate in the following groups:

Parent/Guardian Signature

Date